

# 2023-24 CATALOG



Improving Life  
Through Learning







**2023-2024**  
**Academic Catalog**  
**August 1, 2023**

**Black Hawk College Quad-Cities Campus**  
**6600 34<sup>th</sup> Avenue**  
**Moline, IL 61265-5899**  
**309-796-5000**

**Black Hawk College East Campus**  
**26230 Black Hawk Road**  
**Galva, IL 61434-9476**  
**309-854-1700**

### **Vision**

Our vision is to prepare learners to live and work in diverse global communities through the relentless pursuit of student success, innovation and educational excellence.

### **Mission**

Our mission is to inspire students, develop talent and strengthen communities.

### **Core Values**

Caring and Compassion, Fairness, Honesty, Inclusion and Diversity, Integrity, Respect, and Responsibility.

## **Student Learning and Assessment**

Black Hawk College is committed to providing a learning-centered environment. Faculty are interested in students' mastery of course content as well as the process by which students acquire knowledge. Students develop skills and adapt concepts that will support them throughout life as effective citizens as well as professionals in their fields.

The assessment of student learning is one very important component of a learning-centered environment. Assessment is an ongoing, systematic process that measures student learning. Through feedback processes, this assessment also provides a means to improve student learning at Black Hawk College.

### **The assessment of student learning includes:**

- Developing outcomes for student learning
- Selecting appropriate assessment measures
- Systematically collecting, analyzing, and interpreting these measures
- Using feedback loops to make changes to improve student learning

Students play a significant role in their learning and the assessment process. They have opportunities to learn how the assessment process works, how the results will benefit them, and how to become active participants in the process.

## Black Hawk College Accreditation

Recognized by the Illinois Community College Board

Accredited by the Higher Learning Commission  
 230 South LaSalle Street, Suite 7-500, Chicago Illinois 60604  
 1-800-621-7440, <http://www.hlcommission.org/>  
<http://www.bhc.edu/about-us/general-information/>

### Additional Accrediting Agencies

| <b>Institution/Curriculum</b>  | <b>Accrediting/Approving Body</b>  |
|--|--|
| Associate in Applied Science-EMS<br>Paramedic and Emergency Medical Technician-Paramedic | Committee on Accreditation of Educational Program for the EMS Professions. CoAEMSP/<br>Commission on Accreditation of Allied Health Education Programs |
| Associate Degree Nursing   | Illinois Department of Financial and Professional Regulation;<br>Accreditation Commission for Education in Nursing (ACEN)                              |
| Certified Nursing Assistant  | Illinois Department of Public Health   |
| Physical Therapist Assistant   | Commission on Accreditation in Physical Therapy Education:<br>American Physical Therapy Association (CAPTE)  |
| Practical Nursing Certificate  | Illinois Department of Financial and Professional Regulation   |
| Surgical Technology  | Commission on Accreditation of Allied Health Education Programs (CAAHEP)   |
| Veterinary Technology  | Committee on Veterinary Technician Education and Activities (CVTEA): American Veterinary Medical Association (AVMA)                                    |

## **From the President of Black Hawk College**

Welcome to Black Hawk College!

Black Hawk College provides the highest-quality education in a personal environment. You will find dedicated staff and faculty who are here to help you achieve your educational goals. Black Hawk College offers a variety of certificate and transfer program opportunities. Your experiences in the classroom transfer to the workplace or to a four-year university.



Our goal is to improve lives by providing an affordable and accessible high quality education. Our excellent faculty and staff fulfill our mission of strengthening our community by providing the environment and educational resources to inspire students and develop talent. You can start higher education here and go anywhere.

A handwritten signature in black ink on a light-colored background. The signature reads "Tim Wynes" in a cursive, flowing script.

Tim Wynes, J.D.  
President

## Quick Reference Table of Contents

|  |            |
|--|------------|
| <b>Academic Calendar .....</b>           | <b>9</b>   |
| <b>Catalog Disclaimer .....</b>          | <b>10</b>  |
| <b>Admission Information .....</b>       | <b>15</b>  |
| <b>Financial Aid .....</b>               | <b>18</b>  |
| <b>Tuition and Fee Information .....</b> | <b>25</b>  |
| <b>Graduation Requirements .....</b>     | <b>49</b>  |
| <b>Career Program Descriptions .....</b> | <b>63</b>  |
| <b>Transfer Programs .....</b>           | <b>106</b> |
| <b>Course Descriptions .....</b>         | <b>113</b> |

## Table of Contents

|  |  |
|--|--|
| <p><b>Vision</b>..... 2</p> <p><b>Mission</b> ..... 2</p> <p><b>Core Values</b>..... 2</p> <p><b>Student Learning and Assessment</b>..... 2</p> <p><b>Black Hawk College Accreditation</b> ..... 3</p> <p><b>From the President of Black Hawk College</b>..... 4</p> <p><b>Table of Contents</b> ..... 6</p> <p><b>2023-2024 Academic Calendar</b>..... 9</p> <p><b>College Information &amp; Policies</b> ..... 10</p> <p style="padding-left: 20px;">Black Hawk College ID Number ..... 10</p> <p style="padding-left: 20px;">Catalog Disclaimer..... 10</p> <p style="padding-left: 20px;">Governance ..... 10</p> <p style="padding-left: 20px;">Student E-Mail Accounts ..... 10</p> <p style="padding-left: 20px;">Technology Requirements for Online Learning..... 10</p> <p style="padding-left: 20px;">Microphone &amp; Speakers..... 11</p> <p style="padding-left: 20px;">For Exams &amp; Testing ..... 11</p> <p style="padding-left: 20px;">Affirmative Action ..... 11</p> <p style="padding-left: 20px;">Freedom of Information Act ..... 11</p> <p style="padding-left: 20px;">Student Right to Know..... 11</p> <p style="padding-left: 20px;">Title IX/SaVE ..... 12</p> <p style="padding-left: 20px;">Misrepresentation of Identity ..... 12</p> <p><b>Facilities</b> ..... 13</p> <p style="padding-left: 20px;">Quad-Cities Campus ..... 13</p> <p style="padding-left: 20px;">East Campus..... 13</p> <p style="padding-left: 20px;">Outreach Centers..... 14</p> <p style="padding-left: 20px;">Parking ..... 14</p> <p style="padding-left: 20px;">Information Technology Services ..... 14</p> <p><b>Admission Information</b> ..... 15</p> <p style="padding-left: 20px;">Admission Policy ..... 15</p> <p style="padding-left: 20px;">Enrollment of High School Students..... 15</p> <p style="padding-left: 20px;">Application for Admission..... 15</p> <p style="padding-left: 20px;">High School or GED Transcripts ..... 15</p> <p style="padding-left: 20px;">Subject-Specific Admissions Requirements for Students Entering Baccalaureate Programs..... 15</p> <p style="padding-left: 20px;">Acceptance of Transfer Credit ..... 16</p> <p style="padding-left: 20px;">BHC/WIU Dual Admission ..... 16</p> <p style="padding-left: 20px;">BHC/Augustana Next ..... 16</p> <p style="padding-left: 20px;">Transfer of International Credit ..... 16</p> <p style="padding-left: 20px;">Admission of International Students and Non-Native Speakers of English..... 16</p> <p style="padding-left: 20px;">Admission Denial..... 17</p> <p style="padding-left: 20px;">Readmission of Service Members..... 17</p> <p><b>Financial Aid</b> ..... 18</p> <p style="padding-left: 20px;">Application Procedures ..... 18</p> <p style="padding-left: 20px;">Financial Aid Policies ..... 18</p> <p style="padding-left: 20px;">Financial Aid Satisfactory Academic Progress (SAP) ..... 18</p> <p style="padding-left: 20px;">Ineligible Programs ..... 19</p> <p style="padding-left: 20px;">Return of Title IV Aid..... 19</p> <p style="padding-left: 20px;">Federal Financial Aid..... 19</p> <p style="padding-left: 20px;">State Financial Aid..... 19</p> <p style="padding-left: 20px;">Institutional Financial Aid ..... 20</p> <p style="padding-left: 20px;">Veterans' Benefits..... 20</p> <p><b>Placement and Assessment</b> ..... 22</p> <p style="padding-left: 20px;">Placement..... 22</p> <p style="padding-left: 20px;">Placement for Students in Foreign Languages..... 22</p> | <p><b>Registration</b>..... 23</p> <p style="padding-left: 20px;">Student Responsibilities ..... 23</p> <p style="padding-left: 20px;">Student Handbook ..... 23</p> <p style="padding-left: 20px;">Orientation..... 23</p> <p style="padding-left: 20px;">College Experience and Success Courses..... 23</p> <p style="padding-left: 20px;">Auditing..... 23</p> <p style="padding-left: 20px;">Maximum Course Load..... 23</p> <p style="padding-left: 20px;">Semester Credit Hour Load ..... 24</p> <p style="padding-left: 20px;">Cancellation of Courses..... 24</p> <p><b>Tuition and Fee Information</b> ..... 25</p> <p style="padding-left: 20px;">Residency ..... 25</p> <p style="padding-left: 20px;">Tuition and Fees ..... 26</p> <p style="padding-left: 20px;">Cooperative Educational Agreements and Chargebacks ..... 28</p> <p style="padding-left: 20px;">Tuition and Fees Refund Schedule..... 28</p> <p style="padding-left: 20px;">Tuition and Fees Refund Policy ..... 28</p> <p style="padding-left: 20px;">Refund Appeal..... 29</p> <p style="padding-left: 20px;">Medical Withdrawal ..... 29</p> <p style="padding-left: 20px;">Financial Aid Refunds..... 29</p> <p style="padding-left: 20px;">Return of Federal Financial Aid Policy..... 30</p> <p style="padding-left: 20px;">Military Called to Active Duty..... 30</p> <p style="padding-left: 20px;">Senior Citizens Tuition Waiver ..... 30</p> <p style="padding-left: 20px;">Books and Supplies ..... 30</p> <p style="padding-left: 20px;">Financial Arrears ..... 30</p> <p><b>Student Involvement</b>..... 32</p> <p style="padding-left: 20px;">Student Involvement..... 32</p> <p><b>Student Resources</b>..... 33</p> <p style="padding-left: 20px;">Advisement Services ..... 33</p> <p style="padding-left: 20px;">Career Services..... 33</p> <p style="padding-left: 20px;">Tutoring Center ..... 34</p> <p style="padding-left: 20px;">Counseling..... 34</p> <p style="padding-left: 20px;">Disability Accommodations ..... 35</p> <p style="padding-left: 20px;">Early Alert..... 35</p> <p style="padding-left: 20px;">Enrollment Services..... 35</p> <p style="padding-left: 20px;">Financial Aid ..... 35</p> <p style="padding-left: 20px;">Food Pantries ..... 35</p> <p style="padding-left: 20px;">Bursar Office ..... 36</p> <p style="padding-left: 20px;">Housing ..... 36</p> <p style="padding-left: 20px;">Testing Center ..... 36</p> <p style="padding-left: 20px;">Intercollegiate Athletics..... 36</p> <p style="padding-left: 20px;">Libraries ..... 36</p> <p style="padding-left: 20px;">Military and Student Veteran Center..... 36</p> <p style="padding-left: 20px;">TRiO Student Support Services..... 36</p> <p style="padding-left: 20px;">Code of Student Conduct and Disciplinary Procedures ..... 36</p> <p><b>Student Records</b>..... 38</p> <p style="padding-left: 20px;">Records Policy..... 38</p> <p style="padding-left: 20px;">Transcripts..... 39</p> <p style="padding-left: 20px;">Social Security Numbers ..... 39</p> <p style="padding-left: 20px;">Change of Student Name or Address..... 39</p> <p style="padding-left: 20px;">Denial of Enrollment ..... 39</p> <p style="padding-left: 20px;">Transcript Retention ..... 39</p> <p><b>Academic Information and Regulations</b> ..... 40</p> <p style="padding-left: 20px;">Grading System ..... 40</p> <p style="padding-left: 20px;">Cheating and Plagiarism Policy..... 41</p> <p style="padding-left: 20px;">Repeat Policy..... 41</p> |
|--|--|

|  |           |   |           |
|--|-----------|---|-----------|
| Attendance .....   | 41        | Administrative Assisting .....                                | 72        |
| Children in Class .....  | 41        | Administrative Office Support Certificate.....                | 73        |
| Withdrawing from College .....                                     | 41        | Business.....   | 73        |
| Adding/Dropping a Class.....                                       | 42        | Banking and Finance Certificate .....                         | 74        |
| Academic Standards.....  | 43        | Medical Office Receptionist.....                              | 74        |
| Academic Progress Policy .....                                     | 43        | Small Business Management.....                                | 75        |
| Academic Forgiveness Policy .....                                  | 43        | <b>Computer Technology Programs .....</b>                     | <b>76</b> |
| Baccalaureate/Transfer Course Guarantee .....                      | 43        | A+ Prep Certificate.....                                      | 76        |
| Occupational Program Guarantee .....                               | 44        | Art Technology Certificate.....                               | 76        |
| Conferring Degrees and Certificates .....                          | 44        | Computer Information Technology .....                         | 77        |
| Unit of Credit .....   | 44        | Computer Information Technology Tracks .....                  | 77        |
| Student Classification .....                                       | 44        | Court Reporting Technology .....                              | 78        |
| Honors Information.....  | 44        | Cybersecurity.....  | 79        |
| Honors Program.....  | 45        | IT Support Technician Certificate .....                       | 80        |
| <b>Non-Traditional Credit.....</b>                                 | <b>46</b> | Business Software .....                                       | 80        |
| Departmental Proficiency .....                                     | 46        | Network Administrator Certificate .....                       | 80        |
| Portfolios.....  | 46        | Network+ Prep Certificate.....                                | 81        |
| College Level Examination Program (CLEP).....                      | 46        | Visual Communication.....                                     | 81        |
| Advanced Placement Program .....                                   | 46        | <b>Health Related Programs.....</b>                           | <b>83</b> |
| Armed Service Experience.....                                      | 48        | Associate in Applied Science EMS–Paramedic .....              | 83        |
| High School Articulation .....                                     | 48        | Emergency Medical Technician – Paramedic<br>Certificate ..... | 84        |
| Child Development Associate Credential .....                       | 48        | Associate Degree Nursing .....                                | 85        |
| International Baccalaureate (IB) .....                             | 48        | Basic Nurse Assistant Training Program.....                   | 87        |
| <b>Graduation Requirements .....</b>                               | <b>49</b> | Health Information Management.....                            | 87        |
| Purpose of General Education.....                                  | 49        | Medical Assisting Certificate .....                           | 88        |
| Illinois Articulation Initiative Agreement (IAI).....              | 49        | Medical Coding Specialist Certificate .....                   | 88        |
| General Education Core Curriculum (GECC).....                      | 49        | Patient Care Assistant Certificate .....                      | 89        |
| Reverse Transfer .....   | 50        | Physical Therapist Assistant.....                             | 89        |
| Online Degree Audit.....   | 50        | Practical Nursing Certificate .....                           | 90        |
| Graduation.....  | 50        | Surgical Technology.....                                      | 91        |
| Associate in Arts .....  | 50        | <b>Early Childhood Education .....</b>                        | <b>92</b> |
| Associate in Science.....  | 52        | Assistant Teacher Certificate.....                            | 92        |
| Associate in Applied Science.....                                  | 55        | Early Childhood Education .....                               | 92        |
| Associate in Fine Arts .....                                       | 56        | Early Childhood Educator Certificate .....                    | 93        |
| Associate in Liberal Studies.....                                  | 57        | <b>Music Industry.....</b>                                    | <b>94</b> |
| Career Program Certificates.....                                   | 59        | Music Industry Certificate.....                               | 94        |
| <b>Transfer of Graduates .....</b>                                 | <b>60</b> | <b>English as a Second Language.....</b>                      | <b>95</b> |
| Transfer Programs and Courses .....                                | 60        | <b>Trade and Technical Programs.....</b>                      | <b>96</b> |
| Career Programs.....   | 60        | Agriculture Mechanics .....                                   | 96        |
| Transferology .....  | 60        | Agriculture Mechanics Technology .....                        | 96        |
| <b>Flexible Learning Options .....</b>                             | <b>61</b> | Air Conditioning Specialist .....                             | 97        |
| Minimester Term .....  | 61        | AutoCAD Certificate .....                                     | 97        |
| Instructional Methods .....  | 61        | Automotive Repair .....                                       | 97        |
| <b>Career Program Descriptions .....</b>                           | <b>63</b> | Automotive Repair Technology .....                            | 98        |
| <b>Agriculture Programs.....</b>                                   | <b>64</b> | Brake Specialist.....   | 98        |
| Advanced Large Animal Technician Certificate.....                  | 64        | CNC Production Certificates .....                             | 99        |
| Advanced Vet Office Management Certificate .....                   | 64        | Engineering Technology .....                                  | 99        |
| Agribusiness Management .....                                      | 65        | Engineering Technology Tracks.....                            | 99        |
| Agribusiness Management—Crop Protection<br>Technology Option ..... | 65        | Engineering Technology Tracks.....                            | 100       |
| Agribusiness Management—Horticulture Option.....                   | 66        | Engineering Technology Tracks.....                            | 100       |
| Agriculture Production Technology.....                             | 67        | Engineering Technology Fundamentals Certificate               | 101       |
| Agriculture Production.....  | 67        | General Occupational and Technical Studies .....              | 101       |
| Equestrian Science .....   | 68        | Introduction to Building Trades .....                         | 102       |
| Horse Science Technology.....                                      | 68        | Criminal Justice Technology .....                             | 102       |
| Horse Science Technology Certificate .....                         | 69        | Criminal Justice Certificate .....                            | 103       |
| Veterinary Assisting.....  | 69        | Manufacturing Processes Certificate .....                     | 103       |
| Veterinary Technology .....  | 70        | ProE Certificate .....  | 103       |
| <b>Business Programs .....</b>                                     | <b>71</b> | Gas Metal Arc Welding.....                                    | 103       |
| Accounting Clerk .....   | 71        | Shielded Metal Arc Welding .....                              | 104       |
| Accounting.....  | 72        | Welding .....   | 104       |

|  |            |                                       |            |
|--|------------|---------------------------------------|------------|
| Welding.....                                       | 104        | Education.....                        | 137        |
| Wheel Alignment/Suspension Certificate .....       | 105        | Emergency Medical Services .....      | 137        |
| <b>Transfer Programs.....</b>                      | <b>106</b> | Engineering Technology .....          | 139        |
| The Compact Agreement .....                        | 106        | English.....                          | 142        |
| Graduating at Black Hawk .....                     | 106        | English as a Second Language .....    | 144        |
| Academic Advising.....                             | 106        | Equine.....                           | 147        |
| Degree Progress Reports.....                       | 106        | General Engineering.....              | 149        |
| Associate in Arts.....                             | 106        | General Technology .....              | 150        |
| Associate in Science.....                          | 107        | Health .....                          | 150        |
| Agriculture Transfer.....                          | 108        | Health Information Management.....    | 150        |
| <b>Reaching Out to the Community .....</b>         | <b>109</b> | History .....                         | 151        |
| Adult Education .....                              | 109        | Honors .....                          | 152        |
| Adult Career Pathways.....                         | 109        | Horticulture .....                    | 152        |
| Sufficient Enrollment.....                         | 109        | Humanities.....                       | 153        |
| Professional and Continuing Education (PaCE) ..... | 109        | Independent Study.....                | 153        |
| Food Protection Manager Certification.....         | 110        | International Studies.....            | 153        |
| Floral Design.....                                 | 110        | Information Technology Support .....  | 153        |
| Health Care Careers .....                          | 110        | Liberal Studies.....                  | 154        |
| Online Courses.....                                | 110        | Manufacturing Technology .....        | 154        |
| Technology .....                                   | 110        | Mathematics .....                     | 154        |
| Language.....                                      | 110        | Mechanics.....                        | 157        |
| Community Education .....                          | 110        | Media and Communication Arts.....     | 158        |
| Lifelong Learner .....                             | 110        | Music .....                           | 158        |
| CommUniversity.....                                | 111        | Natural Science.....                  | 160        |
| College For Kids (CFK).....                        | 111        | Nursing .....                         | 160        |
| The Younger Generation.....                        | 111        | Patient Care Assistant.....           | 162        |
| Professional and Continuing Education (PaCE)       |            | Philosophy.....                       | 162        |
| Registration Procedures .....                      | 111        | Physical Education .....              | 163        |
| Business Training Center (BTC).....                | 111        | Physical Science .....                | 163        |
| <b>Course Descriptions .....</b>                   | <b>113</b> | Physical Therapist Assistant.....     | 163        |
| Accounting.....                                    | 113        | Physics.....                          | 165        |
| Agriculture .....                                  | 115        | Political Science .....               | 165        |
| Anthropology .....                                 | 119        | Practical Nursing .....               | 165        |
| Art .....  | 120        | Psychology .....                      | 166        |
| Astronomy.....                                     | 122        | Reading.....                          | 167        |
| Automotive/Agriculture Technology .....            | 122        | Sociology.....                        | 167        |
| Biology.....                                       | 122        | Spanish .....                         | 168        |
| Business .....                                     | 124        | Speech .....                          | 168        |
| Business Education .....                           | 126        | Surgical Technology.....              | 169        |
| Business Law .....                                 | 128        | Technical Math.....                   | 169        |
| Carpenter Apprenticeship .....                     | 128        | Television .....                      | 169        |
| Chemistry .....                                    | 128        | Theatre.....                          | 169        |
| College Experience and Success.....                | 129        | Veterinary Assisting .....            | 169        |
| Communications .....                               | 129        | Veterinary Technology.....            | 170        |
| Computer Networking.....                           | 129        | Welding (WLD) .....                   | 173        |
| Computer Programming.....                          | 130        | Welding (WLDG).....                   | 174        |
| Computer Science .....                             | 132        | <b>Board of Trustees.....</b>         | <b>176</b> |
| Court Reporting Technology.....                    | 133        | <b>Executive Administration .....</b> | <b>177</b> |
| Criminal Justice .....                             | 134        | <b>Administration.....</b>            | <b>177</b> |
| Early Childhood Education .....                    | 135        | <b>Faculty .....</b>                  | <b>178</b> |
| Economics.....                                     | 137        |                                       |            |

# 2023-2024 Academic Calendar

## Fall, 2023

|  |   |
|--|---|
| Assembly week (faculty return).....  | Monday-Friday, August 14-18             |
| Classes begin.....   | Monday, August 21                       |
| *Labor Day holiday.....  | Monday, September 4                     |
| *Indigenous Peoples Day.....   | Monday, October 9                       |
| Second eight-week classes begin.....   | Monday, October 16                      |
| Semester mid-date.....   | Wednesday, October 18                   |
| Priority registration for all students for Spring 2024 (1 <sup>st</sup> Tuesday in November).....  | Tuesday, November 7                     |
| *Veterans Day holiday.....   | Friday, November 10                     |
| Last day to drop class without instructor signature (16-week classes) (75% of class complete)..... | Wednesday, November 15                  |
| *Thanksgiving holiday.....   | Thursday-Friday, November 23-24         |
| Classes resume.....  | Monday, November 27                     |
| Final examinations begin.....  | Monday, December 11                     |
| Recess for academic faculty.....   | Monday, December 18 – Friday, January 5 |
| Grades due.....  | Tuesday, December 19 by 5 pm            |
| **College holiday recess.....  | Friday, December 22 – Monday, January 1 |

\*\*(Holiday Recesses: Friday, December 22, Monday, December 25, 2023 and Monday, January 1, 2024)

## Minimester, 2023-2024

December 18 2023 – January 5, 2024  
 Grades due Monday, January 8, 2024  
 (Only ONLINE courses will be offered)

## Spring, 2024

|   |                              |
|---|------------------------------|
| Assembly week (faculty return).....   | Monday-Friday, January 8-12  |
| *Martin Luther King, Jr.’s Birthday (observed)– holiday.....  | Monday, January 15           |
| Classes begin.....  | Tuesday, January 16          |
| *Presidents’ Day – holiday.....   | Monday, February 19          |
| Semester mid-date.....  | Saturday, March 9            |
| Semester mid-break vacation.....  | Monday-Saturday, March 11-15 |
| Classes resume.....   | Monday, March 18             |
| Second eight-week classes begin.....  | Monday, March 18             |
| *Holiday.....   | Friday, March 29th           |
| Classes resume.....   | Monday, April 1              |
| Priority registration for all students for Summer and Fall 2024 (1 <sup>st</sup> Tuesday in April)..... | Tuesday, April 2             |
| Last day to drop class without instructor signature (16-week classes) (75% of class complete).....      | Wednesday, April 17          |
| Final examinations begin.....   | Thursday, May 9              |
| Commencement (Quad-Cities Campus).....  | Thursday, May 16             |
| Commencement (East Campus).....   | Friday, May 17               |
| Grades due.....   | Monday, May 20 by 5 pm       |
| *Memorial Day (observed) – holiday.....   | Monday, May 27               |

## Summer, 2024

### June Start

|  |                           |
|--|---------------------------|
| Classes begin.....                         | Monday, June 3            |
| *Juneteenth Holiday.....                   | Wednesday, June 19        |
| Final examinations.....                    | Last meeting day of class |
| *Independence Day (observed)– holiday..... | Thursday, July 4          |
| Grades due (4-week classes).....           | Wednesday, July 3 by 5 pm |
| Grades due (6-week classes).....           | Tuesday, July 16 by 5 pm  |
| Grades due (8-week classes).....           | Tuesday, July 30 by 5 pm  |

### July Start

|                         |                           |
|-------------------------|---------------------------|
| Classes begin.....      | Monday, July 1            |
| *Holiday.....           | Thursday, July 4          |
| Final examinations..... | Last meeting day of class |
| Grades due.....         | Tuesday, July 30 by 5 pm  |

**\*NOTE:** Holidays – ALL College facilities are closed.

*Calendar is tentative and subject to change.*

## College Information & Policies

- **Black Hawk College ID Number**
- **Catalog Disclaimer**
- **Governance**
- **myBlackHawk**
- **Student E-Mail Accounts**
- **Technology Requirements for Online Learning**
- **Affirmative Action**
- **Freedom of Information Act**
- **Student Right to Know**
- **Religious Observances Act**
- **Title IX/SaVE**
- **Misrepresentation of Identity**

### Black Hawk College ID Number

Students accepted for Admission are assigned a BHC ID number. Use of this ID helps safeguard the security and confidentiality of personal information. The ID number assists with obtaining available services at the College. Students may access their ID on the myBlackHawk Web portal, which is available to all students. All students are mailed a letter with login instructions.

### Catalog Disclaimer

This Catalog is effective August 1, 2023 to July 31, 2024. This catalog is for informational purposes only and does not constitute a contract. Black Hawk College has made every reasonable effort to determine that everything stated in this catalog is accurate at the time of printing. However, the College reserves the right to change, modify, or alter without notice all fees, charges, tuition, expenses, and costs of any kind and further reserves the right to add or delete without notice any course offering or information contained in this catalog, including the rules controlling admission to, instruction in, and graduation from College or its various divisions. Such changes become effective whenever the College deems necessary and apply not only to prospective students but also to those currently enrolled. A rolling catalog addendum will be published on the college website until all changes can be incorporated into the next academic year catalog.

### Governance

Black Hawk College operates at two primary campuses, one located in the Quad Cities and one located near Galva, and at a number of additional instructional centers throughout the District. The College operates under the guidelines of the Illinois Community College Board and is accredited by The Higher Learning Commission and adheres to Federal and State Civil Rights Laws, including Affirmative Action and Equal Opportunity. The responsibility for the governance, administration and operation of Black Hawk College is vested in the elected Board of Trustees of Community College District 503. The Board of Trustees delegates responsibility to the administration, faculty and staff for the practices and procedures which accomplish the mission of the College.

### myBlackHawk

Black Hawk College's web portal may be accessed at [myBlackHawk.bhc.edu](http://myBlackHawk.bhc.edu). It provides a secure, convenient method for students to obtain information via the Web. **myBlackHawk** is the means by which important College

information and services will be provided, including registration and payment. Students may:

- View their ID number.
- View their overall schedule of courses.
- Register for their classes (add or drop classes, check registration status, view class schedules).
- View account balances.
- Make electronic payments.
- Access information about their courses.
- View their student records (academic holds, placement test scores, past grades, unofficial academic transcript).
- View financial aid information (eligibility requirements and financial aid award information).
- View their 1098-T tax documents.
- Receive College and personal announcements.
- Send/receive e-mail from their College e-mail address.
- Perform their own degree audit.
- Sign up for text/e-mail notification of College closing due to weather and other emergency alerts.
- Access the National Student Clearinghouse's Self-Service to print official enrollment and/or good student discount certificates, view student loan deferments and order or track a transcript.

### Student E-Mail Accounts

Students at Black Hawk College are assigned an e-mail account. This account is the primary mode of communication between the College and students. Student account billing is sent to students using the myBlackHawk college email accounts. A student's e-mail account is available through the myBlackHawk web portal, where student identity is verified by logging in.

### Technology Requirements for Online Learning

It is the College's intent to assist students and prepare them for their coursework at Black Hawk College. Therefore, minimum technology requirements have been established for those students who are studying in an online environment. These requirements are in effect for all Black

Hawk College online students and may be updated at any time.

#### Computer Requirements

1. Hardware
  - Students must primarily use a desktop computer or laptop (Windows PC or Mac).
  - Google Chromebooks are not fully compatible with some required software and therefore cannot be used for all online classes.
  - Online classes cannot be completed on a smartphone or tablet, but they can be used as a secondary means of communication by using the Canvas Mobile App.
2. Minimum Screen Size
  - Windows OS: 1280 x 768
  - macOS: 1280 x 800
  - To view Canvas on a device with a smaller screen, the Canvas mobile app is recommended.
3. Operating System:
  - Windows PC: Windows 8.1 or higher
  - Mac: OSX 10.10 or higher
4. RAM
  - Windows OS: 4 GB RAM; 2 GB RAM (32-bit)
  - macOS: 4 GB RAM
5. Processor
  - Windows: 2.0 GHz processor
  - macOS: Intel
6. High-Speed Internet Connection: Do not rely on public wi-fi or dial-up access.
7. Supported Web Browsers: Be sure you have the latest version of your favorite web-browser such as Chrome, Firefox, Safari or Edge.
8. Word processing software: Most courses require word-processing such as MS Word and the ability to save files as .docx, .doc, .rtf or .pdf.
9. [Canvas Mobile App](#)
  - Android: Version 5.0 or later
  - iOS: One of the two most recent versions.

#### Microphone & Speakers

- Some courses will require a microphone to use with [Canvas Conferences](#), [Zoom.us](#) or web proctoring. Some webcams and laptops have microphones already built in, but if not, students may need to purchase a web cam or microphone.
- Headphone/earbuds/speakers for listening.
- A webcam/camera capable of video web conferencing or recording speeches.

#### For Exams & Testing

Some courses require students to take exams using monitored online using [Respondus LockDown Browser \(RLDB\)/ Respondus Monitor](#) which is BHC's web proctoring tool.

- Webcam with microphone.
- High speed/broadband internet connection.

#### [BHC's RLDB installation.](#)

#### Affirmative Action

Black Hawk College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, national origin or ancestry, age, disability, unfavorable discharge from the military, or status as a disabled veteran or Vietnam-era veteran, in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of its educational programs as specified by State and Federal laws and regulations.

The coordinator for compliance is Stacey Cary, 309-796-5225 (e-mail: [carys@bhc.edu](mailto:carys@bhc.edu)).

#### Freedom of Information Act

Black Hawk College has established a "Freedom of Information Act" center at each campus location, providing the public with the opportunity to request information on many facets of College activity. Forms are provided for submission of requests, and prompt response and processing is assured by full compliance with the Freedom of Information legislation enacted by the state of Illinois in 1984. Please visit <https://www.bhc.edu/about-us/college-information-reports/freedom-information-act/> or contact the Marketing and Public Relations Office for more information.

#### Student Right to Know

**Graduation and Transfer Rates** For information regarding completion rates, contact the Planning and Institutional Effectiveness Department on the Quad-Cities Campus in Building 1, or visit <https://www.bhc.edu/about-us/college-information-reports/planning-institutional-effectiveness/>

**Campus Security Act** For information, contact the Campus Police Office on the Quad-Cities Campus in Sustainable Technologies Building, Room 110. (This information is published in compliance with Public Law 101-542.) Additional information is available online at <https://www.bhc.edu/student-resources/safety-and-campus-police/student-right-know/>

#### Religious Observances Act

Black Hawk College complies with the University Religious Observances Act (110 ILCS 110) which prohibits Illinois public institutions of higher education from discriminating against students for observing religious holidays in regard to admissions, class attendance, scheduling of examinations and work. In order to obtain a reasonable accommodation, students must notify their instructor well in advance of any absence for religious reasons. Please refer to the Student Handbook for additional information regarding religious observances. A student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious belief or practices may seek redress, if the grievance is not

resolved with the professor of the class, from the department chair, the appropriate Academic Dean, and the Vice President for Instruction and Student Services. Under the Act, "religious observance" or "religious practice" includes all aspects of religious observance and practice, as well as belief.

### **Nondiscrimination**

Black Hawk College does not discriminate in its education programs and activities on the basis of race, color, creed, national or ethnic origin, religion, sex, pregnancy, childbirth and related medical conditions, marital status, medical condition, genetic information, service in the uniformed services, political activities and affiliations, age, disability, sexual orientation, gender identity, veteran status, or any other consideration made unlawful by federal, state, or local laws. Specifically, Title IX/SaVE requires the College not to discriminate on the basis of gender/sex in its education programs and activities. Gender/sex harassment, including gender/sex violence, is a form of prohibited gender/sex discrimination. Examples of covered acts are found in the College's policies in the Student Resources section of this catalog.

### **Title IX/SaVE**

*"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."*

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX, SaVE and other federal and state civil rights laws, the College has developed policies and procedures that prohibit sex discrimination in all of its forms. Black Hawk College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. This policy extends to employment with and admission to the College. The following people are designated to handle inquiries regarding the non-discrimination policies:

**Jana Koch**

**Title IX Coordinator / Director of Student Life & Engagement**

6600 34<sup>th</sup> Avenue  
Building One/Room 373

Moline, IL 61265  
Phone: 309-796-5177  
E-Mail: [kochj@bhc.edu](mailto:kochj@bhc.edu)

### **Office of Civil Rights (OCR)**

Violations under Title IX/SaVE may be reported to the Office for Civil Rights (OCR), United States Department of Education, Washington DC 20202, and/or a criminal complaint with local law enforcement.

### **Dissemination of the Policy, Educational Programs, and Employee Training**

The College's policy is disseminated through the Black Hawk College academic catalog, provided to the College community online through the College website and other appropriate channels of communication. New and current students will be provided with educational materials to promote familiarity with policies. Newly hired employees and current employees responsible for reporting sexual misconduct will be provided with training. Furthermore, annual training will be provided to investigators and hearing officers.

The educational programs and employee training provide ongoing awareness and prevention campaigns that also identifies safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such bystander. Additionally, information is provided on risk reduction so that students, faculty/staff may recognize warning signs. <https://www.bhc.edu/student-resources/safety-and-campus-police/title-ixreport-sexual-misconduct/>

### **Misrepresentation of Identity**

Identity theft can include any misrepresentation, theft, or misuse of a person's identity for any purpose. Theft of another person's identity, whether living or deceased, is not only a violation of Black Hawk College policy, but may also constitute a criminal offense under federal and state law. The College may deny or rescind admission to any student for failure to authenticate his or her identity, or for engaging in identity theft for fraudulent purposes.

## Facilities

- **Quad-Cities Campus**
- **East Campus**
- **Outreach Centers**

- **Parking**
- **Information Technology Services**

Black Hawk College is one of 48 community colleges in Illinois. The College serves all or part of nine counties in northwestern Illinois with a population of more than 225,000 residents.

The College's district office is located on the Quad-Cities Campus in Moline, while the East Campus is located near Galva, Illinois.

Operated as one college with two campuses, several Outreach sites, and online, Black Hawk offers associate degree transfer curricula as well as career track programs leading to degrees or certificates. The College also offers a wide range of special purpose and community service (outreach) programs.

Black Hawk College is a non-resident institution but offers a full array of recreational and athletic programs on each campus. Teams compete in the Arrowhead Athletic Conference of community colleges.

### Quad-Cities Campus

The campus is situated on a park-like 161-acre site on the south edge of Moline. Black Hawk College facilities are modern, well-equipped, accessible buildings that provide excellent facilities for both the education and recreation of students.

Modern classrooms and constantly updated, well-equipped laboratory facilities optimize the educational opportunities for students at the Quad-Cities Campus. District offices and the computer center are located in Building #1, which also houses the library, several computer labs, and student services, which include Counseling, Advising, Tutoring and Testing Center, Enrollment Services, Disability Services, Bursar's Office, Financial Aid, Black Hawk College Quad Cities Bookstore (Hawk's Hub) and Foundation offices. There are classrooms and a large lecture hall. College Experience and Success, Speech, Humanities and Languages, English and Reading, Mathematics, Psychology and Sociology and Social Sciences departments are also located in Building 1.

The Natural Science and Engineering, Business, Computer and Engineering Technology departments are in Building 2, which also houses four interactive television rooms capable of video conferencing throughout the state as well as globally.

Building 3 is currently being remodeled. It houses two gymnasiums, an indoor track, and a fitness center, along with the Athletic Director, Hospitality Services. In the Direct Services addition to this building is the Marketing and Public Relations Office, Information Technology Services, Campus Services, and Shipping and Receiving Office.

The 13,000-square foot Sustainable Technologies Building features two high-tech, 40-seat classrooms with a retractable wall that can create an 80-seat classroom. The one-story building also has a 24-seat classroom, specialized labs and a green roof. Campus Police are also temporarily located in this building during or remodel of Building 3.

Art, Design and Performing Arts are in Building 4. This building also houses food services, Student Life Office, and the Veteran's Center.

The Health Science Center houses state of the art classrooms Nursing and Health and Human Services Departments.

### East Campus

The East Campus of Black Hawk College is located on a beautiful 102-acre partially wooded site near Galva, Illinois.

East Campus Buildings A and B are connected by the skywalk/cafeteria and serve as the nucleus for campus life. A complete automotive laboratory, a learning resources center, a computer center, and a fitness center provide for the development of varied academic and career interests. The greenhouse provides hands-on experience for horticulture students. An agriculture center provides laboratory and classroom space in three buildings for the College's nationally renowned agriculture programs. The center also serves area clubs and agricultural related organizations. The Science Lab Addition provides state of the art classrooms for chemistry, biology and microbiology. Four other buildings on campus provide additional classroom and general space for College and community activities.

The Veterinary Science Center houses lab space and classrooms for the Veterinary Technology/Assisting programs.

East Campus recently opened a brand new building featuring all new stables for the horses participating in the Equine programs.

The Welding and Skilled Trades Center is located nearby in Kewanee, Illinois, with classroom space for welding students.

### **Outreach Centers**

The College operates several outreach centers that offer adult, community, professional and customized education courses. Well-equipped classrooms and computer labs combined with convenient parking are available. Major centers include:

- Adult Learning Center, 4610 Blackhawk Commons Drive, Rock Island, 309-794-1072
- Community Education Center, 404 East Third Street, Kewanee, IL, 309-854-1875
- Outreach Center, 301 Avenue of the Cities, East Moline, IL, 309-796-8200

### **Parking**

Parking permits are issued for \$25 per semester. A parking permit is required for ALL parking lots at both campuses, but not at the outreach centers. Summers and minimesters are free. To purchase a parking permit, visit the BHC Police Department at either campus, the Bursar's Office at the Quad-Cities Campus, or Enrollment Services at the East Campus. Students using financial aid to pay for their parking permit may obtain a voucher at the Hawk's Hub or

the East Campus Bookstore. For more information about parking, contact the BHC Police Department.

### **Information Technology Services**

The Information Technology Services (ITS) department at Black Hawk College is dedicated to serving the College's mission "to enrich the community by providing the environment and educational resources for individuals to become lifelong learners." The department strives to accomplish this by efficiently utilizing resources in analyzing, implementing and integrating current and emerging technologies. The ITS department supports the College's technology services, including but not limited to:

- Classroom technology such as computers, audio/visual systems and video distance learning capabilities
- Wireless Internet access available in many areas at the following locations: Quad-Cities Campus, East Campus, Outreach, Adult Learning Center, and Community Education Center.
- myBlackHawk, the college's web portal system, contains access to the college's learning management and self-service systems (registration, web payment, Degree Audit, grades, etc.)
- Internet and Telecommunications Services

ITS has responsibility for providing first-tier support to all desktop, infrastructure, software and audio-visual technology across the District. ITS provides technical support for systems and processes as well as secure, reliable technical resources for the students, faculty and staff of Black Hawk College.

## Admission Information

- **Admission Policy**
- **Enrollment of High School Students**
- **Dual Credit Courses**
- **Dual Enrollment Courses**
- **Application for Admission**
- **High School or GED Transcripts**
- **Subject-Specific Admissions Requirements for Students Entering Baccalaureate Programs**
- **Acceptance of Transfer Credit**
- **BHC/WIU Dual Admission**
- **BHC/Augustana Next**
- **Transfer of International Credit**
- **Admission of International Students and Non-Native Speakers of English**
- **Admission Denial**
- **Readmission of Service Members**

### Admission Policy

Black Hawk College maintains an “open door” admission policy that provides access to higher education for those individuals who can benefit from its programs and courses.

This policy includes the following:

- High school graduates or those with a GED Certificate or those who can demonstrate college readiness.
- Anyone 18 years of age and older.
- Transfer students from other colleges and universities.

In addition, the following categories of students may be admitted with the approval of the Registrar.

- High school students 16 or 17 years of age who obtain prior approval from the high school in which they are currently enrolled. In addition, prior approval of parent/guardian is required.
- Young adults 17 years of age who have severed all connections with the high school district in which they are a legal resident. Prior approval of parent/guardian is required.
- Students below 16 years of age in a gifted or accelerated program who obtain prior approval from their high school district. In addition, prior approval of parent/guardian is required. Additional information regarding Early Entry enrollment may be obtained from Enrollment Services.

### Enrollment of High School Students

High school students who meet the necessary placement requirements and course prerequisites may enroll in Black Hawk College courses. These opportunities are ordinarily limited to high school students in their junior or senior year. There are two options available: dual credit and dual enrollment. **Dual credit courses** are for qualified high school students enrolling in a college-level course and, upon successful course completion, earn both college credit and high school credit. **Dual enrollment courses** are for qualified high school students earning only college credit. The determination of whether a college course is accepted for high school credit is made at the secondary level according to the policies and practices of each school district.

### Application for Admission

Every person who is enrolling for the first time must submit an application for admission and pay the required application fee. BHC students who complete the GED program, high school program, or Bridge Program, at one of the BHC outreach centers are eligible for a waiver of the \$20 application fee, when filling out a paper application form.

Students who previously attended Black Hawk College and would like to return after an absence of two years must complete another application for admission and pay the fee. When possible, applications should be submitted at least one week prior to registration or an assessment test.

The online application is available at [www.bhc.edu/apply](http://www.bhc.edu/apply).

### High School or GED Transcripts

High School graduates and GED recipients are required to submit final transcripts. Transcripts must be sent directly to the Enrollment Services Office ([registrar@bhc.edu](mailto:registrar@bhc.edu)) from the high school (high school transcript) or regional superintendent’s office (GED transcript).

Note: Students should check specific program requirements and athletic eligibility requirements to determine if a partial transcript may be required before a final transcript is available.

### Subject-Specific Admissions Requirements for Students Entering Baccalaureate Programs

Individuals considering enrollment at Black Hawk College are advised that the Illinois Board of Higher Education has established the following high school course distribution requirements for all students admitted to baccalaureate programs beginning in the fall term of 1993:

- 4 years of English
- 3 years of mathematics
- 3 years of social sciences
- 3 years of science (with laboratories)
- 2 years of foreign language, music, or art

As an open admissions community college, students will be admitted to Black Hawk College without these courses. However, students in certain programs may be required to take additional courses as prerequisites.

### Acceptance of Transfer Credit

Academic credit is generally accepted only from institutions that are accredited by one of the regional accrediting associations. Credit from sources other than regionally accredited associations must be approved by the appropriate department chair and/or dean. Proficiency examinations may be required to determine the transferability of academic credits from non-accredited sources. Only those credits that are applicable to the student's curriculum at Black Hawk College will be accepted from non-accredited sources. All transfer credit will be equated to the credit hour system. All transcripts become the official property of Black Hawk College and will not be returned or issued to another institution. An evaluation of transfer credit will be conducted upon admission to the college, and will be based on the current declared program of study. Students who submit a Change of Program form to [registrar@bhc.edu](mailto:registrar@bhc.edu) may request an updated evaluation for transfer credit. <https://www.bhc.edu/admissions/get-started/register-for-classes/enrollment-hours-locations-forms/>

Per the Illinois Community College Board (ICCB), Black Hawk College will accept credits from Midwest Technical Institute (MTI) if a student has completed one of the following MTI programs: Dental Assisting Certificate (26.5 credit hours); Heating, Ventilation, Air Conditioning, Refrigeration and Major Appliance Repair Certificate (28 credit hours); Journeyman Welder Certificate (27 credit hours); Journeyman Welder II Certificate (36 credit hours); Medical Assisting Certificate (26.5 credit hours); Medical Coding Certificate (28 credit hours); Pharmacy Technician Certificate (26.5 credit hours). These credits will be accepted as electives.

**Department Review of Transfer Credit.** Certain transfer courses may require subject matter review by the appropriate academic department. This is due to the intensive nature of certain subject matter. Courses that require department review for course equivalency include BIOL 145, BIOL 146, and BIOL 261. In order to request a department review of these courses completed at another institution, an individual must have already applied and been accepted to Black Hawk College. Students must submit a Transfer Credit Department Review Request form <https://www.bhc.edu/admissions/get-started/register-for-classes/enrollment-hours-locations-forms/> and follow the instructions to also include syllabi from the course at the other institution.

A grade of C or better must be achieved and recorded on an official transcript from the prior institution, before course credit will be recorded at Black Hawk College. Approval of course equivalency is at the discretion of the academic department.

**College Transcripts.** An official transcript must be sent directly from all colleges to Black Hawk College if the student wants to use previous college course work for course placement, financial aid, or credit transfer. **Please Note:** Faxed or unofficial transcripts are only accepted for advising purposes.

### BHC/WIU Dual Admission

The dual admission agreement between Black Hawk College (BHC) and Western Illinois University (WIU) enables a student to gain admission to both colleges at the same time. Students with the dual admission program will have transcripts automatically sent by BHC to WIU each semester. WIU will provide a report each semester to the dual-admitted student indicating how each class taken at BHC has transferred to WIU. The student will always know where he/she stands in the transitional process to WIU. At BHC, contact the Enrollment Services Office. At WIU, contact the Regional Center Admissions Office or the Admissions Office on the Macomb Campus.

### BHC/Augustana Next

Students applying for admission to the Associate in Arts program at BHC may simultaneously apply to Augustana College (dual application). Dual applicants shall receive an Augustana student identification card, which will give them an Augustana email address and will grant them access to the College's library, library databases, campus facilities, sporting and cultural events, and program evaluation software, which will allow them to run "what if?" simulations for every Augustana major at each step in their college career. Students will also receive an Augustana academic advisor and a faculty major advisor with whom they can meet with each semester. Admitted students are eligible to enroll in two, four-credit Augustana courses; one will be designed to satisfy Augustana's Reasoned Examination of Faith (REF) and the other will address the Global (suffix G) Diversity graduation requirement. Students will pay their regular tuition to BHC for enrollment as non-degree students in these Augustana courses. Students who earn an Associate in Arts degree from BHC will have completed Augustana's first-year inquiry and learning perspective (LP) general education requirements.

### Transfer of International Credit

Black Hawk College requires students to use an approved evaluation service. Accepted are Educational Credential Evaluators, Inc. (ECE) and World Education Services (WES). Accepted applicable courses are based on their recommendation.

### Admission of International Students and Non-Native Speakers of English

#### International Students (F-1 Student Visa)

General admission procedure: International students who would like to enter Black Hawk College must be at least 18 years old by the time classes begin.

For admission to Black Hawk College and to be issued the Form I-20, an international student must submit:

1. An application for Form I-20 found in the International Application for Admission packet at: <https://www.bhc.edu/admissions/get-started/international-students/>
2. Financial support documents showing the availability of sufficient funds.
3. TOEFL or Duolingo scores from the last two years (Minimum TOEFL scores for intensive **ESL** academic program are **IBT** Score 50, **CBT** 143, **PBT** 550; minimum Duolingo score is 85) – for information contact [bjorganh@bhc.edu](mailto:bjorganh@bhc.edu)

The international student will take the ESL language placement test after their arrival in the U.S. even if they presented minimum or above the minimum TOEFL or Duolingo scores. **This is a requirement for F1 Visa students.**

### **Non-Native Speakers of English (US Residents)**

Non-native speakers of English must prove English proficiency to ensure appropriate placement. Therefore, these prospective students need to schedule an appointment with the Academic ESL Program Coordinator at [franciscoj@bhc.edu](mailto:franciscoj@bhc.edu).

Students who demonstrate they have met English language proficiency will be waived from ESL and will begin their academic level coursework towards their major.

### **Admission Denial**

The College may deny admission or re-enrollment to individuals who cannot benefit from the curricula offered or are considered detrimental to the best interest of the college community.

### **Readmission of Service Members**

Black Hawk College complies with the regulations released by the Department of Education for readmission of returning service members to a program that was interrupted due to service obligation, 34 CFR 668.18 (a).

# Financial Aid

- **Application Procedures**
- **Financial Aid Policies**
- **Federal Financial Aid**
- **State Financial Aid**
- **Institutional Financial Aid**
- **Veterans' Benefits**

## Application Procedures

Students should complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) as soon as possible after October 1 (each year) for the following school year. The FAFSA is used to apply for the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Loans (subsidized and unsubsidized), Federal Work Study, and the Illinois Student Assistance Commission Monetary Award Program (MAP) Grant.

To be considered for financial aid at Black Hawk College, a student must be a U.S. citizen or eligible non-citizen, have a high school diploma or GED equivalent (limited exceptions), enroll in an eligible degree or certificate program, and not be receiving financial aid at another school. **The FAFSA and any other requested documentation should be submitted prior to July 1 for the fall tuition payment due date.** However, FAFSAs will be accepted any time during the school year. All program eligibility requirements are subject to change. All awards are subject to receipt of Federal and State funds.

Visit [www.bhc.edu/financialaid](http://www.bhc.edu/financialaid) for additional information.

*NOTE: Students who are not eligible to complete the FAFSA should review requirements for the Alternative Application for Illinois Financial Aid (page 19).*

## Financial Aid Policies

### Enrollment Status

Financial aid award amounts are based on your enrollment on the 10th day of the term.

- Classes dropped before the 10th day of the term will not be eligible for financial aid.
- Classes added after the 10th day of the term will not be eligible for financial aid. Students are encouraged to finalize their enrollment before the semester begins.

*NOTE: Minimester and summer terms may vary – contact the Financial Aid Office for additional information.*

**If you will change your enrollment after the semester has begun, please contact the Financial Aid Office to determine if your financial aid awards will be impacted.** Refer also to *Adding/Dropping a Class* (page 40).

### Repeat Coursework

Upon successful completion of a class (with a D or better), students may receive financial aid for one retake of that course. Refer also to the College's *Repeat Policy* (page 40).

### Financial Aid Satisfactory Academic Progress (SAP)

*NOTE: The requirements listed below are separate from the College's Academic Standards and Academic Progress Policy listed on pages 40-41.*

Students receiving federal and state financial aid must be making Satisfactory Academic Progress (SAP) toward a degree or certificate program to continue receiving financial aid at Black Hawk College. **These standards are cumulative and include all periods of enrollment at Black Hawk College, including semesters when the student did not receive financial aid.**

To maintain financial aid eligibility, a student must meet all of the following SAP requirements:

1. *GPA* – Maintain a 2.0 cumulative GPA.
2. *Completion Rate* – Pass 67% of all credit hours attempted.
3. *Maximum Time Frame* – Attempt less than 150% of the minimum credit hours required for their degree/certificate.

SAP requirements are evaluated after each semester.

- If requirements #1 or #2 are not met, students will be placed on Warning for one semester. Financial aid can be received while on Warning. Students who continue to not meet these requirements at the end of their Warning semester will be placed on Dismissal and will no longer be eligible for financial aid at Black Hawk College.
- If requirement #3 is not met, students will be placed on Dismissal Timeframe and will no longer be eligible for financial aid at Black Hawk College.

Financial Aid recipients placed on Dismissal or Dismissal Timeframe will be notified at their myBlackHawk email. Students with mitigating circumstances may appeal. Appeals should be submitted prior to the term of requested reinstatement – limited exceptions will be considered. **An appeal cannot be approved if the student:**

- Has reached 60 credit hours attempted and does not have a 2.0 cumulative GPA, or

- Cannot achieve a 67% cumulative completion rate and a 2.0 cumulative GPA within maximum time frame.

For additional policy details and Frequently Asked Questions, visit [www.bhc.edu/academicprogresspolicy](http://www.bhc.edu/academicprogresspolicy).

### Ineligible Programs

To be considered for financial aid, students must be enrolled in an eligible degree or certificate program at Black Hawk College. Programs that are not eligible for financial aid are denoted on the program websites and in this academic catalog under program-specific information.

### Return of Title IV Aid

Federal financial aid is awarded to students under the assumption that the student will attend classes for the entire period for which the aid was given. Students “earn” the aid by attending and participating in classes.

Students who do not participate or who do not complete a period of enrollment will be considered withdrawn, and the Financial Aid Office must recalculate the student’s financial aid eligibility based on the percentage of federal aid “earned” and “unearned”. Unearned financial aid must be returned to the U.S. Department of Education and may result in a balance due from the student.

**If you will change your enrollment after the semester has begun, please contact the Financial Aid Office to determine if your financial aid awards will be impacted.** Additional details and the full R2T4 policy are available at [www.bhc.edu/financial-aid-policies](http://www.bhc.edu/financial-aid-policies). Refer also to *Withdrawing from College* (page 39).

### Federal Financial Aid

**Federal Pell Grants.** The Federal Pell Grant is awarded to undergraduate students to assist with educational expenses. The amount of the grant is based on FAFSA information and enrolled credit hours each semester.

**Federal Supplemental Educational Opportunity Grants (FSEOG).** Funding is limited; eligibility is based on FAFSA information and enrolled credit hours each semester.

**Federal Work-Study** Part-time employment opportunities for students who have financial need. [www.bhc.edu/workstudy](http://www.bhc.edu/workstudy).

**Federal Direct Loans** Requirements are available at [www.bhc.edu/loan](http://www.bhc.edu/loan) for federal student loans and should be submitted prior to July 1 for the fall tuition payment due date. Loan eligibility at Black Hawk College is determined on a case-by-case basis – eligibility and/or award amounts are not guaranteed. **Loans are borrowed money and must be repaid.** When borrowing, students are encouraged to consider their future earnings and ability to repay. Students should borrow only what is absolutely necessary.

**Federal Direct Parent Loans for Undergraduate Students (PLUS).** Eligible parents may borrow for their dependent undergraduate student. Requirements are available at [www.bhc.edu/loan](http://www.bhc.edu/loan) and should be submitted prior to July 1 for the fall tuition payment due date. Loan eligibility at Black Hawk College is determined on a case-by-case basis – eligibility and/or award amounts are not guaranteed. Loans are borrowed money and must be repaid.

### State Financial Aid

**Illinois Student Assistance Commission Monetary Award Program (MAP) Grant.** The State of Illinois provides an opportunity for Illinois residents to receive a grant not to exceed tuition and approved fees. The amount of the grant is based on FAFSA information and enrolled credit hours each semester. Funding is subject to state appropriations; students are encouraged to submit their FAFSA as soon as possible each year after October 1 to maximize their eligibility.

*NOTE: The Alternative Application for Illinois Financial Aid allows qualifying undocumented students to apply for the MAP Grant (no federal financial aid). Visit <https://studentportal.isac.org/alternativeapp> for details.*

**Illinois Veterans Grant.** Illinois veterans who served one year of active duty, received an honorable discharge and currently reside in Illinois or were residents of Illinois when they entered the military and returned to Illinois within six months of discharge may be eligible to have their tuition and certain fees paid by the State of Illinois. Eligible student should submit their Notice of Eligibility letter to the Financial Aid Office as soon as possible. [www.isac.org](http://www.isac.org)

**Illinois National Guard.** To qualify, a student must be on active duty and must have served for at least one year in the Illinois National Guard. Any recipient under this program is entitled to payment of tuition and approved fees while attending full or half-time. Iowa residents who are active members of the Illinois National Guard are eligible to receive the grant. Students must reapply each year for the grant; eligible student should submit their Notice of Eligibility letter to the Financial Aid Office as soon as possible. [www.isac.org](http://www.isac.org)

### Department of Rehabilitation Services (DORS).

Students with physical or mental disabilities which constitute a substantial vocational handicap are eligible for grants covering tuition and fees. Other aid may also be provided when financial need is shown. Students should contact the DORS office in their country for eligibility guidelines. [www.dhs.state.il.us](http://www.dhs.state.il.us)

### Other State Grants/Scholarships

- MIA/POW Scholarship
- Grant for Dependents of Police or Fire Officers
- Grant for Dependents of Correction Officers
- Early Childhood Access Consortium for Equity (ECACE) Scholarship

Additional information on these state programs is available at [www.isac.org](http://www.isac.org).

## Institutional Financial Aid

### Black Hawk College Presidential Scholars

In-district high school seniors in the top 10% of their graduating class at the end of seven semesters are eligible for the Black Hawk College Presidential Scholars Award.

For early graduates (after 3½ years), class rank after six semesters will be used. You must have attended a public high school or a North Central Association-accredited private high school within the Illinois Community College District #503 to qualify. Presidential Scholars are awarded 100% of their tuition up to 16 credit hours per regular semester or 32 credit hours in an academic school year.

**In order to be considered, candidates must complete the Presidential Scholar Award Acceptance Agreement and submit intent to attend Black Hawk College by successfully completing Black Hawk College's application for admission and submitting high school transcripts by June 15th.**

Presidential Scholars must enroll full-time immediately after graduation from high school. Summer enrollment is optional **after freshman year**. Presidential Scholars must enroll full-time and maintain a 3.25 cumulative grade point average.

### Black Hawk College Achievement Awards

BHC offers achievement awards that pay a portion or all of a student's tuition charges. BHC achievement awards are available in these areas: athletics, art, music, and crop/horse/livestock judging. See the departments for application information.

### Black Hawk College Scholarship Program

All new and current full and part-time students are encouraged to apply for Black Hawk College Scholarships. There are more than 200 endowed and annual scholarships available through the Quad Cities and East Campuses each year. **Scholarship applications and application deadlines are available online at [www.bhc.edu/scholarships](http://www.bhc.edu/scholarships).**

Please note – Presidential Scholars are ineligible for Foundation Scholarships.

*Black Hawk College Foundations.* The Black Hawk College Foundation and the Black Hawk College East Foundation are proud to be associated with individuals and organizations who contribute to our scholarship programs each year or who generously endow scholarships to support BHC students into the future. Because of these generous donors, the Foundations are able to offer students general scholarships based on financial need as well as academic interest, status, or other criteria as defined by the donor.

For more information, you may visit:

### Black Hawk College Quad-Cities Campus Foundation

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

309-796-5052 or 800-334-1311, Ext. 5052

### Black Hawk College East Foundation

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

309-854-1718 or 800-233-5671, Ext. 1718.

## Veterans' Benefits

See also *State Financial Aid* (page 19) for veterans benefits for Illinois residents.

Black Hawk College processes benefits for veterans qualifying under the Post 9/11 GI Bill®, the Montgomery GI Bill® - Active Duty, and Selected Reserves. Students may also qualify for Dependent's Educational Assistance or Veteran Readiness & Employment benefits. Contact the Veteran's Resource Center for information or visit [www.bhc.edu/veterans](http://www.bhc.edu/veterans)

The Veterans Access, Choice, and Accountability Act of 2014 expanded a veteran's ability to maximize his or her Post-9/11 GI Bill® benefit and use that benefit at any public school in the nation regardless of residency restrictions. Students attending Black Hawk College should work closely with the Veterans' Benefits Coordinator to ensure appropriate documentation is obtained for tuition charges.

In accordance with the Veterans Benefits and Transition Act of 2018, beginning August 1, 2019, Black Hawk College will not take any of the four following actions toward any student documented as using U.S. Department of Veterans Affairs (VA) post 9/11 GI Bill® (Ch. 33) or Veteran Readiness and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution:

- Prevent their enrollment;
- Assess a late penalty to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, students are required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to e-certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see the VA School Certifying Official for all requirements).

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

Black Hawk College refrains from high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments.

Black Hawk College refrains from providing commission, bonus or other incentive payment based directly or indirectly on securing Service member enrollments.

## Placement and Assessment

- Placement
- Placement for Students in Foreign Languages

### Placement

For college courses where prerequisites are required, in order to be successful, students must meet pre-requisite requirements prior to enrolling in the course. To demonstrate that required course pre-requisites have been met, students enrolling in courses with prerequisites may complete the college's placement test (ACCUPLACER). Students may also use appropriate ACT or SAT scores, prior college coursework, high school transcripts, or transitional instruction portability codes to demonstrate proficiency for courses in which they plan to enroll at Black Hawk College.

The ACCUPLACER tests measure academic skills in writing, reading, basic math, and algebra that provides information for advising and placement into courses commensurate with abilities. Test scores place students into either developmental education or 100-level college credit courses. Placements are standard for English Composition, Math and Reading. Therefore, students are encouraged to prepare for the ACCUPLACER test. Study help is available under the Information for Students tab at [www.accuplacer.org](http://www.accuplacer.org).

Some courses require a specific test score prior to enrollment. All students must meet the prerequisites for courses either through assessment or previous college coursework. **Students who have attended another college or university or who have earned a degree should see an advisor or counselor to discuss their options before taking ACCUPLACER.**

Students who have taken the **ACT or SAT test within the past eighteen months** may be able to have portions of the ACCUPLACER test waived. ACT and SAT scores (from either official score report or high school transcript) must be shown to an advisor or brought to the testing session proctor to receive a test exemption. If no documentation is provided, students will be required to take all portions of the test.

Black Hawk College students may take the ACCUPLACER test free of charge one time per academic year. Students who would like to retake ACCUPLACER within the same academic year will be charged a fee (see <http://www.bhc.edu/placement> for exact amount).

**Multiple Measures:** Black Hawk College may also use information recorded on the High School Transcript, including portability codes from transitional instruction, to

help determine placement in Math, English, and Reading. BHC may evaluate cumulative GPA and grades in specific courses in conjunction with any other placement information mentioned in this section. Assessment scores and high school coursework are valid if BHC English, Reading and/or Math course is started within 18 months of assessment date or course completion date.

Students who require special testing accommodations may contact Disability Services on the Quad-Cities Campus at 309-796-5900 or the East Campus at 309-854-1713.

Assessment policies/guidelines are subject to change. It is the student's responsibility to obtain the most accurate and up to date information. Please see current information at: <http://www.bhc.edu/placement>.

Non-native speakers of English need to contact Janet Francisco, Academic ESL Program Coordinator (e-mail [franciscoj@bhc.edu](mailto:franciscoj@bhc.edu), phone 309-796-5183), to take our language proficiency test. This 1½-hour exam will test English language proficiency in listening, reading, grammar and writing.

### Placement for Students in Foreign Languages

Students registering in the following levels of Spanish should keep in mind the following guidelines:

#### Elementary level 101

Knowledge in the foreign language is not required.

#### Elementary level 102

The student should have had one year of the foreign language in high school with a "C" or above or a semester of the foreign language in college with a "C" or above or the equivalent.

#### Intermediate level 201

The student should have had two years of the foreign language in high school with a "C" or above or two semesters of the foreign language in college with a "C" or above or the equivalent.

#### Intermediate level 202

The student should have had three years of the foreign language in high school with a "C" or above or three semesters of the foreign language in college with a "C" or above or the equivalent.

# Registration

- **Student Responsibilities**
- **Student Handbook**
- **Orientation**
- **College Experience and Success Courses**
- **Auditing**
- **Maximum Course Load**
- **Semester Credit Hour Load**
- **Cancellation of Courses**

## Student Responsibilities

Upon enrollment at Black Hawk College, the student enters into a voluntary agreement with the College. Inherent in this agreement is the obligation that the student will abide by the policies, rules and regulations that govern the institution.

Responsibility for proper registration rests with the student. The individual student is responsible for satisfying the College curriculum and graduation requirements. If the student chooses to follow a transfer program, he/she is responsible for coordinating the course of study at the College with that of the institution from which the baccalaureate degree is expected.

## Student Handbook

The College publishes a Student Handbook annually that each student should consult and review carefully. The handbook contains further information regarding office hours, resources that address students' questions, concerns or needs for resolution, student code of conduct, policies and procedures, information about facilities and services for students, student activities and other important information that the student may need while attending Black Hawk College. A copy of the Student Handbook may be obtained on the College's web site at <https://www.bhc.edu/academics/academic-resources/catalog-academic-calendar-and-student-handbook/>

## Orientation

After new students have completed the application for admission, a welcome letter will be sent to them, which outlines next steps. Students will be directed to complete an online orientation prior to meeting with an advisor and registering. The orientation will help students determine if the placement test is necessary, and generally prepare students to meet with an advisor and register for classes. For additional information, contact the QC Advising office, [advqc@bhc.edu](mailto:advqc@bhc.edu).

Students pursuing the completely online Associate in Arts degree will be required to complete an online new student orientation. Please contact [online@bhc.edu](mailto:online@bhc.edu) for more information.

## College Experience and Success Courses

New students are strongly encouraged to register for the College Experience and Success Course (CES 100) their

first semester. CES 100 is an exciting opportunity to support students in their transition to college life. After completing the CES course at BHC, students will have the skills needed to assist them in becoming independent learners who participate in diverse communities. These skills will promote academic, social and career success.

For students nearing the completion of their degree, with the intent of transferring to a four-year institution, students should consider enrolling in CES 101 College Success – Transferring. This one-credit course is designed to assist with the exploration of relevant issues regarding transferring – including applying goal setting and planning strategies to personal time management, educational planning and living arrangements, financial planning & principles to attending senior institutions, and knowledge of college & major selection engagement.

## Auditing

Some courses at Black Hawk College may be audited. The decision regarding whether a course may be audited or not is made by the faculty member teaching the course. The auditor's level of participation in classroom activities is determined by the faculty member and the auditor by mutual consent. Audited course(s) will be on the transcript with an audit notation. Once enrolled, a student may not change class registration status from audit to credit or from credit to audit.

Registration for audit courses will be accepted only during the first week of the class and only for classes in which space is available. The faculty member's written permission on the Audit Permission and Registration Form is required prior to registration.

The costs for auditing a course are the same as registering for any credit course. Payment must be made at the time of registration. Hours audited are not eligible for financial aid. Students auditing must have an updated admissions application in place. For additional information contact the Enrollment Services Office, [registrar@bhc.edu](mailto:registrar@bhc.edu).

## Maximum Course Load

There is a maximum course load of 18 credit hours during the fall and spring semesters. Nine hours is the maximum summer term load. Students may exceed these totals by completing and submitting an Overload Request Form. Please contact [advqc@bhc.edu](mailto:advqc@bhc.edu) or [online@bhc.edu](mailto:online@bhc.edu) for

assistance. Overload requests will be reviewed by advising and administration.

Students should plan to spend approximately two hours outside class in preparation for each class hour. Thus, a 16 to 18 credit hour load becomes a 48 to 54-hour week. Some students will find a 12 to 15-hour load more satisfactory even when they devote full time to study.

### **Semester Credit Hour Load**

The College considers a student enrolled in a minimum of 12 credit hours for fall and spring semesters to be a full-time

student; for summer, a student enrolled in a minimum of 6 credit hours in any combination of summer terms is considered a full-time student. For financial aid purposes, 12 hours is the minimum number of credit hours needed to be considered a full-time student in fall and spring semesters and in any combination of summer terms.

### **Cancellation of Courses**

The College reserves the right to cancel any course.

## Tuition and Fee Information

- **Residency**
- **Tuition & Fees**
- **Cooperative Educational Agreements & Chargebacks**
- **Tuition and Fees Refund Policy**
- **Return of Federal Financial Aid Policy**
- **Military Called to Active Duty**
- **Senior Citizens Tuition Waiver**
- **Books and Supplies**
- **Returned Checks**
- **Financial Arrears**

### Residency

Tuition rates are determined by the **legal residence** of the student. Residence is defined as the place where the student lives and which is the student's true permanent home.

**In-District.** A student who temporarily moves into the district for the purpose of attending the College at the lower in-district rate will **not** be considered as having established a bona fide residence within the district.

In-district tuition rates will be charged for the following:

1. **Resident.** Any student whose **legal residence** is within the boundaries of Black Hawk College District 503 for at least 30 days immediately preceding the date classes begin.
2. **Emancipated Minor.** A student under 18 years of age who is solely responsible for his/her support, whose parents did not claim him/her as a tax exemption for the current year, and who legally resides in the district.
3. **Land annexation.** When other areas are annexed to the College district, and when that annexation becomes effective in accordance with the Illinois Public Community College Act, students from such areas will also be classified as resident students.

The Black Hawk College In-District zone includes the following high school districts:

Alwood Community Unit District 225  
 Annawan Community Unit School District 226  
 Cambridge Community Unit School District 227  
 Erie Community School District 1  
 Galva Community Unit High School District 224  
 Geneseo Community Unit School District 228  
 Kewanee Community Unit High School Dist. 229  
 Mercer County School District 404  
 Moline School District 40  
 Orion Community Unit District 223  
 Riverdale Community Unit School District 100  
 Rock Island/Milan School District 41  
 Rockridge Community Unit School District 300  
 Sherrard Community Unit School District 200  
 Stark County Community Unit School District 100  
 United Township High School District 30  
 Wethersfield Unit School District 230

**In addition, any individual who provides proof of full-time employment by a company located within the Black**

**Hawk College District will pay the in-district tuition rate.**

### Dual Enrolled High School Students

Tuition rates for all dual enrolled high school students are lower than the regular in-district rate. The rate for a dual enrolled student in a college course also differs based on whether the instructor is a high school teacher approved to teach post-secondary coursework, or if the instructor is a BHC faculty member.

**Out-of-District.** Out-of-district tuition rates will be charged to students whose **legal residence** is outside the boundaries of Black Hawk College District 503, but within the State of Illinois.

Out-of-district residents who would like to attend Black Hawk College must file a "Notification of Intent to Attend a Recognized Illinois Public Community College" application with their local community college or high school.

Prospective students may obtain appropriate forms from their local high school district or community college district. Prospective students should file this form 30 days prior to the start of the term they plan on attending at Black Hawk College.

**Out-of-State.** Out-of-state tuition rates will be charged to students who have not established **legal residence** within the State of Illinois.

**International Students.** Students approved for the U.S. Immigration and Customs Enforcement Form I-20 student status of registration at Black Hawk College pay out-of-state tuition for the entire time that they are enrolled.

**Documentation of Residency.** Students may be required to furnish legal evidence of their residency. If required, a student must submit two documents (one from each category below) to Enrollment Services at the Quad-Cities Campus or the East Campus. Each document must list the student's name and residential address (not a Post Office box).

Documentation must be submitted at least 5 calendar days prior to the start of the semester. Regardless of the date a student registers, residency will not be changed during a

term. If a residency change is needed, it will be effective for the next term at the time of registration.

Students who move from outside the State or district and who obtain residence in the State or district for reasons other than attending the community college shall be exempt from the 30-day requirement if they demonstrate through documentation a verifiable interest in establishing permanent residency.

Students who are currently under the legal guardianship of the Illinois Department of Children and Family Services or have been recently emancipated from the Department and had a placement change into a new community college district shall be exempt from the 30-day requirement if they demonstrate proof of current in-district residency. Documentation of current residency may be submitted to the district from the student, a caseworker or other personnel of the Department, or the student's attorney or guardian ad litem.

**District Provisions.** Students shall not be classified as residents of the district where attending even though they may have met the general 30-day residency provision if they are:

- federal job corps workers stationed in the district;
- inmates of State or federal correctional/rehabilitation institutions located in the district;
- full-time students attending a postsecondary educational institution in the district who have not demonstrated through documentation a verifiable interest in establishing permanent residency; or
- students attending under a chargeback or contractual agreement with another community college.

**Special State Provisions.** Students shall be classified as residents of the State without meeting the general 30-day residency provision if they are:

- federal job corps workers stationed in Illinois;
- members of the armed services stationed in Illinois;
- inmates of State correctional/rehabilitation institutions located in Illinois; or
- employed full time in Illinois.

For questions, please contact Enrollment Services at 309-796-5300.

| Category I (Choose 1)                 | Category II (Choose 1)                         |   |
|---------------------------------------|--|---|
| Contract to purchase home in district | Paycheck stub (fulltime)                       | Bills: <ul style="list-style-type: none"> <li>• Gas</li> <li>• Electric</li> <li>• Land line phone</li> <li>• Water</li> <li>• Medical/Dental</li> <li>• Credit card statement</li> </ul> Installment Loan Documentation (Car, Boat, Motorcycle, etc.)<br><br>Library Card (must include name and address)<br><br>Bank Statement<br><br>Newspaper/Magazine subscription mailing label |
| Property tax bill                     | Tax Return                                     |   |
| Property assessment statement         | W-2  |   |
| Home insurance declaration page       | 1098-T (not from BHC)                          |   |
| Homeowner’s association notice        | 1099 Interest Statement                        |   |
| Mortgage Agreement                    | Social Security Statement                      |   |
| Property Closing Statement            | INS Documentation                              |   |
| Rental Contract or Lease              | Voter’s Registration Card*                     |   |
| Voter’s Registration Card*            | Vehicle Registration Card                      |   |
| Voter’s History (online)              | Current Pilot’s License                        |   |
| Current IL Driver’s License           | Current IL Firearms Owners ID card (FOID card) |   |
| Current IL State ID                   | Jury Duty Notice                               |   |
| Shelter Residency Documentation       | Unemployment check stub                        |   |
| Firearms License                      | Military Active Duty/discharge documents       |   |

\*can be used for either category I or II – not both.

**Tuition and Fees**

*Tuition and fees are subject to change.*

**Tuition Rate.** For a current list of tuition rates, special class rates and course/lab specific fees, please see the College website at [www.bhc.edu/admissions/tuition](http://www.bhc.edu/admissions/tuition).

**Application Fee**

Any person who applies to attend regular, college coursework at Black Hawk College must pay a non-

refundable \$20 application fee. [www.bhc.edu/apply](http://www.bhc.edu/apply)  
Students who do not attend for two or more consecutive years are subject to the application fee at time of readmission to the College. BHC students who complete the GED program, high school program, or Bridge Program, at one of the BHC outreach centers are eligible for a waiver of the \$20 application fee.

**Commencement Ceremony Participation Fee.** Students who submit a graduation application, indicating a desire to walk in the spring commencement ceremony, will be charged a \$20 non-refundable fee to cover the cost of regalia and ceremony. This fee applies only to those students participating in one of our ceremonies.

**Course fees:** Fees are charged for courses for which materials and/or services are supplied by the College. This includes fees for some Science classes for the online Associate in Arts Degree. The fees for these courses are shown in the semester schedule of classes or on the website at [www.bhc.edu/admissions/tuition](http://www.bhc.edu/admissions/tuition).

**Music Fees.** In addition to the regular tuition, music lesson students will be assessed private lesson fees as published in the current schedule of classes.

**Dual Credit Fees.** Dual credit courses taught by High School instructors are charged a \$30 fee per credit hour.

**Tuition Waiver Administration Fees.** There is a \$30 per credit hour fee when tuition is waived. Students who receive Achievement Awards from Black Hawk College will be assessed an administration fee on a per credit hour basis. The tuition waiver administration fee does not apply to 3<sup>rd</sup> party scholarship awards.

Tuition waived Black Hawk College scholarships include:

- Presidential Scholarships
- Athletics Scholarships
- Judging Teams Scholarships
- Equestrian Teams Scholarships
- Departmental Scholarships (Music/Art/Ag)
- VIVA, MLK, Bridges ESL Scholarships

**Payment of Tuition and Fees.** All tuition and fees are due and payable by established due dates, whether or not a bill was received by the student. Students will be dropped for non-payment if payment is not received. Black Hawk College will assess a late fee of \$25 to all past due accounts. Students participating in the deferred payment plan will also be assessed a late fee after each late scheduled payment.

Students applying for financial assistance should contact the Financial Aid Office. Please see the Financial Aid section of this catalog for options.

Students documented as using U.S. Department of Veterans Affairs (VA) Post 9/11 GI Bill® (Ch. 33) or Veteran Readiness and Employment (Ch. 31) benefits may not have

their classes dropped or late fees assessed if they meet the requirements outlined in the Veteran's Benefits section of this catalog.

Available payment options include the following:

**Online** – Black Hawk College accepts VISA, Mastercard, Discover Card and personal electronic checks online through the myBlackHawk Student Billing tab. Convenience fees are applied to online payments. Deferred payment plans may also be set-up online (more information below). A returned electronic check fee will be applied for electronic checks returned for any reason. When a returned check is received, notification of nonpayment will be sent along with an updated account balance to include the returned check fee. Current convenience fees and returned electronic check fees can be found at [www.bhc.edu/payments](http://www.bhc.edu/payments).

**On Campus (Bursar's Office – both campuses)** – The Bursar's Office, at both Campus locations, can accept in-person payments of cash, check, money order, cashier's check, debit card, credit card, electronic check, and deferred payment plan. Convenience fees are applied to debit card, credit card and electronic check payments. Please include the student's Black Hawk College ID number on the check and make check payable to Black Hawk College. Mailing addresses for each office can be found at [www.bhc.edu/tuition](http://www.bhc.edu/tuition) on the right-hand side of the page. A returned check fee will be applied to an account in the event of a returned or denied payment. When a returned check is received, notification of nonpayment will be sent, along with an updated account balance to include the returned check fee. Going forward, once a check has been denied, we will be unable to accept another check or another party's personal check. All future payments must be made by cash, credit/debit card, money order or cashier's check. Current convenience fees and returned check fees can be found at [www.bhc.edu/payments](http://www.bhc.edu/payments).

**Over the Phone** – The Bursar's Office, at both Campus locations, can accept payments of debit card, credit card, and electronic check over the phone. Convenience fees are applied to payments when processed. If an electronic check payment is returned, a returned check fee will be applied to the student account. Notification of nonpayment will be sent to the student, along with an updated account balance to include the returned check fee. Assistance with setting up a deferred payment plan is also available over the phone. Please have the student's name and Black Hawk College ID ready when calling. Phone numbers for each office can be found at [www.bhc.edu/tuition](http://www.bhc.edu/tuition) on the right-hand side of the page.

**Payment Drop Box (QC Campus only)** – Payments can be made via the Payment Drop Box located near the Bursar Office in Building 1. Availability is subject to the building's open access hours. Check, Money Order, or Cashier's Check may be placed in the payment drop box. Please

include the student’s Black Hawk College ID number on the check and make the check payable to Black Hawk College.

**Mail** – A check, money order or a cashier’s check can be mailed to the Bursar’s Office at either campus. Do not send cash. Please include the student’s Black Hawk College ID number on the check and make check payable to Black Hawk College. Mailing addresses for each office can be found at [www.bhc.edu/tuition](http://www.bhc.edu/tuition) on the right-hand side of the page.

**Deferred Payment Plan** – A payment plan is available for students to pay for their tuition and fees throughout the same semester (books and Direct Digital Access not included). There are two deferred payment plan options available for students which include a three-installment or a four-installment plan. These payment plans can be set-up at the Bursar’s Office on either campus or online through the Student Billing tab on myBlackHawk.

To be eligible for a payment plan, students must be in good standing with the Bursar’s Office and have no outstanding administrative holds on their accounts. Deferred payments are available for spring and fall semesters only. For students opting for the 4-installment payment plan, the last payment is due after registration opens for the next semester. In order to register for upcoming classes, students must be paid in full for all current and prior semesters. Therefore, if students want to register as soon as registration opens, they must make their final payment before the fourth payment due date.

To set-up a payment plan:

1. Students must pay an initial payment, **plus** a non-refundable deferred payment fee at the time of initial payment plan set up.
2. Students must also sign a promissory note for the outstanding balance.
3. The remaining charges will be evenly split into two or three additional payments. Scheduled payments must be received on or before stated due dates to avoid late fees.
4. A promissory note must be paid in full even if a student withdraws from, or stops attending, classes after the refund period.
5. Any balance that remains outstanding after the semester ends may be turned over to a collection agency; **the collection costs and attorney fees will be paid by the student.**

The current deferred payment plan setup fee amount can be found at [www.bhc.edu/payments](http://www.bhc.edu/payments). Questions about the deferred payment plan should be directed to the Bursar’s Office at 309-796-5200

**Cooperative Educational Agreements and Chargebacks**

Students interested in pursuing a program that is not offered at the community college in the district where they live, may

qualify for a Chargeback/Cooperative Agreement. If approved, the student is responsible for the tuition costs equivalent to the in-district rate at the receiving community college.

Chargeback/Cooperative Agreements are available only for career programs resulting in an applied science degree or certificate, not for individual courses.

Students in the Black Hawk College District applying for Chargeback/Cooperative Agreement benefits may obtain additional information and request an authorization form in the office of the Vice President for Instruction and Student Services at the Quad-Cities Campus, or in Enrollment Services at the East Campus. Completed forms must be submitted to the Vice President for Instruction and Student Services no less than 30 days prior to the start of the term.

**Tuition and Fees Refund Schedule**

| # of Weeks Class Meets | Days to Receive 100% Refund                                  | Days to Receive 75% Refund                                      | Days to Receive 50% Refund                                       | No Refund After  |
|------------------------|--|---|--|--|
| 16                     | Prior to the first day of the term                           | Thru 7 <sup>th</sup> calendar day of term                       | 8-14 <sup>th</sup> calendar day of term                          | After 14 <sup>th</sup> calendar day of term                          |
| 7-15                   | Prior to the first day of the class                          | Thru 7 <sup>th</sup> calendar day of class                      | 8-14 <sup>th</sup> calendar day of class                         | After 14 <sup>th</sup> calendar day of class                         |
| 3-6                    | Prior to the first day of the week in which the class begins | Thru 3 <sup>rd</sup> calendar day of week in which class begins | 4-6 <sup>th</sup> calendar day of the week in which class begins | After 7 <sup>th</sup> calendar day of the week in which class begins |
| 1-2                    | 1 day prior to the first day of the class                    | Not available   | Not available  | After start of class   |

**Tuition and Fees Refund Policy**

1. If a student has completed registration and withdraws from class(es), the withdrawal must be received by the Enrollment Services Office or emailed to [registrar@bhc.edu](mailto:registrar@bhc.edu). This withdrawal date will be used to determine the tuition and fees refund amount according to the refund schedule above.
2. In the event a class is cancelled by the College, 100% of all monies paid for the course will be refunded.
3. 100% of **tuition** will be refunded if a licensed physician recommends that the student withdraws from all his/her classes for medical reasons (*See Medical Withdrawal*). Appeal forms are available in the Enrollment Services office; the physician’s recommendation must be submitted on official letterhead. Students may still be responsible for bookstore charges and/or any Financial Aid refunds already issued to them.

4. 100% of tuition and course fees will be refunded in the event that a student does not attend *any* registered courses in a given semester. Attendance in any one course will be considered intent to enroll, and the student will be subject to the Refund Schedule for dropped courses.

Questions concerning refund eligibility and exceptions to this policy are referred to the Enrollment Services Office, and questions concerning amounts refunded are referred to the Bursar's Office.

### Refund Appeal

Students may appeal for refund of tuition and course fees after withdrawing from one or more courses. Students should submit a Refund Appeal form to the Bursar's Office on the Quad-Cities Campus, or the Enrollment Services window at the East Campus. The form can be found at the bottom of <https://www.bhc.edu/admissions/get-started/register-for-classes/refund-policy/> and once completed it can be emailed to [bursar@bhc.edu](mailto:bursar@bhc.edu). Refund Appeals must be submitted prior to the end date of term in which courses were dropped. A cross-departmental committee reviews the refund appeals and makes decisions within 45 days of refund appeal submission.

### Medical Withdrawal

To be eligible for a medical withdrawal, a student must withdraw from all classes in the term and not simply a reduced load. The Physician Statement, along with a signed **Add/Drop** form, must be submitted to Enrollment Services on either campus or by email to [registrar@bhc.edu](mailto:registrar@bhc.edu) in a timely fashion, no later than the beginning of final exam week for the term enrolled. Required forms can be found by visiting <https://www.bhc.edu/admissions/get-started/register-for-classes/enrollment-hours-locations-forms/>.

### Course Withdrawal

The responsibility for dropping a course rests with the student. Withdrawal or non-attendance may result in loss of financial aid. A student is financially responsible for tuition and fees for all classes not officially dropped within the refund period.

After a term begins, any drop from a course becomes part of the student's permanent academic record and is recorded as a "W" (withdrawal).

Financial Aid recipients should discuss course withdrawals with the Financial Aid Office after the semester has begun. A student may withdraw from a course through the 12th week of the semester (for 16-week classes). Any withdrawal after this date must be approved by the instructor and must be completed prior to the start of finals week at Black Hawk College. If the class meets less than 16 weeks, consult Enrollment Services regarding withdrawal deadlines and whether instructor permission is needed.

If a student stops attending a course without officially withdrawing, the student is likely to receive an "F" grade. If a student never attends or ceases to attend any course in which he/she has enrolled, the student may be administratively withdrawn.

If a withdrawal request is sent by mail, it must be addressed to the Enrollment Services Office at either campus. Withdrawal requests may be faxed to Enrollment Services at 309-796-5209 or e-mailed from the student's myBlackHawk account to [registrar@bhc.edu](mailto:registrar@bhc.edu). The date the withdrawal is received by the College will determine the percentage of the refund. No refunds are granted if a student is dismissed for disciplinary reasons.

### Additional items to keep in mind when withdrawing:

The deadline may be on the weekend. If so, please email [registrar@bhc.edu](mailto:registrar@bhc.edu) with the information regarding the class you would like to drop. If the date stamp on your email is before the deadline, it will be processed on the next business day and considered to be dropped by the deadline.

Students should check their myBlackHawk account within a day or two to be sure the drop was processed.

### Financial Aid Refunds

Refunds are processed by the Bursar's Office and are made payable to the student. When a student owes the College money, it is College policy to deduct outstanding balances from refunds before they are disbursed to the student. These outstanding charges may include past due tuition, fees, returned checks, fines, or other obligations. Any funds remaining after tuition and charges are paid in full are refunded to the student.

### Refund Method Options

Black Hawk College utilizes BankMobile Disbursements powered by BM Technologies, Inc. (BMTX) to deliver your financial aid refund. All refunds are processed through BMTX via the student's selected refund preference unless a credit card was used for payment during a semester (see next paragraph). Students must select their refund preference at [www.refundselection.com](http://www.refundselection.com). The three refund preference options are: paper check, deposit into their BankMobile VIBE account, or deposit to an outside bank account. After three weeks of not selecting a preference option when a refund is due, BMTX will issue a paper check.

If a student made any payments by credit card during the current semester, the Bursar's Office will first disburse refunds to the credit card used, up to the amount paid. If a refund is larger than what was charged via credit card, then the Bursar's Office will issue a refund via the BankMobile Disbursement process.

### Collections

Individual payment arrangements are available to all students with a past due balance. Setting up a monthly payment plan with Black Hawk College will assist in

avoiding future late fees as well as avoid being turned over to collections as long as the payments are current. Students will not be allowed to register for additional courses or receive their transcripts, for reasons other than employment, with a past due balance on their account.

Students who do not make an effort to pay their balance or default on their payment arrangement will be turned over to our outside collection agency, Transworld Systems Inc (TSI) (formerly Alltran Education and Enterprise Recovery Systems Inc.). Once a student's account is sent to TSI, it will be in a "pre-collect" period for the first 30 days at TSI. During this pre-collect period, all payments should still be made at the College. After the pre-collect period has lapsed, the account will fully go into collections and all payments or payment plans must be made through TSI. Once TSI is handling an account, a minimum collection fee of 20% is added to the total balance due and must be paid to be considered paid in full at Black Hawk College. TSI can be reached at 1-800-377-1904 or payments can be mailed directly to:

Transworld Systems, Inc.  
PO Box 15109  
Wilmington, DE 19850-5109

If a student account is still with TSI after two years and no money collected nor a payment plan in place, the account is then returned to the College. Black Hawk College reserves the right to place the account with a second collection agency.

Black Hawk College may use any and all means necessary to collect a past due debt in accordance with state and federal laws. Please contact the Bursar's Office at 309-796-5335 for questions regarding our debt collection procedures.

### **Return of Federal Financial Aid Policy**

If a student completely withdraws during the semester after federal financial aid payment has been received, the student may be required to return a portion of the federal financial aid awarded. The federal formula requires a return of funds if the student received assistance from the Pell Grant, Supplemental Grant, or Stafford Loan and withdrew on or before completing 60% of the semester. The calculation is based on the percentage of the semester completed. The portion of federal aid to be returned is equal to the number of days remaining in the semester divided by the number of calendar days in the semester. Sample calculations and a complete explanation of this policy is available at the Financial Aid Office.

### **Military Called to Active Duty**

Black Hawk College will allow withdrawal from courses without penalty for military students who are called to active duty. This shall include a 100% refund of tuition and fees and book charges upon verification from the service member's commanding officer. This verification should be

submitted to Enrollment Services prior to deployment/activation. In addition, the College supports faculty in enabling service members who are called to active duty and who have substantially completed a course, to complete such courses without losing the time and effort they have already invested. No refund will be given if credit for a course is awarded. Black Hawk College is committed to assisting students during their transition to active duty and back again. Students returning to Black Hawk College after deployment of any length will readmitted without the requirement of an updated admissions application or associated application fee. Please see "Readmission of Service Members" on Page 17. Students needing additional support services are encouraged to discuss their needs with a BHC Counselor.

### **Senior Citizens Tuition Waiver**

Illinois Senate Bill 972 grants a waiver of tuition to any person 65 years or older whose annual household income is less than the threshold amount provided in Section 4 of the "Senior Citizens and Disabled Persons Property Tax Relief Act" approved July 17, 1972, as amended. Forms to request waiver are available in the Bursar's Office.

**Note:** All fees and the costs of books are not covered by this waiver. In addition, the Tuition Waiver Administration Fee that is assessed per credit hour is not covered and must be paid by the student.

### **Books and Supplies**

Textbooks and other supplies are available for purchase at the Hawk's Hub (located in Building 1 of the QC Campus) and at the East Campus Bookstore (located in Building A of the East Campus). Textbooks may be ordered online at <http://hawkshub.bhc.edu> for Quad Cities classes or <http://bookstore-east.bhc.edu> for East Campus classes.

Textbooks needed for a class will be at the campus bookstore location from where the class is originated. Please refer to where your specific class originated from (QC or East) in the class schedule.

Please contact the bookstores with any questions at 309-796-5500 (QC) or 309-854-1716 (East).

### **Financial Arrears**

If, according to the records of the Bursar's Office, any current or former student is in financial arrears to the College for any services, the College will not permit the student to re-register, to obtain an official transcript for purposes other than employment, or participate in commencement ceremonies until the matter is settled to the College's satisfaction.

For students who qualify for federal financial aid, Black Hawk College may apply up to \$200 of an anticipated financial aid refund toward a student's past due balance. The student (or parent, if borrower) must complete a required authorization form from the Bursar's Office. The

anticipated financial aid must cover all anticipated charges in the upcoming semester, including bookstore vouchers and DDA, before a past due balance can be considered for approval. If a student's authorization is received and approved at Black Hawk College, a registration hold can be removed to allow registration in an upcoming semester. If a past due balance has already been sent to a collection

agency then the student is responsible for paying the agency in full (including all fees) before allowing registration to occur. When students register for classes, they assume financial responsibility for all related tuition and fee charges billed to their student accounts. Students should not assume that classes are automatically dropped for non-payment or non-attendance

## Student Involvement

- **Student Involvement –  
Welcome Week Orientation**

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### **Student Involvement**

**Welcome Week Orientation.** The Welcome Week Orientation Program provides students the opportunity to develop a sense of community through peer networking, introducing students to engagement opportunities both inside and outside the classroom, and detailing strategies for a successful transition to the college environment. On-campus orientations are typically hosted the week before the start of each academic semester. Registration for the on-campus session of your choice is located at [www.bhc.edu/orientation](http://www.bhc.edu/orientation).

Students pursuing the completely online Associate in Arts degree are required to participate in an online orientation. For more information, please contact [online@bhc.edu](mailto:online@bhc.edu).

**Student Involvement.** Black Hawk College students have the opportunity to enjoy many exciting events throughout the academic year. Events are held at both the Quad Cities and East campuses and include interactive activities, refreshments and dynamic presenters and groups.

Students can also participate in a wide variety of clubs and organizations based on specific interests. Participating is a great way to enhance students' academic experience and meet new friends! Students can get involved in the BHC Student Government Association where views on how to improve or enhance your college experience can be voiced.

For more information please visit [www.bhc.edu/student-resources/student-life-and-clubs/](http://www.bhc.edu/student-resources/student-life-and-clubs/).

## Student Resources

- Advisement Services
- Career Services
- Tutoring Center
- Counseling
- Disability Accommodations
- Early Alert
- Enrollment Services
- Financial Aid
- Food Pantries
- Bursar Office
- Housing
- Testing Center
- Intercollegiate Athletics
- Libraries
- Military and Student Veteran Center
- TRiO Student Support Services
- Code of Student Conduct & Disciplinary Procedures

The services provided through these areas are designed to assist all students in meeting personal and educational objectives. These include:

### Advisement Services

Our Mission: Advising Center staff promote the mission of Black Hawk College by developing intentional partnerships with students to foster success in education, career, and lifelong learning.

How we carry out our mission: Students are assigned to a specific educational advisor upon application to Black Hawk College. Advisors believe that establishing and maintaining positive working relationships with students is key to student growth and success. Students who have earned less than fifteen credit hours (QC campus students only) are required to meet with an Educational Advisor prior to registering. Advisement may take place in-person, virtually, or by email: [advqc@bhc.edu](mailto:advqc@bhc.edu). Students should meet with their advisor regularly to ensure educational goals are met in a timely manner. Educational advisors are available year-round. At a minimum, students should follow the meeting schedule outlined below:

- February/March for Summer/Fall semester planning
- September/October for Spring semester planning

Advisors and faculty members are partners interested in your success at Black Hawk College. We encourage students to meet with faculty members who are experts in their fields and may provide valuable direction, especially when ready to graduate.

Access campus-specific information by visiting [www.bhc.edu/advising](http://www.bhc.edu/advising).

**Educational Advising.** Advisors are available at the East Campus and Quad Cities Advising Centers, as well as online at [advqc@bhc.edu](mailto:advqc@bhc.edu). Our advisors are all dedicated to providing the following services:

- Provide for the unique academic advising needs of a diverse student population.
- Develop student awareness and understanding that decision-making in the advising process is based on a system of shared responsibility.
- Develop educational and career plans consistent with student's life goals.
- Provide accurate information about academic progression and graduation requirements.
- Assist student in understanding academic policies and procedures.
- Enhance student awareness and use of available institution and community resources (e.g., financial aid, scholarships, internships, health-related resources and learning assistance programs).
- Encourage educational experiences through engagement with faculty, staff and other students.
- Develop decision-making skills.
- Reinforce student self-direction.

**Articulation Services.** Current information on the transferability of career and transfer program courses is available to students at [www.bhc.edu/transfer](http://www.bhc.edu/transfer). Information to assist students in appropriate course selection for baccalaureate degree requirements and specific majors is also provided.

**Faculty Advising.** Faculty are in a key position to explore advising issues with students including program requirements, degree and transfer options, and the development of educational plans. Some Black Hawk College programs require students to meet with a faculty advisor prior to registration.

### Career Services

The purpose of Black Hawk College Career Services is to enhance student learning in pursuit of career goals and assist students, alumni, employers, and the community in developing a qualified, competitive workforce.

Career development services (career exploration, career preparation, and career readiness) are available individually or in groups, all without charge. Services range in format from credit and non-credit courses, workshops, and seminars to community presentations. Most services are free of charge with the exception of those offered for college credit. Career development services are available at each of the following Black Hawk College sites: Quad-Cities Campus, East Campus, and Quad Cities Outreach Centers.

**Career Centers.** The Career Services Center on the Quad-Cities Campus, and the Career Resource Center at the Quad Cities Outreach Center provide trained career advisors and extensive resources for all stages of career development and research. Research materials include occupational and career development books, internet sites, labor market trends, current job listings, and job search materials (résumés, cover letters, interviewing skills).

**Career Advising.** Professional services are available to help the individual make responsible decisions about career choices. Students can assess their career interests, personality traits, skills, and values through various career tests. Career assessments are available online, free of charge, at [www.bhc.emsicc.com](http://www.bhc.emsicc.com). These assessments are based on John Holland's Occupational Themes (RIASEC). The assessment results will help students explore their interests and how they align with over 900 occupations and specific Black Hawk College programs.

**Employment Assistance.** Services are available at all sites to offer assistance to students, alumni and the community in finding both full-time and part-time employment. Other services include developing the skills that will help obtain jobs: interviewing techniques, résumé and cover letter writing, job applications and skills identification. Internships and job shadowing experiences are available to students. Access to internet job sites including Handshake (effective July 1, 2023), and a variety of career fairs provide opportunities for students, alumni, and community clients to connect with employers.

Big Interview is a program that provides free, online interview practice. With Big Interview, jobseekers are able to practice interview questions with the ability to record, review, and share answers. Access Big Interview online at [www.bhc.biginterview.com](http://www.bhc.biginterview.com) and use organization code 0542 to sign in.

For additional information please visit the Career Services webpage at [www.bhc.edu/careers](http://www.bhc.edu/careers) or call (309) 796-5626 or email [crstudent@bhc.edu](mailto:crstudent@bhc.edu).

### Tutoring Center

The Tutoring Center, located on the lower level of Building 1 (beneath the Library), provides free tutoring services to Black Hawk College students, including individual and group tutoring, open lab tutoring, and free online tutoring 24/7 from Tutor.com (accessible directly from students'

<https://learn.bhc.edu> accounts). Walk-in hours for tutoring during the fall and spring semesters are Monday through Friday, 9 a.m. to 1 p.m. Tutoring is also available before and after walk-in hours by advanced scheduled appointments. If you would like to schedule a tutor appointment, stop by to fill out a request form, submit an online request form at [www.bhc.edu/RequestATutor](http://www.bhc.edu/RequestATutor) (also accessible via students' <https://learn.bhc.edu> and [myBlackHawk](http://myBlackHawk) accounts), call 309-796-5138, or email [tutoring@bhc.edu](mailto:tutoring@bhc.edu). The East Campus Tutoring Center is located in Building A, Room 234 next to the Library. To schedule an East Campus tutoring appointment, call 309-854-1713. For further information, visit us online at <http://www.bhc.edu/tutoring>.

### Counseling

The Black Hawk College counselor assists students in achieving their educational goals by providing a variety of services to support student success. Services include: career exploration and planning, testing and assessment, communication skills, test anxiety, self-esteem development, problem solving, decision making, stress management, coping skills, assertiveness training, time management and study habits, as well as other personal, social and cultural development issues. Services are confidential and available at no cost to students. Students may request to see a counselor immediately because of a crisis situation. For more information, please visit [www.bhc.edu/counseling](http://www.bhc.edu/counseling).

**Optional Disclosure of Private Mental Health Information.** In accordance with the Student Optional Disclosure of Private Mental Health Act (IGP 59.1), Black Hawk College is providing students the opportunity to authorize, in writing, the disclosure of certain private mental health information to a designated person of their choosing. The Student Optional Disclosure of Private Mental Health Information Act in the state of Illinois provides you with the opportunity to designate an adult whom you would like us to contact in the event that you experience a mental health emergency that puts you or others at risk for serious injury or death. You are not required to designate a contact. If you would like to designate an Emergency Mental Health Contact, please fill out the [Student Mental Health Emergency Contact Release Form](#).

This Act states that an institution of higher learning may disclose mental health information if a qualified examiner makes a determination that the student poses a clear danger to himself, herself or others to protect the student or other person against a clear, imminent risk of serious physical or mental injury or disease or death being inflicted upon the person or by the student on himself, herself or another. The qualified examiner shall, as soon as practicable, but in no more than 24 hours after making the determination under this section, attempt to contact the designated person and notify the designated person that the qualified examiner has made a determination that the student poses a clear, imminent danger to himself, herself or others.

If you desire to designate a person who would receive certain private mental health information in such a situation, complete the form and indicate if you authorize, or decline to authorize, the disclosure of the information.

**Homeless and At-Risk Students.** In an effort to provide assistance to students experiencing homelessness and in accordance with IL Public Act 102-0083, BHC has designated a liaison to assist enrolled BHC homeless students. If you are at risk or are experiencing homelessness, contact Wendy Bock, Counselor: [counseling@bhc.edu](mailto:counseling@bhc.edu). She will assist and provide state and local resources.

Homeless is defined as a student who does not have a fixed, regular, and adequate nighttime residence. This includes, but is not limited to, students who:

- Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- Are living in motels, hotels, trailer parks, or campgrounds due to lack of alternative accommodations;
- Are living in emergency or transitional shelters;
- Have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or
- Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

### Disability Accommodations

Black Hawk College is committed to making its services, programs, and activities equally available to people with disabilities. Disability Services staff provide assistance to students with a wide range of disabilities including hearing loss, vision loss, mobility disabilities, learning disabilities, ADHD, and others. Examples of services to students include note-taking assistance, testing accommodations, computer-assistive technology, adaptive equipment, and sign language interpreters. Appropriate accommodations are identified on an individual basis. It is the student's responsibility to self-identify to Disability Services staff and provide documentation of disability. Persons with disabilities are encouraged to complete this first step as early as possible before the start of the semester.

### Early Alert

The purpose of the Early Alert Program at BHC is to help our campus create an early warning program to alert us to students who are facing academic difficulty early in the semester. The intention of this program which was designed and implemented directly from the Process Improvement Charter in 2008 is to give BHC staff and faculty the time needed to intervene and give students the help they need to succeed academically.

How the Program Works:

- Faculty complete and submit notifications electronically via workflow in myBlackHawk.
- Educational Advisor assigned to the student reviews the alert and pays special attention to faculty comments.
- Students are contacted via phone, e-mail and regular mail.
- Meetings are set up with students to discuss the faculty's feedback.
- Discuss appropriate remedies with the student for improving.
- Follow-up e-mail is sent to faculty concerning individual students.
- Provide appropriate feedback and follow-up to the student as needed.
- Evaluate the program annually and improve as needed.

### Enrollment Services

Enrollment Services offers assistance in the areas of admissions, registration, and academic records. The Enrollment Services Office provides general College information; provides admission guidelines and program-specific admission requirements; assists students in the enrollment process; maintains academic records of students; and confirms completion of degree and certificate requirements.

### Financial Aid

The goal of the financial aid program is to help remove the economic barriers to higher education for all individuals in our community. Black Hawk College attempts to provide financial assistance for students through scholarships, grants, loans, and work opportunities. Financial aid may be offered singly or in various combinations.

The taxpayers of the district and the state underwrite a sizable part of the cost of education at Black Hawk College. Therefore, all Illinois residents are provided aid through low tuition charges. A student and his/her family are expected to make a maximum effort to assist with college expenses. College financial assistance should be regarded as a supplement to the effort of the family.

### Food Pantries

Black Hawk College's Counseling Services has partnered with River Bend Foodbank to provide free perishable and non-perishable food to any BHC student in need. There are pantries located at each campus – Hawk's Cupboard is in Building 4, Room 213 at the Quad-Cities Campus, and The Kitchen is in Building 1 at the East Campus. Students can have access to either food pantry at any time by directly stopping by each pantry, contacting the BHC Counselor at [counseling@bhc.edu](mailto:counseling@bhc.edu), or contacting BHC Police at QC: (309) 309-796-5913 or EC: 309-854-1784.

## Bursar Office

The Bursar's Office offers a variety of services related to student accounts, including: providing student account and billing information, offering multiple payment options, applying payments for tuition, fees and miscellaneous campus charges to student account, managing refunds on student accounts through BankMobile and providing 1098-T tax reporting annually. Detailed information on all of these offerings is available on the myBlackHawk Student Billing tab.

## Housing

**Quad-Cities Campus.** Black Hawk College Quad-Cities Campus contracted with Bluffstone to build and manage college student housing on the Quad-Cities Campus. The building was completed and opened in fall 2013 with 120 beds in two- and four-bedroom fully furnished units. Each unit has a private bedroom and bath for each student. The apartment complex offers 24-hour security, on-site property manager, a student social room, state of the art fitness center, laundry facilities and more.

For more information contact *The Villas at Black Hawk* at 309-756-8654.

**East Campus.** Prairie Pointe Apartments is located just steps away from the East Campus, offering two- and four-person fully furnished units. Each tenant shares a bedroom. The apartment complex offers 24-hour security, on-site property manager, laundry facilities and more. Close to the Ag Arena, a perfect option for those with horses on campus. Prairie Pointe Apartments, LLC is owned by the Black Hawk College East Foundation and managed by Bluffstone, LLC. For more information contact Prairie Pointe Apartments at 309-852-0093.

Students interested in lists of other housing at the East Campus should contact Enrollment Services. This is an availability list, not an authorized list attesting to the quality of housing provided.

## Testing Center

**Quad-Cities Campus.** The Testing Center, located on the lower level of Building 1, is an area in which students are provided with testing services. The Testing Center provides proctoring services for: paper/pencil makeup, computerized tests, classroom makeup, other institutions, placement tests, GED, and PearsonVue tests.

**East Campus.** The East Campus Testing Center is located on the second level of Building A, is an area where students are provided with testing services. The testing center provides proctoring services for: paper/pencil makeup, computerized tests, classroom makeup, other institutions, and placement tests.

## Intercollegiate Athletics

The intercollegiate athletic program at Black Hawk College provides men and women an opportunity to compete on a number of very successful athletic teams. Black Hawk

College is a member of the Arrowhead Athletic Conference which consists of seven community colleges located in central and northwestern Illinois: Black Hawk College East Campus, Black Hawk College Quad-Cities Campus, Carl Sandburg (Galesburg), Highland (Freeport), Illinois Valley (Oglesby), Kishwaukee (Malta) and Sauk Valley (Dixon). Non-conference athletic events are also scheduled with other Illinois and Iowa colleges.

To be eligible for intercollegiate athletic participation, a student must enroll in and complete at least 12 credit hours of credit each semester while maintaining a satisfactory grade point average.

## Libraries

The Quad-Cities Campus Library and the East Campus Gust E. Lundberg Library provide access to collections of print and online resources for students, faculty, and staff. The libraries participate in the I-Share library consortium. Reference services, library instruction, circulation services, reserves, and interlibrary loans are provided. The library website at [www.bhc.edu/library](http://www.bhc.edu/library) provides access to the online catalog, article databases, and detailed information about library services.

## Military and Student Veteran Center

The Military and Student Veterans Center on the Quad-Cities Campus is located in Building 4, Room 117. It is a welcome center where military and veteran students, faculty and staff may go to receive information, assistance and referrals to college departments and community agencies as they transition to college and workforce. For more information, please visit [www.bhc.edu/veterans](http://www.bhc.edu/veterans).

## TRiO Student Support Services

The TRiO Student Support Services program, located on the lower level of Building 1 (beneath the Library), provides individualized guidance and comprehensive academic support to students admitted into the program. Specific services include holistic academic advising and in-depth transfer planning, major and career exploration, academic success coaching and mentoring, help navigating financial obstacles, financial aid and scholarship guidance, and academic tutoring, among others. Admitted participants are entitled to select textbook access, TRiO Grant Aid, the TRiO Foundation Scholarship, academic and financial skill-building workshops, campus visits, and cultural events. The TRiO SSS program is federally funded and open to first-generation, income-eligible, and disabled students. For more information, including a program application, visit the TRiO Student Support Services website at <https://www.bhc.edu/student-resources/student-support/trio/>, call 309-796-5138, or e-mail [trioss@bhc.edu](mailto:trioss@bhc.edu).

## Code of Student Conduct and Disciplinary Procedures

The Code of Student Conduct has been established to maintain order on campus and to guarantee the broadest

range of freedom for all who come to learn at Black Hawk College.

Each student is responsible for knowledge of and compliance with this Code of Student Conduct, which is available in the Student Handbook at [www.bhc.edu/academics/academic-resources/catalog-academic-calendar-and-student-handbook](http://www.bhc.edu/academics/academic-resources/catalog-academic-calendar-and-student-handbook) or through the Office of the Vice President for Instruction and Student Services.

The College further recognizes each student's right to procedural due process, including notice, an opportunity to respond to the allegations, and an appeal process. Any student cited for violation of the Code of Student Conduct will:

1. receive notice of the alleged violation. The notice will include:
    - a. the specific code violations; and
    - b. reference to the process and rights of students as indicated in the Code of Student Conduct;
  2. be provided an opportunity to respond to the charges;
  3. be able to appeal the decision, if necessary;
  4. not be permitted to withdraw from the College with a clear record until such charges have been resolved..
- Students who would like to discuss the alleged violation before the hearing occurs should contact the Vice President for Instruction and Student Services.

## Student Records

- Records Policy
- Transcripts
- Social Security Numbers
- Change of Student Name or Address
- Denial of Enrollment
- Transcript Retention

### Records Policy

The College's policy regarding student records is intended to comply fully with the Family Educational Rights and Privacy Act of 1974. This Act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for correction of inaccurate or misleading data or information. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office, U.S. Department of Education, 400 Maryland Ave. S.W., Washington, DC 20202-5920, concerning the alleged failures of Black Hawk College to comply with the Act.

In order to inspect and review a student records under FERPA, students must submit written requests to the Registrar, identifying the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. The day for inspection and review of the student records will occur within 45 days of the day Black Hawk College receives a request for access. If the records are not maintained within the Registrar's department areas, the Registrar will facilitate the access to the requested records.

Students who wish to exercise their right to request an amendment of a student's educational record that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA may proceed as follows:

- Students should write to the Registrar, clearly identifying the part of the record they want changed, and specify why it should be changed.
- If Black Hawk College does not amend the record as requested, the Registrar will notify the student in writing of the decision and advise the students of their right to a hearing regarding the request for an amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.

If, as a result of the hearing, Black Hawk College decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the student will be afforded the opportunity to place with the education record a statement commenting on the contested information in the record and/or statement setting forth any reason for disagreeing with the decision of the hearing. The statement placed in the education record by the student will

be maintained with the contested part of the record for as long as the record is maintained. When the related record is disclosed to a third party, the record will include the statement filed by the student.

Students have the right to provide written consent prior to disclosures of personally identifiable information (non-directory information) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Black Hawk College designates the following categories of student information as public or "directory information": legal name, address, telephone listing, college-issued e-mail addresses, major field of study, full-time or part-time enrollment status, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Directory information may be disclosed by the institution for any purpose at its discretion. However, currently enrolled students may withhold disclosure of **all** information by submitting a Request to Prevent Disclosure of Directory Information to Enrollment Services. This means that any loan company or prospective employer who may inquire about students will be told that we have **no record** of attendance at BHC, and students will not be listed in any honors, graduation, or other recognitions submitted to the press or available to the public. Request for non-disclosure will remain in force until the student terminates the request by submitting a Revocation of Request to Prevent Disclosure of Directory Information to Enrollment Services.

Students may authorize a parent, guardian, or other person and/or entity to access their non-directory information. To do so, they should submit an Authorization to Release Student Records form to Enrollment Services. The release remains in effect until the student requests termination of this release by signed request. All forms are available in Enrollment Services.

An exception permitting disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Black Hawk College. Additionally, upon request, Black

Hawk College may disclose education records without consent in the following circumstances:

- To officials of another school in which a student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of aid, or enforce the terms and conditions for the aid.
- To parents in the following circumstances:
  - When a student is dependent as defined in Section 152 of the Internal Revenue Code of 1986; or
  - The disclosure is in connection with a health or safety emergency.
- To protect the health or safety of the student or other individuals in an emergency.
- To comply with a judicial order or lawfully issued subpoena.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the College’s state-supported education programs.

Questions concerning the Family Educational Rights and Privacy Act may be referred to Enrollment Services.

### **Transcripts**

Official BHC transcripts should be ordered online at [www.bhc.edu/transcript](http://www.bhc.edu/transcript). An electronic signature using your mouse and a processing fee are required. All financial obligations to the college must be resolved before an official transcript request can be processed for any purpose other than employment. Transcript orders are not accepted by phone.

Transcript requests are usually processed within one to two business days. The student is responsible for ensuring that the delivery method selected meets the needs of the receiving institution. Official transcripts are sent through the US Postal Service. Black Hawk College does not send transcripts by fax. Unofficial transcripts may be accessed in the student records area of myBlackHawk, in Degree Audit, and by request at [registrar@bhc.edu](mailto:registrar@bhc.edu). Please allow adequate time for the receipt, processing and delivery of the transcript order.

### **Social Security Numbers**

Black Hawk College is required to provide accurate student taxpayer identification numbers on Form 1098-T to meet the requirements of the Internal Revenue Code. Students who provide an incorrect number upon admission or do not wish to provide a taxpayer identification number, may be subject to an IRS fine of \$50. In addition, students may be ineligible for certain education tax benefits. Students who are foreign national/nonresident alien and do not have a Social Security Number, and do not plan to file an income tax return in the U.S., may be asked to confirm this information by signing a Substitute Form W-9S Form to avoid any penalties.

### **Change of Student Name or Address**

It is the responsibility of the student to notify Enrollment Services in writing of a change in legal name, address, telephone number and any other records. To update a name, students may complete a Student Change of Name form and return it to Enrollment Services. Students may provide a preferred name, which will not be visible on the official student record (class schedule, faculty course roster, transcript, etc.). To update an address, students may complete a Student Change of Address form and return it to Enrollment Services. Additional documentation such as a marriage license may be required in the case of a name change, or residency documents for a move in or out of district.

### **Denial of Enrollment**

Students with past-due accounts with the College may not register for classes or have official transcripts sent for purposes other than employment.

### **Transcript Retention**

Transcripts submitted by individuals who do not enroll at Black Hawk College will remain on file three years after receipt.

## Academic Information and Regulations

- Grading System
- Cheating and Plagiarism Policy
- Repeat Policy
- Attendance
- Children in Class
- Withdrawing from College
- Adding/Dropping a Class
- Academic Standards
- Academic Progress Policy
- Academic Forgiveness Policy
- Baccalaureate/Transfer Course Guarantee
- Occupational Program Guarantee
- Conferring of Degrees and Certificates
- Unit of Credit
- Student Classification
- Honors Information
- Honors Program

### Grading System

| Grade |  | Grade Pts.<br>per<br>Cr. Hr. |
|-------|--|------------------------------|
| A     | Excellent  | 4                            |
| B     | Good   | 3                            |
| C     | Average  | 2                            |
| D     | Poor (An instructor may issue an “X” if a grade of “D” is earned in a course that is using the “X” grading system) | 1                            |
| F     | Failure  | 0                            |
| P     | Passing  |                              |
| X     | Represents no grade judgment. (An “X” grade will not affect the grade point average.)                              |                              |
| I     | Incomplete. (Work not completed because of reasons considered appropriate by the instructor.)                      |                              |
| W     | Withdrawal   |                              |

**Course Grading System.** The course syllabus provided by the instructor will identify the course grading symbols and procedures to be followed by that course.

**Course Numbering.** Courses numbered below 100 are developmental education courses. These courses do not apply toward a degree or certificate and are not included in the GPA, but they are eligible for financial aid and can be used as credits to reach full-time status. Course numbers that include a “C” in the numbering scheme, such as MATH 108C, indicate the student is enrolled in a mandatory co-requisite course in that subject area.

**Developmental Education Courses.** Developmental education courses build academic skills in writing, reading and math and may be required for one or more areas. Students must take the developmental education course if their placement test scores indicate such course placement. Placements are mandatory for developmental writing, reading and math courses. It is to the student’s advantage to complete developmental education courses within the first

year of college. Students who place into one or more developmental courses must meet with an academic advisor to develop their course schedules. Although credits earned through developmental education coursework do not count toward graduation, GPA, overall credit, or transfer to other colleges and universities, developmental education courses are eligible for financial aid and can be used as credits to reach full-time student status.

**Grade Point Average.** The student’s grade point average is determined by dividing the quality points by the GPA hours attempted. The “X” or “P” is not used in computing the grade point average.

**Grade Reports.** When a student completes a course, grades are available on the **myBlackHawk** web portal system.

**Grade Change.** Grade change requests must be made within six months of the end of the course. Once final grades have been submitted, assignment of “W” or “X” will not be permitted. In the case of instructor error, it is the instructor’s responsibility to change the grade as soon as the error is discovered.

Students challenging a grade must produce all of the relevant examinations, papers, and other such materials that the instructor has evaluated and returned.

Grade changes can be made only by the faculty member who issued the grade, unless the faculty member is no longer available. If the faculty member is no longer available, the determination of the grade change will be made by the current chair of the department offering the course(s) involved and the appropriate instructional dean.

**Incomplete.** The work must be completed within the time limit established by the instructor from one day to one year. If the work is not completed within one year, the Registrar will record an “F” or an “X” based upon the grading system used in that course. Graduating students, who finish any outstanding coursework in a term that is subsequent to the one where the incomplete grade was issued, will have their

graduation date pushed out to the term when all academic work was completed for the degree.

### **Cheating and Plagiarism Policy**

At the beginning of the semester, each instructor should inform students about the College policy on cheating and plagiarism. The student bears the ultimate responsibility for being aware of College policy, regardless of whether or not the faculty member has provided this information. This policy is included in the Student Handbook.

Definition of plagiarism. Plagiarism takes any one of three forms:

- Passing of words and/or images of another as one's own.
- Passing of the ideas of another as one's own.
- Using the original organizational scheme or plot of another as one's own.

It is the faculty member's responsibility to assign grades and it is also his/her prerogative to determine what constitutes cheating or plagiarism as defined above in his/her class(es). The consequences for cheating or plagiarism are determined by the faculty member. Unless that judgment can be shown to be either capricious, arbitrary, or in bad faith, the faculty member's judgment will stand.

Black Hawk College utilizes the Turnitin tool to check submitted work for originality. Turnitin highlights unoriginal passages in a student's paper. Files submitted to Turnitin are compared against a repository, including internet sites, online text, archived internet data, student papers, books, journals, and other publications.

Similarities and matches between assignments and items in the Turnitin repository will be highlighted in an originality report. Although Turnitin is not the only tool for identifying unoriginal work, it is a resource for both students and faculty who wish to check documents for originality and avoid plagiarism. Turnitin can be used by students to check work for unoriginal writing before submitting it in class.

### **Repeat Policy**

Students may repeat any course offered at Black Hawk College but in so doing, they should be aware of the following:

A student may repeat a course only when one of the following conditions is met:

1. If the student has not completed the course with a grade of "C" or better and the course is necessary to satisfy requirements for a degree or certificate.
2. If the student needs to bring the grade point average up to required level for graduation, a course may be repeated once.
3. If a course has been approved by the Illinois Community College Board to be repeated, the student may repeat the course as often as approved by the Illinois Community College Board.

In a repeated course, only the highest grade will be counted in the grade point average. An "X" will not replace any other grade.

"X" grades are considered final grades, and therefore denote completion of the course with no grade judgment in a career or technical program (AAS or certificate). Students earning an "X" in a course will be eligible to repeat the course only under conditions listed above.

A student who intends to repeat a course should

- Notify Financial Aid prior to enrollment to determine if the course will be eligible for financial assistance.
- Notify Enrollment Services when enrolling in the course that it is going to be a repeat of a course already taken.

In instances where a course is being repeated in conditions other than those listed above, the College may require additional payment equivalent to the amount received in State reimbursement.

### **Attendance**

Regular class attendance is an essential component of academic success. Regular classroom attendance is required for students to be able to participate fully in discussion and laboratory sessions, and to seek clarification concerning newly presented materials.

The attendance policy of each instructor is included in the course syllabus distributed by the instructor on the first day of class. Compliance with each instructor's attendance policy is the student's responsibility. An instructor's attendance policy may go into effect with the first class meeting of the course.

Make-up work or work submitted late due to absence (including an instructor's decision to award less than full credit for work submitted late) will be handled at the discretion of the instructor in accordance with the course syllabus.

### **Children in Class**

The faculty has responsibility for control of the classroom and should take steps to ensure an orderly environment in which learning may occur unimpeded. The presence of children in the classroom impedes learning; therefore, children should only rarely be allowed to accompany students to class and then only at the discretion of the faculty member involved.

### **Withdrawing from College**

If a student has registered for class(es) and decides **not** to attend Black Hawk College, he or she must officially withdraw. The student is responsible financially for tuition and fees for all classes not officially dropped by the refund date. Withdrawal can be done by completing an Add/Drop Form or sending an e-mail with name, ID number and

course information from the student's myBlackHawk account to [registrar@bhc.edu](mailto:registrar@bhc.edu). E-mail from personal e-mail addresses will not be accepted. The drop will be considered complete as of the date the e-mail is received, even if it is on a weekend or holiday. If the class is 75% completed, permission of the instructor is required to drop a class. Permission may be obtained by signature or an e-mail from the instructor. **Again, it is the student's, not instructor's, responsibility to ensure that he officially withdraws and submits the appropriate signature to Enrollment Services.**

**Administrative Withdrawals.** The College reserves the right to withdraw a student from classes at any time during the semester. Generally, these withdrawals are initiated as a result of class non-attendance, disciplinary problems, non-payment of charges, or incomplete admission records in Enrollment Services.

### Adding/Dropping a Class

Students find it necessary to make changes to their class schedules for a variety of reasons. Students may change their schedules by adding and dropping classes, or in some cases, the student may need to withdraw from College altogether.

**Add/Drop Form\*.** This is the official form students should use to change their schedules. If the student uses the Black Hawk College Add/Drop Form, it must be returned to Enrollment Services. On the Quad-Cities Campus, forms are available in Enrollment Services, the Advising Center, and the Academic Service Centers. On the East Campus, forms are available at Enrollment Services and the Advising Center. (\*Students may also request to add/drop by sending an email from their myBlackHawk account to [registrar@bhc.edu](mailto:registrar@bhc.edu), requesting the change. Emails from personal accounts will not be accepted.)

**Adding a Class.** Courses may be added using myBlackHawk during regular registration periods. After the term has started, additional signatures are required as outlined below.

- In order to add a class after the start date of a term, but before the tenth day of the class, the student will need to complete the Add/Drop Form or email and obtain the instructor's signature of approval to add the class late.
- In order to add a class after tenth day (or the equivalent of tenth day for classes meeting less than 16 weeks), the student will need to complete the Add/Drop Form or email and obtain signature approval from both an administrator (Vice President for Instruction and Student Services) *and* the instructor. **Classes added after tenth day (or tenth day equivalent) will not be eligible for financial aid.**

**Dropping a Class.** Once a student has registered for class, *the student must officially drop the course within the designated withdrawal period.* Failure to officially drop within the withdrawal period will result in the assigning of

a grade for the class. The student is financially responsible for tuition and fees for all classes not officially dropped by the appropriate refund date.

**After the semester has begun, financial aid recipients should contact the Financial Aid Office prior to withdrawing from a class to determine how eligibility may be affected.**

A student may withdraw from a course through the 12th week of the fall or spring semesters. Financial Aid recipients should talk with the Financial Aid office to withdraw from class after the semester has begun. Only under extraordinary circumstances will a student be allowed to withdraw after the withdrawal period. To petition to withdraw from a course after the withdrawal deadline date, the student must obtain the instructor's signature and/or approval. For classes that meet less than 16 weeks, the student must contact Enrollment Services regarding the need for instructor signatures.

To drop from a class, students may either complete the Black Hawk College Add/Drop Form, or send a letter, fax or e-mail from the student's myBlackHawk account to [registrar@bhc.edu](mailto:registrar@bhc.edu). Dropping classes on the web is no longer available once the term begins. The Schedule of Classes will indicate the last date that classes may be dropped. Withdrawals must be postmarked or date stamped by the published deadline dates. The request should state the student's name, ID number, and course information.

**Things to Consider When Dropping a Course.** Before dropping a course, the student should consider the impact dropping the course has on financial aid, grades, or educational goals. The following items should also be considered before dropping a course:

1. Refund Policy. Course withdrawal prior to the starting date of the semester is entitled to a 100% refund.
2. If a student completely withdraws during the semester after federal financial aid payment has been received, the student may be required to return a portion of the federal financial aid awarded. The federal formula requires a return of funds if the student received assistance from the Pell Grant, Supplemental Educational Opportunity Grant, or Direct Loan and withdrew on or before completing 60% of the semester. The calculation is based on the percentage of the semester completed. Sample calculations and complete explanation of this policy are available at the Financial Aid Office.
3. Impact on Grades. If a student does **not** officially withdraw from a course, the student may receive an "F" for the course.
4. Impact on Transcript. Any dropped course will appear on the student's permanent transcript as either a "W" (withdrawal) or as an earned grade, unless the student has officially completed the drop process prior to the start of the semester.

## Academic Standards

A 2.0 cumulative grade point average is necessary to graduate from Black Hawk College and to transfer to most senior institutions. Anytime the semester grade point average or cumulative grade point average is below 2.0, the student should reassess his/her educational objectives and study habits. The student should seek assistance from instructors, academic advisors and counselors in this reassessment process.

**Good Standing.** To be in good standing, any student who has attempted 12 credit hours, regardless of where the hours were earned, must maintain a cumulative 2.0 GPA.

**Probation and Dismissal.** Any student whose conduct is deemed undesirable by the administration, faculty or appropriate committee may be placed on probation or dismissed from the College. See the Black Hawk College Student Handbook for further information.

## Academic Progress Policy

*NOTE: The requirements listed below are separate from Financial Aid Academic Progress requirements listed on page 18.*

To maintain continuing enrollment at the College, a student will be subject to this policy once he/she has attempted 12 credit hours at BHC.

A student will be placed on academic warning if his/her BHC cumulative grade point average (all work completed at BHC) falls below 2.0 GPA.

Academic warning means that the student is being warned of failure to make sufficient academic progress as defined by the policy. The student may continue to enroll while on academic warning, but will need to meet with an Educational Advisor to create a plan for success. After being placed on academic warning, the student must bring the overall GPA to 2.0. If the student's cumulative GPA does not reach 2.0 the following semester, the student will be placed on academic probation. Again, the student will need to continue to meet with an Educational Advisor before enrolling.

When on academic probation, the student must earn a term GPA of 2.0 or above each semester. If the student's term GPA falls below 2.0, the student will be placed on academic suspension. Academic suspension means a student will not be allowed to re-enroll at BHC for at least one full semester (fall or spring). After not attending for a full semester, the student may be readmitted on a probationary status and must maintain a term GPA of 2.0 or higher until his/her cumulative GPA reaches 2.0 or above. If a student is suspended a second time, the student may not return for one full year.

Students may appeal BHC academic suspension by submitting a written appeal to the Registrar,

[registrar@bhc.edu](mailto:registrar@bhc.edu), explaining circumstances and plans for insuring academic success. Students should check their BHC e-mail account for details on the process. An Academic Appeals Committee will consider student requests and make final decisions. <https://www.bhc.edu/admissions/get-started/register-for-classes/enrollment-hours-locations-forms/>

## Academic Forgiveness Policy

Academic forgiveness is a policy designed for a student with a history of poor grades who has been away from Black Hawk College for at least four years since the end of the semester for which academic forgiveness is being requested. This request is limited to two consecutive semesters and is only allowed one time throughout the student's academic career at Black Hawk College. The student must be currently enrolled and must have accumulated 12 credit hours with a 2.5 GPA or higher, to apply for academic forgiveness.

Forgiven grades will remain on the student's official record but will not be included in the institutional GPA. It should be noted that these grades will continue to be calculated for financial aid status. The student should check with any transfer institution regarding how the receiving institution will calculate the forgiven grades.

For detailed information, see Enrollment Services, or email [registrar@bhc.edu](mailto:registrar@bhc.edu).

## Baccalaureate/Transfer Course Guarantee

Black Hawk College, as demonstration of its dedication to providing a quality education that fully transfers to a baccalaureate education, guarantees that students can transfer courses taken at Black Hawk College to baccalaureate institutions. The College backs up this transfer course guarantee with a tuition refund if the course does not transfer provided the following conditions have been met:

1. The course was identified as transferable to the specific baccalaureate institution in the course equivalency resource in effect at the time the course was taken.
2. The student completed the course with a grade of "C" or better.

While the College will maintain up-to-date transfer information and will provide academic advising and counseling to aid students in course selection, it is the responsibility of the students to avail themselves of these services. Students should be aware that baccalaureate degree completion requirements are not the same for all institutions or majors and that these requirements change over time. It is the responsibility of the student to keep informed of these changes and to adjust their program of courses accordingly. The course equivalency resources are available through the Black Hawk College website at [www.bhc.edu/transfer](http://www.bhc.edu/transfer).

To initiate the guarantee process, the student must submit a letter to Enrollment Services showing evidence of enrollment in the baccalaureate institution. In addition, the student must also submit a letter from the baccalaureate institution stating why the course did not transfer.

The limit of the College's liability is to compensation stated herein. The College is not liable if the baccalaureate institution changes its equivalencies after a student has completed the transfer course in question.

### Occupational Program Guarantee

The Occupational Program Guarantee formally assures career program graduates and their employers that they have obtained the academic and technical skills that the occupational programs are designed to teach. The College backs up this guarantee with up to 9 credit hours of tuition-free instruction provided the following conditions have been met:

1. The career program graduate must be employed in a position related to the program of study.
2. In the case of licensure, the student must attempt to pass the licensure exam at least twice within one year of graduation. If refresher or test preparation courses are available, the student must also pass those courses before initiating the guarantee.

To initiate the guarantee, the student and employer must submit to Enrollment Services a joint statement within six months of program completion certifying that the graduate is lacking the entry-level skills identified in the course syllabi at the time the course was taken. In the case of licensure, the student must submit to Enrollment Services documentation from the licensing entity of the unsuccessful attempts to pass the exam.

The limit of the College's liability is to the compensation stated herein.

### Conferring Degrees and Certificates

Candidates for Associate degrees (AA, AS, AAS, AFA, and ALS) and Certificates of Achievements will be recognized formally at the Commencement Ceremonies held in May at the end of each spring semester. However, students will receive their degrees or certificates following the close of the semester in which they apply for graduation and meet graduation requirements.

### Unit of Credit

The unit of credit is the semester credit hour; typically, a unit of credit is earned by attending a non-laboratory class for one hour a week for 16 weeks or the equivalent. In laboratory classes, one credit hour is granted for two to three hours in a laboratory per week. The number of credits for each course may be found in the Course Descriptions section of this academic catalog.

### Student Classification

**Freshman.** Students who have completed fewer than 30 credit hours of college work.

**Sophomore.** Students who have completed 30 or more credit hours of college work.

**Full-time Student.** Students registered for 12 or more credit hours are considered full-time students. A normal full-time load consists of 15-17 credit hours.

**Part-time Student.** Students registered for less than 12 credit hours.

### Honors Information

**Phi Theta Kappa.** Phi Theta Kappa is recognized as the official honor society for community colleges by the American Association of Community Colleges. To be eligible for membership, a student must have completed at least 12 hours of associate degree coursework with a cumulative 3.5 GPA.

**Alpha Beta Gamma.** Alpha Beta Gamma is a national business honor society open to students who are majoring in business and recommended by at least two business faculty members. Membership is open to students who have completed 15 credit hours of credit with a grade point average of 3.0 or better; at least 12 of these hours must be earned in courses with a business prefix. In these courses a student must have earned a grade point average of 3.25 or better.

**Alpha Phi Beta.** The Alpha Phi Beta chapter at the East Campus was founded in 1992. Students who have completed at least 12 credit hours of college level coursework at Black Hawk College with a minimum GPA of 3.5 may join.

**Psi Beta.** Psi Beta is a national honor society for students interested in psychology who have earned 12 credit hours with a grade point average of 3.00 or better and who have completed PSYC 101 with a grade of "B" or better. In addition, students must complete the proper registration form and pay a fee.

**Sigma Kappa Delta - English honor society for two-year colleges.** The purpose of Sigma Kappa Delta is to recognize the academic achievement of students who have excelled in English courses and who are interested in the humanities. Students can develop their leadership skills by getting involved in activities sponsored by Delta Epsilon, Black Hawk College's chapter.

**Semester Honors.** At the end of the spring and fall semesters a Highest Honors List and an Honors List are published to honor students for academic achievement. The criteria to qualify for these honors are as follows:

Highest Honors List for Full-time Students – Earn 12 or more college level credit hours with a semester grade point average of 3.75 or above.

Highest Honors List for Part-time Students – Earn 6-11 college level credit hours with a semester grade point average of 3.75 or above.

Honors List for Full-time Students – Earn 12 or more college level credit hours with a semester grade point average of 3.50 - 3.74.

Honors List for Part-time Students – Earn 6-11 college level credit hours with a semester grade point average of 3.50 - 3.74.

**Latin Honors.** A student receiving an Associate’s degree may graduate with honors by meeting the following requirements:

Summa Cum Laude – Must complete 60 hours of graded work at Black Hawk College with a cumulative 3.95 grade point average or higher.

Magna Cum Laude – Must complete 45 hours of graded work at Black Hawk College and achieve between a cumulative 3.85 and 3.94 grade point average.

Cum Laude – Must complete 30 hours of graded work at Black Hawk College and achieve between a cumulative 3.75 and 3.84 grade point average.

For purposes of recognition at spring commencement ceremonies, Latin honors are calculated using a current student’s cum GPA at the end of the previous fall semester.

**East Campus Academic Honors.** The Founders’ Scholars’ honor (East Campus only) recognizes Associate in Arts or Associate in Science students at the end of spring semester, who have achieved a 3.8 cum GPA with at least 30 credit hours earned at Black Hawk College and at least 12 credit hours at the East Campus.

### **Honors Program**

The Honors Program at Black Hawk College provides students with an opportunity to participate in academic work to enrich their college experience. Please visit the new college website page for more information at <https://www.bhc.edu/academics/honors-program-overview/>

To complete the Honors Program, students will need to have a GPA of 3.25 or better and meet the requirements of the program:

- Complete HONR 200 and HONR 205 with a C or better.
- Complete the Service Project requirement.
- Submit the Service Project Reflection Form.
- Share HONR 205 Independent Study findings through the HONR 205 Reporting Form.

## Non-Traditional Credit

- **Departmental Proficiency**
- **Portfolios**
- **Advanced Placement Program**
- **College Level Examination Program (CLEP)**
- **Armed Service Experience**
- **High School Articulation**
- **Child Development Associate Credential**
- **International Baccalaureate**

Students with wide varieties of educational experience can convert this experience into college credit. Credit for prior learning can be awarded only after the assessment of prior learning experiences and only for documented learning that demonstrates achievement of all terminal objectives for a specific course or courses. Students must be currently enrolled at Black Hawk College in order to have prior learning credits recorded on their academic transcript.

### Departmental Proficiency

This method offers students an opportunity to demonstrate on an individual basis their knowledge of a course and, if successful, to be awarded credit. The student must demonstrate mastery of a course through examination.

Students who would like to take a departmental proficiency evaluation should first contact Enrollment Services [registrar@bhc.edu](mailto:registrar@bhc.edu), to request an Application for Proficiency Credit. In all cases, decisions concerning the methods used and the decisions regarding awarding of credit on the basis of proficiency belong to the academic department. The student may earn no more than 50% of proficiency credit in the curriculum leading to a degree.

Fees for proficiency courses at Black Hawk College include a \$10 per credit hour tuition charge which is non-refundable and a \$1 per course recording fee. Special fees will be assessed for certain courses requiring additional evaluative materials.

### Portfolios

Students may attempt to earn credit for college level life-long or experiential learning through the writing and submission of a Prior Learning Portfolio (PLP). To use this option, a student must complete LIB 240. A student may only submit a PLP for courses approved by departments. A current list of courses is maintained in the Academic Advising Center and with the ALS degree advisor(s). A maximum of nine credit hours may be earned toward any degree.

### College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) is a national testing service that provides students an opportunity to demonstrate college-level learning from experiences outside the classroom. Black Hawk College participates by awarding credit based upon CLEP scores according to the established College policies given below.

Black Hawk College grants institutional credit based upon CLEP scores only to students who are currently enrolled at the College. Transferability of CLEP credit is subject to the policies of the transfer school. All CLEP examinations are in addition to, not a replacement of, other forms of proficiency examinations, including departmental proficiency examinations. No grades are assigned for credit received through CLEP.

Students who would like to complete Black Hawk College credit on the basis of CLEP scores should contact Enrollment Services for specific details and equivalencies.

### Advanced Placement Program

This program and associated tests are offered only in high schools. Students who have participated in the high school Advanced Placement (AP) program may be eligible to receive credit and advanced placement. Scores of 3, 4, and 5 on the College Board Advanced Placement examinations shall be accepted for credit to satisfy degree requirements. Certain scores will be granted credit for general education requirements, whereas others may be granted for electives.

Students who completed AP tests should request the College Entrance Examination Board to send their AP scored examinations to the Enrollment Services Office. Upon notification, students may then have any credit which was awarded placed on their transcript. A transcript recording fee of \$10 per course transferred will be assessed. Black Hawk College grants credit according to the following Advanced Placement Transfer Credit chart.

**Advanced Placement Transfer Credit**

| Advanced Placement Test  | Minimum Score | BHC Course Equivalent         | Credit Awarded           |
|--|---------------|-------------------------------|--------------------------|
| Art History  | 3             | ART 281                       | 3 credits                |
| Biology  | 3             | BIOL 101                      | 4 credits                |
| Biology  | 4             | BIOL 105                      | 5 credits                |
| Biology  | 5             | BIOL 105 & 106                | 10 credits               |
| Calculus AB  | 3             | MATH 118                      | 5 credits                |
| Calculus AB  | 4             | MATH 124 or MATH 132          | 4 credits                |
| Calculus BC  | 3             | MATH 124 or MATH 132          | 4 credits                |
| Calculus BC  | 4             | MATH 124 or 132, and MATH 225 | 8 credits                |
| Chemistry  | 4             | CHEM 101                      | 4 credits                |
| Chinese Language and Culture   | 3             | Elective                      | AP credit recommendation |
| Comparative Government and Politics  | 3             | Elective                      | AP credit recommendation |
| Computer Science A   | 3             | CS 101                        | 3 credits                |
| Computer Science A   | 4             | CS 121                        | 3 credits                |
| Computer Science Principles  | 3             | CS 105                        | 3 credits                |
| English Language and Composition   | 3             | ENG 101                       | 3 credits                |
| English Literature and Composition   | 3             | Elective                      | AP credit recommendation |
| Environmental Science  | 3             | BIOL 200 or BIOL 201          | 3 credits                |
| European History   | 3             | Elective                      | AP credit recommendation |
| French Language  | 3             | Elective                      | 4 credit hours           |
| German Language  | 3             | Elective                      | 4 credit hours           |
| Human Geography  | 3             | Elective                      | AP credit recommendation |
| Italian Language and Culture   | 3             | Elective                      | AP credit recommendation |
| Japanese Language and Culture  | 3             | Elective                      | AP credit recommendation |
| Latin  | 3             | Elective                      | AP credit recommendation |
| Macroeconomics   | 3             | Elective                      | AP credit recommendation |
| Microeconomics   | 3             | Elective                      | AP credit recommendation |
| Music Theory   | 3             | Elective                      | AP credit recommendation |
| Physics 1: Algebra-Based   | 3*            | PHYS 140                      | 3 credits                |
| Physics 1: Algebra-Based   | 4**           | PHYS 110                      | 4 credits                |
| Physics 1: Algebra-Based   | 5             | PHYS 101                      | 5 credits                |
| Physics 2: Algebra-Based   | 3*            | PHYS 140                      | 3 credits                |
| Physics 2: Algebra-Based   | 4**           | PHYS 110                      | 4 credits                |
| Physics 2: Algebra-Based   | 5             | PHYS 102                      | 5 credits                |
| Physics B ( <i>discontinued</i> )  | 3             | PHYS 101                      | 5 credits                |
| Physics C: Electricity and Magnetism   | 3             | PHYS 102                      | 5 credits                |
| Physics C: Mechanics   | 3             | PHYS 110                      | 4 credits                |
| Physics C: Mechanics   | 4             | PHYS 101                      | 5 credits                |
| Physics C: Mechanics   | 5             | PHYS 201                      | 5 credits                |
| Psychology   | 3             | PSYC 101                      | 3 credits                |
| Spanish Language   | 3             | SPAN 101                      | 4 credits                |
| Spanish Language and Culture   | 3             | Elective                      | AP credit recommendation |
| Statistics   | 3             | MATH 108                      | 3 credits                |
| Statistics   | 4             | MATH 108 or MATH 228          | 3 credits                |
| Studio Art: 2-D Design   | 3             | Elective                      | AP credit recommendation |
| Studio Art: 3-D Design   | 3             | Elective                      | AP credit recommendation |
| Studio Art: Drawing  | 3             | Elective                      | AP credit recommendation |
| U.S. History   | 3             | HIST 105                      | 3 credits                |
| United States Government and Politics  | 3             | Elective                      | AP credit recommendation |
| World History  | 3             | Elective                      | AP credit recommendation |
| *Students with a score of 3 on both Physics 1 and 2, may transfer credit for PHYS 140, plus remaining hours in electives.  |               |                               |                          |
| **Students with a score of 4 on both Physics 1 and 2, may transfer credit for PHYS 110, plus remaining hours in electives. |               |                               |                          |

## Armed Service Experience

**Health and Physical Education Credit.** To receive this credit, applicants must submit to the Registrar their DD Form 214 (Armed Forces of the United States Report of Transfer or Discharge). Veterans are eligible to receive credit for Health 102 (3 credit hours) and for physical education (4 credit hours) provided that the military service was of more than one year's duration. There is no charge for recording this credit on the transcript.

**DSST and USAFI.** Guidelines for the acceptance of DANTES Subject Standardized Test (DSST), previously known as just DANTES and United States Armed Forces Institute (USAFI), are available from the Enrollment Services Office.

**Military Training School.** Military training school experiences will be evaluated by personnel in the appropriate department, and credit will be awarded only if there are existing College courses which parallel the military training received, otherwise elective credits will be awarded toward an associate's degree as long as credits are college level. Evaluation will be based upon the American Council on Education's (ACE) "The Guide to the Evaluation of Educational Experiences in the Armed Services" as listed on an official Joint Services Transcript.

Students with military training experience should first contact the Enrollment Services Office and request an official Joint Services Transcript be sent to Black Hawk College. There is no charge for evaluating transfer credit from a Joint Services Transcript.

## High School Articulation

Agreements with area high schools enable students who have completed particular high school courses to receive credit for specified college courses at Black Hawk College. Students must complete the high school course with a grade of B or higher to request articulated credit. A student must

request articulated credit upon enrollment at BHC and no later than 18 months following the date of high school graduation. An exception for this timeline may be made for time served in the armed services if the student served immediately after high school graduation. The student must be enrolled in a Career and Technical Education (CTE) program at the College. For information about CTE courses and requirements for articulated credit, contact a Dual Credit Coordinator at 309-796-5464. There is no cost to the student to have high school articulated credit recorded on their Black Hawk College transcript.

The State Seal of Biliteracy, codified in Illinois Public Act 099-0600, provides recognition to high school students who have demonstrated proficiency in speaking, reading, and writing in one or more languages in addition to English. Upon request from enrolled students with a State Seal of Biliteracy on their official/final high school transcript, Black Hawk College will award college credit equal to two years of foreign language credit in courses that are offered at the College.

## Child Development Associate Credential

Black Hawk College provides six hours of credit toward the Assistant Teacher Certificate, Early Childhood Educator Certificate and AAS in Early Childhood degree for students who can demonstrate they have earned the Child Development Associate credential (CDA). The CDA will provide credit for ECE 100 and ECE 299.

## International Baccalaureate (IB)

Beginning with the 2017-2018 academic year, subject scores of 4 or higher for International Baccalaureate Diploma Programme subjects shall be accepted for credit to satisfy degree requirements. Credit will be granted toward electives and students may work with the appropriate academic department to determine whether or not an IB assessment may transfer as credit toward a specific Black Hawk College course.

## Graduation Requirements

- **Purpose of General Education**
- **Illinois Articulation Initiative Agreement (IAI)**
- **General Education Core Curriculum (GECC)**
- **Online Degree Audit**
- **Reverse Transfer**
- **Graduation**
- **Associate in Arts**
- **Associate in Science**
- **Associate in Applied Science**
- **Associate in Fine Arts**
- **Associate in Liberal Studies**
- **Career Program Certificates**

### Purpose of General Education

Black Hawk College's General Education Outcomes (GEOs) examine student learning across all disciplines and programs throughout the college to ensure that students who graduate with an associate degree or certificate will have skills to apply throughout their lives. Students completing a transfer degree will develop competency in all GEOs; students completing a CTE program (i.e., certificate program or AAS degree) will develop competency in one or more GEOs, depending on the program.

- **Critical Thinking:** Students will use analytical skills and evidence to interpret and solve problems, develop arguments, make decisions, and evaluate outcomes.
- **Communication:** Students will use research, invention, and expressive strategies to write and orally present information and arguments to diverse audiences.
- **Intercultural Competence:** Students will recognize the complexity and contributions of other cultures in a variety of contexts, including beliefs and practices, and promote sensitivity, awareness, and respect for cultural differences.
- **Quantitative Reasoning:** Students will explain information presented in mathematical forms, convert relevant information into various mathematical forms, draw appropriate conclusions based on quantitative analysis of data, and communicate quantitative evidence to support an argument or purpose.
- **Ethical Reasoning:** Students will recognize ethical issues in a variety of settings, apply ethical decision-making skills, apply ethical theories to complex societal issues, and recognize how different perspectives might be applied to ethical dilemmas.
- **Information Literacy:** Students will recognize when there is a need for evidenced-based information and be able to identify, locate, evaluate, and effectively and responsibly use and share that information for the problem at hand.

### Illinois Articulation Initiative Agreement (IAI)

Black Hawk College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed General Education Core Curriculum (GECC) among participating institutions. Successful completion of the GECC at any participating college or university in Illinois will facilitate transfer to

these institutions' Associate's or Bachelor's degree program. This agreement is in effect for students entering a participating associate or baccalaureate degree granting institution as a first-time student in the summer of 1998 and thereafter.

Students will be able to realize the benefit of this statewide articulation agreement by completing the GECC alone or by earning the Associate in Arts degree. Students who transfer before completing the GECC or the Associate degree may find that not all of their coursework will transfer as general education course equivalencies.

The following codes identify qualifying general education courses: IAI C (Communication), IAI F (Fine Arts), IAI H (Humanities), IAI HF (Humanities or Fine Arts), IAI L (Life Sciences), IAI M (Mathematics), IAI P (Physical Sciences), IAI S (Social/Behavioral Sciences). See an academic advisor for additional information and utilize the IAI GECC Planning Worksheet for appropriate course selection, <https://www.bhc.edu/academics/transfer-programs/> Read about the IAI and locate participating institutions at [www.itransfer.org](http://www.itransfer.org).

Certain Black Hawk College course combinations are excluded from counting toward the GECC, such that students cannot receive General Education credit for both courses. These combinations include:

- PHYS 101 and PHYS 110
- PHYS 110 and PHYS 201
- CHEM 101 and CHEM 110
- MATH 108 and MATH 228

In addition, students should be aware that a grade of "C" or better in English 101 and English 102 is required for these courses to be included in the IAI General Education Core Curriculum.

Most students would be well advised to complete the Associate in Arts or Associate in Science degree requirements in order to achieve the additional benefits of the compact and/or course equivalency agreements which have been negotiated with senior institutions.

### General Education Core Curriculum (GECC)

The Illinois Articulation Initiative (IAI) General Education Core Curriculum (GECC) provides a credential for

completion of specific requirements. The GECC consists of a set of a minimum of 12 IAI courses ( minimum 37 credit hours), and are part of the Associate in Arts Degree at Black Hawk College. Successful completion of these core courses at any participating college or university in the state of Illinois will facilitate transfer to any other participating associate or bachelor’s degree program. These GECC courses are considered a ‘package’ to satisfy lower division General Education requirements, and course-to-course transfer is not guaranteed. This credential will be, at minimum, a notation on the BHC transcript for each student meeting the requirements beginning in the Fall 2020 semester and after. This is not a workforce certificate nor industry-recognized credential.

### Reverse Transfer

Reverse Transfer allows students who transfer from a community college to a four-year college or university, to use their credits completed at the four-year institution toward completion of the associate’s degree. In order to have an Associate’s degree awarded on the Black Hawk College transcript, all course transfer criteria and degree requirements must be met, including Black Hawk College’s coursework residency requirement. Students must opt-in for reverse transfer by contacting their four-year institution to have transcripts sent to Black Hawk College. Students are also advised to check with their four-year institution for further instructions or requirements for Reverse Transfer.

For more information on Reverse Transfer, please contact Advising [advqc@bhc.edu](mailto:advqc@bhc.edu) or Registrar [registrar@bhc.edu](mailto:registrar@bhc.edu).

### Online Degree Audit

Through the college’s web portal (myBlackHawk), students have the ability to check progress toward completion of a degree or certificate by identifying which courses have been completed and which courses are still needed to fulfill graduation requirements. Students are encouraged to work with an educational advisor to compete long-term educational plans that fit student needs. In addition, students may check to see how completed courses may be applied to a different certificate or degree by using the “What If” feature.

### Graduation

Meeting graduation requirements is ultimately the responsibility of the student. Students are encouraged to work with their advisors in selecting courses to meet their educational objectives.

Students must apply for graduation before the deadlines. These dates are available in Enrollment Services and at <https://www.bhc.edu/academics/academic-resources/graduation-commencement/>. Diplomas and certificates are mailed six to eight weeks after the end of the semester in which the students are approved to graduate. Please visit <https://www.bhc.edu/academics/academic-resources/graduation-commencement/> for more information.

Commencement ceremonies are the culmination of the student’s program of study. Each spring, BHC conducts a graduation ceremony whereby faculty, staff, family and friends come together to recognize academic achievements. All eligible degree and certificate candidates are encouraged to participate in commencement activities.

### Associate in Arts

**Associate in Arts Code: 1145**

**Total minimum credits required: 60**

The Associate in Arts degree program is the first two years of study for those students who plan to pursue a baccalaureate degree. Students pursuing this degree and planning to transfer to a senior institution should read *Transfer of Graduates*.

Students pursuing the AA degree entirely online may do so through Black Hawk College. For up-to-date information regarding online AA degree including available courses, or support services, please review information here: <https://www.bhc.edu/academics/online-learning/>.

Students seeking an Associate in Arts degree should follow the curricula below. **Students with a specific transfer institution in mind should contact that school for specific course recommendation, refer to available transfer guides at <https://www.bhc.edu/academics/transfer-programs/> and work closely with advisors at Black Hawk and the transfer institution.**

Only one Associate in Arts degree or one Associate in Science degree may be earned from Black Hawk College. If a student has received an associate’s degree from another college, the student may receive an additional associate’s degree from Black Hawk College if all program requirements for the degree are met.

**Note:** Students may graduate under the current degree requirements or under degree requirements in effect at their first enrollment. Students whose enrollment has been interrupted for two or more years must follow the graduation requirements of the catalog current at the time of re-entry or any catalog published after re-entry.

Each student who is awarded an Associate in Arts degree by the College shall have successfully completed a minimum of thirty-seven (37) credit hours of general education in the following categories:

**Communication.** 3 courses (9 semester credits), including a two-course sequence in writing (6 semester credits) and one course (3 semester credits) in oral communication. A grade of “C” or better in ENG 101 and ENG 102 is required for those courses to be eligible for inclusion in the IAI General Education Core Curriculum.

|              |   |
|--------------|---|
| ENG 101/101C | Composition I (IAI:C1 900)                  |
| ENG 102      | Composition II (IAI: C1 901R)               |
| SPEC 101     | Principles of Speech Communica (IAI:C2 900) |

**Mathematics.** 1 course (3 semester credits) in mathematics.

|           |   |
|-----------|---|
| MATH 108  | Statistics for General Education<br>(IAI: M1 902)               |
| MATH 108C | Statistics for General Education<br>(IAI: M1 902)               |
| MATH 110  | Mathematics for General Education<br>(IAI: M1 904)              |
| MATH 110C | Mathematics for General Education<br>(IAI: M1 904)              |
| MATH 124  | Calculus I with Analytic Geometry<br>(IAI: M1 900-1; MTH 901)   |
| MATH 131  | Finite Mathematics (IAI:M1 906)                                 |
| MATH 132  | Calculus for Bus/Soc Sciences<br>(IAI: M1 900-B)                |
| MATH 161  | Discrete Mathematics (IAI:M1 905; CS 915)                       |
| MATH 225  | Calculus II with Analytic Geometry<br>(IAI: M1 900-2; MTH 902)  |
| MATH 226  | Calculus III with Analytic Geometry<br>(IAI: M1 900-3; MTH 903) |
| MATH 228  | Probability and Statistics<br>(IAI: M1 902; BUS 901)            |

**Physical & Life Sciences.** 2 courses (7-8 semester credits) are required. One course selected from Group 1 (Physical Sciences) and one course selected from Group 2 (Life Sciences) and including at least one laboratory course, or both NSCI 101 and NSCI 102.

**Group 1 Courses - Physical Sciences**

|          |  |
|----------|--|
| ASTR 101 | Astronomy: The Solar System (IAI: P1 906L)                     |
| ASTR 102 | Astronomy: Stars and Galaxies (IAI: P1 906L)                   |
| CHEM 101 | General Chemistry I (IAI: P1 902L; CHM 911)                    |
| CHEM 110 | Introduction to Chemistry (IAI: P1 902L)                       |
| CHEM 111 | Principles of Organo-Biochemistry (IAI: P1 904L)               |
| PHYS 101 | College Physics I (IAI: P1 900L)                               |
| PHYS 110 | Introduction to Physics (IAI: P1 900L)                         |
| PHYS 140 | Practical Physics (no lab) (IAI: P1 900)                       |
| PHYS 201 | Mechanics and Thermal Physics (IAI: P2 900L; PHY 911)          |
| PS 101   | Introduction to Physical Science (IAI: P9 900L)                |
| PS 205   | Issues in Science, Technology & Society (no lab) (IAI: P9 900) |

**Group 2 Courses - Life Sciences**

|          |   |
|----------|---|
| BIOL 100 | Introduction to Biology (IAI: L1 900L)                |
| BIOL 101 | General Human Biology (IAI: L1 904L)                  |
| BIOL 105 | General Biology I (IAI: L1 910L; BIO 910)             |
| BIOL 106 | General Biology II (IAI: L1 910L; BIO 910)            |
| BIOL 190 | Animal Diversity (IAI: L1 902L)                       |
| BIOL 200 | Environmental Bio-Human Impact (no lab) (IAI: L1 905) |
| BIOL 201 | Environmental Bio-Diversity (no lab) (IAI: L1 905)    |
| BIOL 211 | General Botany (IAI: L1 901L)                         |
| BIOL 250 | Genetics (no lab) (IAI: L1 906)                       |
| BIOL 251 | Genetics Lab (IAI: L1 906L)                           |

**Interdisciplinary.** Physical/Life Sciences

|          |   |
|----------|---|
| NSCI 101 | Environmental Science I (no lab)<br>(IAI: LP 900) |
| NSCI 102 | Environmental Science II (IAI: LP 901L)           |

**Humanities and Fine Arts.** 3 courses (9 semester credits), with at least one course selected from humanities and at least one course from the fine arts.

**Humanities**

|           |  |
|-----------|--|
| ENG 190   | Introduction to Literature (IAI: H3 900)                   |
| ENG 206   | Ethnic American Literature<br>(IAI: H3 910D)               |
| ENG 207   | Introduction to Women Writers<br>(IAI: H3 911D)            |
| ENG 210   | Introduction to Fiction (IAI: H3 901)                      |
| ENG 214   | Modern American Literature (IAI: H3 915)                   |
| ♦ENG 217  | African & Caribbean Literature<br>(IAI: H3 908N)           |
| ♦ENG 218  | Latin American Literature in Translation<br>(IAI: H3 908N) |
| ♦ENG 219  | Asian Literature (IAI: H3 908N)                            |
| ENG 221   | Early British Literature (IAI: H3 912)                     |
| ENG 223   | Introduction to Shakespeare (IAI: H3 905)                  |
| ENG 240   | Children's Literature (IAI: H3 918)                        |
| ENG 250   | Film as Literature (IAI: HF 908)                           |
| HIST 125  | Western Civilization I (IAI: H2 901)                       |
| HIST 127  | Western Civilization II (IAI: H2 902)                      |
| ♦HIST 222 | Comparative Religions (IAI: H5 904N)                       |
| HUM 101   | Western Arts & Cultures (IAI: HF 900)                      |
| ♦HUM 102  | Non-Western Arts & Cultures (IAI: HF 904N)                 |
| PHIL 100  | Logic (IAI: H4 906)  |
| PHIL 101  | Introduction to Philosophy (IAI: H4 900)                   |
| PHIL 103  | Ethics (IAI: H4 904)                                       |
| PHIL 206  | Philosophy of Religion (IAI: H4 905)                       |
| POLS 200  | Introduction to Political Thought (IAI: H4 907, PLS 913)   |
| SPAN 202  | Intermediate Spanish II (IAI: H1 900)                      |

Consult transfer institution to determine if foreign language is required.

**Fine Arts**

|           |   |
|-----------|---|
| ART 100   | Art Appreciation (IAI: F2 900)                        |
| ART 281   | History of Western Art I (IAI: F2 901)                |
| ART 282   | History of Western Art II (IAI: F2 902)               |
| ♦ART 285  | Survey of Asian Art (IAI: F2 903N)                    |
| ♦ART 286  | Survey of Non-Western Art<br>(IAI: F2 903N)           |
| ENG 250   | Film as Literature (IAI: HF 908)                      |
| HUM 101   | Western Arts & Cultures (IAI: HF 900)                 |
| ♦HUM 102  | Non-Western Arts & Cultures (IAI: HF 904N)            |
| MUSC 154  | Music Appreciation (IAI: F1 900)                      |
| ♦MUSC 158 | Introduction to Non-Western Music<br>(IAI: F1 903N)   |
| THEA 111  | Introduction to Theatre Arts (IAI: F1 907)            |
| TV 212    | Hist and Apprec of the Motion Pictur<br>(IAI: F2 909) |

**Social and Behavioral Sciences.** 3 courses (9 semester credits), with courses selected from at least two disciplines.

|            |  |
|------------|--|
| ♦ ANTH 100 | Intro. To Anthropology (IAI: S1 900N)                |
| ANTH 101   | Intro to Physical Anthropology (IAI: S1 902)         |
| ♦ ANTH 102 | Intro to Cultural Anthropology (IAI: S1 901N)        |
| ANTH 103   | Intro to Archaeology (IAI: S1 903)                   |
| ECON 221   | Principles of Macroeconomics (IAI: S3 901)           |
| ECON 222   | Principles of Microeconomics (IAI: S3 902)           |
| HIST 105   | US History to 1877 (IAI: S2 900)                     |
| HIST 106   | US History Since 1877 (IAI: S2 901)                  |
| ♦ HIST 141 | History of Asia to 1500 (IAI: S2 920N)               |
| ♦ HIST 142 | History of Asia since 1500 (IAI: S2 920N)            |
| ♦ HIST 151 | History of the Middle East since 1700 (IAI: S2 920N) |
| HIST 200   | African-American History (IAI: S2 923D)              |
| ♦ IS 200   | Global Issues (IAI: S9 900)                          |
| POLS 122   | American National Government (IAI: S5 900)           |
| PSYC 101   | Intro to Psychology (IAI: S6 900)                    |
| PSYC 200   | Human Growth and Development (IAI: S6 902)           |
| PSYC 262   | Child Psychology (IAI: S6 903)                       |
| SOC 101    | Principles of Sociology (IAI: S7 900)                |
| SOC 102    | Contemporary Social Problems (IAI: S7 901)           |
| SOC 250    | Social Inequality (IAI: S7 903D)                     |
| SOC 251    | Sociology of Families (IAI: S7 902)                  |
| SOC 264    | Social Psychology of Aging (IAI: S6 905)             |

In addition to meeting general education requirements, students must also meet the following:

- ♦ **Non-Western Studies requirement.**  
1 course (3 semester credits)  
Courses that focus on non-Western cultures are identified in both the Humanities and Fine Arts and the Social and Behavioral Sciences sections with an ♦ indicator next to the course. Students must select at least one non-Western studies course, which may simultaneously fulfill a general education or elective category requirement.  
*Education majors only:* Students should check with an advisor to be sure that their Non-Western course selection meets the State Teacher Certification Board's definition of "Non-Western and third world cultures" as interpreted by the senior institution where they intend to transfer.
- A grade of "C" or better ENG 101 and ENG 102 is required for graduation. Students transferring courses equivalent to English 101 and 102 to Black Hawk College must have a grade of "C" or better in those courses in order to obtain transfer credit.
- Students may not receive general education credit twice for the following combinations of completed coursework:
  - PHYS 101 and PHYS 110

- PHYS 201 and PHYS 110
  - CHEM 101 and CHEM 110
  - MATH 108 and MATH 228
- A total of sixty (60) credit hours with a "C" (2.0) grade point average or above for all work completed at Black Hawk College.
  - Electives. Students should work with an advisor to select only articulated transfer or career courses as electives to satisfy the 60-credit hour requirement. Because requirements vary among institutions and from state to state, students should request assistance in determining course transferability from their academic advisor, the Advising Center on the Quad-Cities campus, or Enrollment Services Office on the East Campus.
  - Students must earn at least 24 credit hours, excluding non-traditional credit options, at Black Hawk College.
  - There is an overall limit of 20 credit hours of Non-Traditional credit allowed for this degree (CLEP, AP, Military).
  - Up to four credits of physical education activity courses will count as electives toward graduation.
  - Up to 12 credits of applied music lessons will count as electives toward graduation.
  - No courses numbered below 100 will apply towards satisfying any AA degree requirements.
  - The human relations requirement is met for all Black Hawk College degree candidates within the required General Education Core Curriculum through such courses as PSYC 101; SOC 101, 250, 251; SPEC 101.
  - Students pursuing Associate in Arts at Black Hawk College have the option of earning the GECC credential. Please see page 47, *General Education Core Curriculum*, for further information.

## Associate in Science

**Associate in Science Code: 1645**

**Total minimum credits required: 60**

The Associate in Science degree program is the first two years of study for those students who plan to pursue a baccalaureate degree. Students pursuing this degree and planning to transfer to a senior institution should read *Transfer of Graduates*.

Students pursuing the AS degree entirely online may do so through Black Hawk College, although **all** courses offered through the College are not yet available online. For up-to-date information regarding online AS degrees, available courses, or support services, please review information here: <https://www.bhc.edu/academics/online-learning/>.

The Associate in Science degree is available to those students who are pursuing a science-oriented or pre-professional curriculum in the Departments of Agriculture (East Campus), Computer Science, or Natural Sciences and Engineering.

Students seeking an Associate in Science degree should follow the curricula below. **Students with a specific transfer institution in mind should contact that school for specific course recommendations.**

Only one Associate in Arts degree or one Associate in Science degree may be earned from Black Hawk College. If a student has received an associate's degree from another college, the student may receive an additional associate's degree from Black Hawk College if all program requirements for the degree are met.

**Note:** Students may graduate under the current degree requirements or under degree requirements in effect at their first enrollment. Students whose enrollment has been interrupted for two or more years must follow the graduation requirements of the catalog current at the time of re-entry or any catalog published after re-entry.

Each student who is awarded an Associate in Science degree by the College shall have successfully completed a minimum of thirty-seven (37) credit hours of general education in the following categories:

**Communication.** 3 courses (9 semester credits), including a two-course sequence in writing (6 semester credits) and one course (3 semester credits) in oral communication. A grade of "C" or better in English 101 and English 102 is required for those courses to be eligible to be included in the IAI General Education Core Curriculum.

|              |  |
|--------------|--|
| ENG 101/101C | Composition I (IAI: C1 900)                      |
| ENG 102      | Composition II (IAI: C1 901R)                    |
| SPEC 101     | Principles of Speech Communication (IAI: C2 900) |

**Mathematics.** 2 courses (6 semester credits) are required.

- One course selected from Group 1.
- One course selected from Group 1 or 2.

#### Group 1 Courses:

|           |  |
|-----------|--|
| MATH 108  | Statistics for General Education (IAI: M1 902)               |
| MATH 108C | Statistics for General Education (IAI: M1 902)               |
| MATH 110  | Mathematics for General Education (IAI: M1 904)              |
| MATH 110C | Mathematics for General Education (IAI: M1 904)              |
| MATH 124  | Calculus I with Analytic Geometry (IAI: M1 900-1; MTH 901)   |
| MATH 131  | Finite Mathematics (IAI: M1 906)                             |
| MATH 132  | Calculus for Bus/Soc Sciences (IAI: M1 900-B)                |
| MATH 161  | Discrete Mathematics (IAI: M1 905; CS 915)                   |
| MATH 225  | Calculus II with Analytic Geometry (IAI: M1 900-2; MTH 902)  |
| MATH 226  | Calculus III with Analytic Geometry (IAI: M1 900-3; MTH 903) |
| MATH 228  | Probability and Statistics                                   |

(IAI: M1 902; BUS 901)

#### Group 2 Courses:

|           |                                       |
|-----------|---------------------------------------|
| MATH 112  | College Algebra                       |
| MATH 112C | College Algebra                       |
| MATH 116  | Trigonometry                          |
| MATH 118  | Precalculus                           |
| MATH 210  | Math for Teaching and Learning        |
| MATH 230  | Linear Algebra (IAI: MTH 911)         |
| MATH 235  | Differential Equations (IAI: MTH 912) |

**Physical & Life Sciences.** 3 courses (10-11 semester credits) are required.

- One course selected from Group 1 (Physical Sciences) and one course selected from Group 2 (Life Sciences) and including at least one laboratory course, or both NSCI 101 and NSCI 102.
- One additional course selected from Group 1, Group 2 or Group 3 that is appropriate for the program of study.

#### Group 1 Courses – Physical Sciences:

|          |  |
|----------|--|
| ASTR 101 | Astronomy: The Solar System (IAI: P1 906L)                     |
| ASTR 102 | Astronomy: Stars and Galaxies (IAI: P1 906L)                   |
| CHEM 101 | General Chemistry I (IAI: P1 902L; CHM 911)                    |
| CHEM 110 | Introduction to Chemistry (IAI: P1 902L)                       |
| CHEM 111 | Principles of Organo-Bio-Chem (IAI: P1 904L)                   |
| PHYS 101 | College Physics I (IAI: P1 900L)                               |
| PHYS 110 | Introduction to Physics (IAI: P1 900L)                         |
| PHYS 140 | Practical Physics (no lab) (IAI: P1 900)                       |
| PHYS 201 | Mechanics and Thermal Physics (IAI: P2 900L; PHY 911)          |
| PS 101   | Introduction to Physical Science (IAI: P9 900L)                |
| PS 205   | Issues in Science, Technology & Society (no lab) (IAI: P9 900) |

#### Group 2 - Life Sciences

|          |   |
|----------|---|
| BIOL 100 | Introduction to Biology (IAI: L1 900L)                |
| BIOL 101 | General Human Biology (IAI: L1 904L)                  |
| BIOL 105 | General Biology I (IAI: L1 910L; BIO 910)             |
| BIOL 106 | General Biology II (IAI: L1 910L; BIO 910)            |
| BIOL 190 | Animal Diversity (IAI: L1 902L)                       |
| BIOL 200 | Environmental Bio-Human Impact (no lab) (IAI: L1 905) |
| BIOL 201 | Environmental Bio-Diversity (no lab) (IAI: L1 905)    |
| BIOL 211 | General Botany (IAI: L1 901L)                         |
| BIOL 250 | Genetics (no lab) (IAI: L1 906)                       |
| BIOL 251 | Genetics Lab (IAI: L1 906L)                           |

#### Interdisciplinary. Physical/Life Sciences

|          |  |
|----------|--|
| NSCI 101 | Environmental Science I (no lab) (IAI: LP 900) |
| NSCI 102 | Environmental Science II (IAI: LP 901L)        |

**Group 3 – Natural Sciences**

|          |  |
|----------|--|
| BIOL 120 | Nutrition (no lab)                       |
| BIOL 145 | Anatomy - Physiology I                   |
| BIOL 146 | Anatomy - Physiology II                  |
| BIOL 207 | Selected Topics in Biology (lab option)  |
| BIOL 261 | Microbiology                             |
| BIOL 295 | Research in Biology (lab only)           |
| CHEM 102 | General Chemistry II (IAI: CHM 912)      |
| CHEM 203 | Organic Chemistry I (IAI: CHM 913)       |
| CHEM 204 | Organic Chemistry II (IAI: CHM 914)      |
| CHEM 206 | Basic Biochemistry (no lab)              |
| CHEM 295 | Research in Chemistry (lab only)         |
| PHYS 102 | College Physics II                       |
| PHYS 202 | Electricity and Magnetism (IAI: PHY 912) |
| PHYS 214 | Modern Physics (no lab)                  |

**Humanities and Fine Arts.** 2 courses (6 semester credits), with one selected from humanities and one from fine arts.

**Humanities**

|           |  |
|-----------|--|
| ENG 190   | Introduction to Literature (IAI: H3 900)                 |
| ENG 206   | Ethnic American Literature (IAI: H3 910D)                |
| ENG 207   | Introduction to Women Writers (IAI: H3 911D)             |
| ENG 210   | Introduction to Fiction (IAI: H3 901)                    |
| ENG 214   | Modern American Literature (IAI: H3 915)                 |
| ♦ENG 217  | African & Caribbean Literature (IAI: H3 908N)            |
| ♦ENG 218  | Latin American Literature in Translation (IAI: H3 908N)  |
| ♦ENG 219  | Asian Literature (IAI: H3 908N)                          |
| ENG 221   | Early British Literature (IAI: H3 912)                   |
| ENG 223   | Introduction to Shakespeare (IAI: H3 905)                |
| ENG 240   | Children's Literature (IAI: H3 918)                      |
| ENG 250   | Film as Literature (IAI: HF 908)                         |
| HIST 125  | Western Civilization I (IAI: H2 901)                     |
| HIST 127  | Western Civilization II (IAI: H2 902)                    |
| ♦HIST 222 | Comparative Religions (IAI: H5 904N)                     |
| HUM 101   | Western Arts & Cultures (IAI: HF 900)                    |
| ♦HUM 102  | Non-Western Arts & Cultures (IAI: HF 904N)               |
| PHIL 100  | Logic (IAI: H4 906)                                      |
| PHIL 101  | Introduction to Philosophy (IAI: H4 900)                 |
| PHIL 103  | Ethics (IAI: H4 904)                                     |
| PHIL 206  | Philosophy of Religion (IAI: H4 905)                     |
| POLS 200  | Introduction to Political Thought (IAI: H4 907, PLS 913) |
| SPAN 202  | Intermediate Spanish II (IAI: H1 900)                    |

Consult transfer institution to determine if foreign language is required.

**Fine Arts**

|          |  |
|----------|--|
| ART 100  | Art Appreciation (IAI: F2 900)           |
| ART 281  | History of Western Art I (IAI: F2 901)   |
| ART 282  | History of Western Art II (IAI: F2 902)  |
| ♦ART 285 | Survey of Asian Art (IAI: F2 903N)       |
| ♦ART 286 | Survey of Non-Western Art (IAI: F2 903N) |
| ENG 250  | Film as Literature (IAI: HF 908)         |
| HUM 101  | Western Arts & Cultures (IAI: HF 900)    |

|           |  |
|-----------|--|
| ♦HUM 102  | Non-Western Arts & Cultures (IAI: HF 904N)         |
| MUSC 154  | Music Appreciation (IAI: F1 900)                   |
| ♦MUSC 158 | Introduction to Non-Western Music (IAI: F1 903N)   |
| THEA 111  | Introduction to Theatre Arts (IAI: F1 907)         |
| TV 212    | Hist and Apprec of the Motion Pictur (IAI: F2 909) |

**Social and Behavioral Sciences.** 3 courses (9 semester credits), with courses selected from at least two disciplines.

|           |  |
|-----------|--|
| ♦ANTH 100 | Intro. To Anthropology (IAI: S1 900N)                |
| ANTH 101  | Intro to Physical Anthropology (IAI: S1 902)         |
| ♦ANTH 102 | Intro to Cultural Anthropology (IAI: S1 901N)        |
| ANTH 103  | Intro to Archaeology (IAI: S1 903)                   |
| ECON 221  | Principles of Macroeconomics (IAI: S3 901)           |
| ECON 222  | Principles of Microeconomics (IAI: S3 902)           |
| HIST 105  | US History to 1877 (IAI: S2 900)                     |
| HIST 106  | US History Since 1877 (IAI: S2 901)                  |
| ♦HIST 141 | History of Asia to 1500 (IAI: S2 920N)               |
| ♦HIST 142 | History of Asia since 1500 (IAI: S2 920N)            |
| ♦HIST 151 | History of the Middle East since 1700 (IAI: S2 920N) |
| HIST 200  | African-American History (IAI: S2 923D)              |
| ♦IS 200   | Global Issues (IAI: S9 900)                          |
| POLS 122  | American National Government (IAI: S5 900)           |
| PSYC 101  | Intro to Psychology (IAI: S6 900)                    |
| PSYC 200  | Human Growth and Development (IAI: S6 902)           |
| PSYC 262  | Child Psychology (IAI: S6 903)                       |
| SOC 101   | Principles of Sociology (IAI: S7 900)                |
| SOC 102   | Contemporary Social Problems (IAI: S7 901)           |
| SOC 250   | Social Inequality (IAI: S7 903D)                     |
| SOC 251   | Sociology of Families (IAI: S7 902)                  |
| SOC 264   | Social Psychology of Aging (IAI: S6 905)             |

In addition to meeting general education requirements, students must also meet the following:

- ♦ **Non-Western Studies requirement.**  
1 course (3 semester credits)  
Courses that focus on non-Western cultures are identified in both the Humanities and Fine Arts and the Social and Behavioral Sciences sections with an ♦ indicator next to the course. Students must select at least one non-Western studies course, which may simultaneously fulfill a general education or elective category requirement.
- A grade of "C" or better in English 101 and English 102 is required for graduation. Students transferring courses equivalent to English 101 and 102 to Black Hawk College must have a grade of "C" or better in those courses in order to obtain transfer credit.

3. Students may not receive general education credit twice for the following combinations of completed coursework:
  - a. PHYS 101 and PHYS 110
  - b. PHYS 201 and PHYS 110
  - c. CHEM 101 and CHEM 110
  - d. MATH 108 and MATH 228
4. A total of sixty (60) credit hours with a “C” (2.0) grade point average or above for all work completed at Black Hawk College.
5. Electives. Students should work with an advisor to select only articulated transfer or career courses as electives to satisfy the 60-hour requirement. Because requirements vary among institutions and from state to state, students should request assistance in determining course transferability from their academic advisor, the Advising Center on the Quad-Cities campus, or the Enrollment Services Office on the East Campus.
6. Students must earn at least 24 credit hours, excluding non-traditional credit options, at Black Hawk College.
7. There is an overall limit of 20 credit hours of Non-Traditional credit allowed for this degree (CLEP, AP, Military).
8. Up to four credits of physical education activity courses will count as electives toward graduation.
9. Up to 12 credits of applied music lessons will count as electives toward graduation.
10. No courses numbered below 100 will apply towards satisfying any AS degree requirements.
11. The human relations requirement is met for all Black Hawk College degree candidates within the required General Education Core Curriculum through such courses as PSYC 101; SOC 101, 250, 251; SPEC 101.

### Associate in Applied Science

#### Total minimum credits required: 60

Each student who is awarded an Associate in Applied Science degree must complete the total number of credit hours as required by his/her particular curriculum. The general education component of any AAS curriculum is a minimum of 15 credit hours. A student may receive more than one Associate in Applied Science degree if all specified requirements for the additional degree(s) are met.

**Note:** Students may graduate under the current degree requirements or any degree requirements in effect since first enrollment. Students whose enrollment has been interrupted for two or more years must follow the graduation requirements of the catalog current at the time of re-entry or any catalog published after re-entry.

In general, a student may be granted the Associate in Applied Science degree in a career program when the following requirements have been met:

1. The student shall have completed the required credit hours of credit and specific course requirements for one of the Associate in Applied Science curricula.
2. General education course requirements for the Associate in Applied Science degree are:
  - a. One course from the Communications Group (three hours minimum)
  - b. One course from the Mathematics and Computer Science group (three hours minimum)
  - c. The remaining general education courses are to be taken from any of the six categories so that three of the six categories are used to satisfy the general education component.

#### Communication (3 credit hours minimum)

BE 180  
 COMM 100, 105  
 ENG 101, 101C, 102, 132  
 SPEC 101, 111, 114, 175

#### Humanities

ART 100, 101, 281, 282  
 ENG 190, 206, 207, 210, 213, 214, 221, 223, 240, 250  
 Foreign language 200 level course or higher  
 HIST 125, 127  
 HUM 101, 102  
 MUSC 154  
 PHIL 101, 103, 206  
 POLS 200  
 SPEC 114  
 THEA 111  
 TV 212

#### Social Sciences

AG 121, 281  
 ANTH 100, 101, 102  
 MECH 213  
 BUSN 110  
 ECON 150, 221, 222  
 HIST 105, 106, 200  
 POLS 122  
 PSYC 101  
 SOC 101, 102

#### Mathematics and Computer Science

ACCT 101, 102  
 AG 123, 225  
 BUSN 160  
 CIP 101, 190  
 CS 100, 105  
 ENGT 105  
 MATH 103, 108, 108C, 110, 110C, 112, 112C, 113, 116, 118, 123, 124, 131, 223, 228  
 PHIL 100  
 TMAT 101  
 VT 123

Students who may transfer should consult the transfer institution for recommended mathematics courses.

**Science**

AG 135, 136, 137, 142  
 ASTR 101, 102  
 BIOL 100, 101, 105, 106, 120, 145, 146, 150, 190, 200,  
 201, 211, 250, 251, 261  
 CHEM 101, 102, 110, 111  
 PHYS 101, 102, 110, 140, 200, 201, 202  
 PS 101, 205

**Non-Western Studies**

AG 288  
 ANTH 100, 102  
 ART 285  
 BUSN 270  
 ECON 270  
 ENG 217, 218, 219  
 HIST 141, 142, 151, 222  
 ♦HUM 102  
 MUSC 158  
 SPEC 175

- The student shall have an overall grade average of “C” (2.0) or above for all work completed at Black Hawk College.
- The student shall have completed twenty percent of the credit hours at Black Hawk College.
- The student may earn no more than fifty percent of proficiency course credit in the curriculum leading to a degree.
- Students may earn a maximum of 20 credits hours of non-traditional credit and should consult with Advising for assistance in determining whether any CLEP exams are relevant to their particular program of study.

**Associate in Fine Arts****Associate in Fine Arts Code: 1245****Total minimum credits required: 62**

Contact Persons: *Quad Cities Faculty, Zaiga Thorson, 309-796-5469, Rm. 4-134; East Campus Recruiter, 309-854-1724, Rm. A-203.*

The Associate in Fine Arts in Art provides preparation for students planning to major in art at a four-year institution pursuing the BFA in Art. It is also appropriate for those who seek foundation-level training to work as a fine artist, graphic designer, illustrator, media designer, or animator. This degree includes successful completion of ART 200 Art Problems: Portfolio Development the semester prior to graduation, and the satisfactory evaluation of a final graduation portfolio that is representative of art program coursework at Black Hawk College. Students will meet with a program advisor to determine career/transfer objectives and assess portfolio needs/strengths. Additional coursework or internships may be advised to strengthen portfolio work or develop additional skills.

All Design fields and most BFA Studio programs require a second semester portfolio review prior to being admitted to the degree program. Demonstrated proficiency and specific grade point averages may be required. Most coursework will be accepted but additional work to strengthen the portfolio may be required prior to admission thus delaying

the time to degree completion. Students are strongly encouraged to contact their preference of transfer institution prior to their sophomore year for specific admission advice.

Each student who is awarded an Associate in Fine Arts degree by the College shall have completed thirty-seven (37) credit hours of general education:

| <b>First Semester</b>                          | <b>Credit Hours</b> |
|--|---------------------|
| ART 101 2-Dimensional Design                   | 3                   |
| ART 121 Drawing I                              | 3                   |
| ENG 101 Composition I <i>or</i>                |                     |
| ENG 101C Composition I                         | 3                   |
| PSYC 101 Intro to Psychology                   | 3                   |
| Physical Science Elective                      | 3                   |
| <b>Second Semester</b>                         |                     |
| ART 111 3-Dimensional Design                   | 3                   |
| ART 122 Drawing II                             | 3                   |
| SPEC 101 Principles of Speech Communica        | 3                   |
| ENG 102 Composition II                         | 3                   |
| Life Science Elective                          | 4                   |
| <b>Third Semester</b>                          |                     |
| ART 200 Art Problems: Portfolio Development    | 1                   |
| ART 213 Digital Photography                    | 3                   |
| ART 201 Life Drawing                           | 3                   |
| ART 281 History of Western Art I               | 3                   |
| *ART 290 Applications in Computer Art          | 3                   |
| Mathematics Elective                           | 3                   |
| <b>Fourth Semester</b>                         |                     |
| ART 282 History of Western Art II              | 3                   |
| ART Studio Elective                            | 3                   |
| SOC 101 Principles of Sociology                | 3                   |
| Humanities Elective                            | 3                   |
| Humanities Elective                            | 3                   |
| <i>Minimum total hours required for degree</i> | <i>62</i>           |

\* Recommended studio course

**Communication.** 3 courses (9 semester credits), including a two-course sequence in writing (6 semester credits) and one course (3 semester credits) in oral communication. A grade of “C” or better in ENG 101 and ENG 102 is required for those courses to be eligible to be included in the IAI General Education Core Curriculum.

ENG 101/101C Composition I (IAI: C1 900)  
 ENG 102 Composition II (IAI: C1 901R)  
 SPEC 101 Principles of Speech Communica  
 (IAI: C2 900)

**Mathematics.** 1 course (3 semester credits) in mathematics required.

MATH 110/110C Mathematics for General Education  
*(recommended)* (IAI: M1 904)

**Physical & Life Sciences.** 2 courses (7-8 semester credits) with one course selected from the life sciences and one

course from the physical sciences and including at least one laboratory course, or **both** NSCI 101 and NSCI 102.

### Physical Sciences

|          |  |
|----------|--|
| ASTR 101 | Astronomy: The Solar System (IAI: P1 906L)                     |
| ASTR 102 | Astronomy: Stars and Galaxies (IAI: P1 906L)                   |
| CHEM 101 | General Chemistry I (IAI: P1 902L; CHM 911)                    |
| CHEM 110 | Introduction to Chemistry (IAI: P1 902L)                       |
| CHEM 111 | Principles of Organo-Bio Chem (IAI: P1 904L)                   |
| PHYS 101 | College Physics I (IAI: P1 900L)                               |
| PHYS 110 | Introduction to Physics (IAI: P1 900L)                         |
| PHYS 140 | Practical Physics (no lab) (IAI: P1 900)                       |
| PHYS 201 | Mechanics and Thermal Physics (IAI: P2 900L; PHY 911)          |
| PS 101   | Introduction to Physical Science (IAI: P9 900L)                |
| PS 205   | Issues in Science, Technology & Society (no lab) (IAI: P9 900) |

### Life Sciences

|          |   |
|----------|---|
| BIOL 100 | Introduction to Biology (IAI: L1 900L)                |
| BIOL 101 | General Human Biology (IAI: L1 904L)                  |
| BIOL 105 | General Biology I (IAI: L1 910L; BIO 910)             |
| BIOL 200 | Environmental Bio-Human Impact (no lab) (IAI: L1 905) |
| BIOL 201 | Environmental Bio-Diversity (no lab) (IAI: L1 905)    |
| BIOL 211 | General Botany (IAI: L1 901L)                         |
| BIOL 250 | Genetics (no lab) (IAI: L1 906)                       |
| BIOL 251 | Genetics Lab (IAI: L1 906L)                           |

### Interdisciplinary.

#### Physical/Life Sciences

|          |  |
|----------|--|
| NSCI 101 | Environmental Science I (no lab) (IAI: LP 900) |
| NSCI 102 | Environmental Science II (IAI: LP 901L)        |

**Humanities and Fine Arts.** 4 courses (12 semester credits), with two courses selected from humanities and two courses from the fine arts.

### Humanities

|          |  |
|----------|--|
| ENG 190  | Introduction to Literature (IAI: H3 900)     |
| ENG 206  | Ethnic American Literature (IAI: H3 910D)    |
| ENG 207  | Introduction to Women Writers (IAI: H3 911D) |
| ENG 210  | Introduction to Fiction (IAI: H3 901)        |
| ENG 214  | Modern American Literature (IAI: H3 915)     |
| ENG 221  | Early British Literature (IAI: H3 912)       |
| ENG 223  | Introduction to Shakespeare (IAI: H3 905)    |
| ENG 250  | Film as Literature (IAI: HF 908)             |
| HIST 125 | Western Civilization I (IAI: H2 901)         |
| HIST 127 | Western Civilization II (IAI: H2 902)        |
| HUM 101  | Western Arts & Cultures (IAI: HF 900)        |
| HUM 102  | Non-Western Arts & Cultures (IAI: HF 904N)   |
| PHIL 100 | Logic (IAI: H4 906)                          |

|          |  |
|----------|--|
| PHIL 101 | Introduction to Philosophy (IAI: H4 900) |
| PHIL 103 | Ethics (IAI: H4 904)                     |
| PHIL 206 | Philosophy of Religion (IAI: H4 905)     |
| SPAN 202 | Intermediate Spanish II (IAI: H1 900)    |

Consult transfer institution to determine if foreign language is required.

### Fine Arts

|         |   |
|---------|---|
| ART 281 | History of Western Art I (IAI: F2 900)  |
| ART 282 | History of Western Art II (IAI: F2 901) |

**Social and Behavioral Sciences.** 2 courses (6 semester credits), with courses selected from at least two disciplines.

|          |   |
|----------|---|
| HIST 200 | African-American History (IAI: S2 923D) |
| PSYC 101 | Intro to Psychology (IAI: S6 900)       |
| SOC 101  | Principles of Sociology (IAI: S7 900)   |

In addition to meeting General Education requirements, students must also meet the following:

do

1. A grade of “C” or better in English 101 and English 102 is required for graduation. Students transferring courses equivalent to English 101 and 102 to Black Hawk College must have a grade of “C” or better in those courses in order to obtain transfer credit.
2. A total of sixty-two (62) credit hours with a “C” (2.0) grade point average or above for all work completed at Black Hawk College.
3. Student must earn at least 24 credit hours, excluding non-traditional credit options, at Black Hawk College.
  - a. No courses numbered below 100 will apply towards satisfying any AFA degree requirements.

### Associate in Liberal Studies

#### Major Code: 2031

#### Total minimum credits required: 62

**Purpose.** The Associate in Liberal Studies (ALS) degree was developed to offer mature students an alternative program if their personal needs and goals cannot be accomplished within the structure of a traditional degree program. Thus, students pursuing this degree option must have clearly defined needs and goals, and these must be of the type that cannot be realized through the more traditional associate degree programs. During the initial interview, ALS advisors determine whether or not the student should be pursuing the degree.

The ALS is generally not intended as a preparation for transfer to a college or university, and in most cases, students intending to complete a baccalaureate degrees should pursue an AA or AS degree. However, with the development of distance learning and “innovative” degree programs, including those in the applied science disciplines, depending on the program of studies and receiving institution, the ALS degree can be more transferable. Additionally, even at more traditional senior institutions, based on the courses included in the ALS degree plan, some or all of the coursework may be accepted as applicable to a bachelor’s degree. Consequently, if you are considering this

degree option, early and careful degree planning is strongly recommended.

For the ALS degree, students carefully plan a course of study that will allow them to accomplish their defined educational goals and needs. Courses included within this plan must then be approved by an ALS advisor, and any subsequent variation from it must also have prior approval from that same advisor.

**Degree requirements are:**

1. The student must complete a minimum of 62 credit hours with a “C” (2.0) or above average for all college work attempted. (Courses numbered below 100 may not be applied toward the ALS degree.)
2. A written statement of the student’s educational goals and a written course of study to accomplish them must be completed and approved by an ALS advisor prior to the student’s registration for the last 32 credit hours of college credit work, not to include any credit from proficiency examinations or national testing programs. If a student fails to complete the “written course of study” before the final 33 credit hours, the following requirement applies as to when the agreement is initiated; between 33-45 credit hours, the student must complete a one credit capstone course; between 46-54 credit hours, the student must complete a two-credit capstone course; and with 55 credits or more, the student must complete a three-credit capstone course. The capstone course maybe LIB 250, LIB 260, INDP 299, or a departmental independent study. The capstone course will be undertaken with a faculty member and must be approved as part of the ALS degree agreement.
3. The student must complete a core curriculum of 21 credit hours with a minimum of three hours of credit in each of the following areas: written communication skills, spoken communication skills, humanities, social sciences, science, mathematics, and Non-Western studies. A detailed description of this core curriculum follows.
4. The student must complete ten credit hours of college credit work at Black Hawk College, but this does not have to be the last ten hours of work. No credit earned through national testing programs or college proficiency examinations may be included within this ten-hour requirement.
5. No more than twenty-five percent of credit applied toward the ALS degree may be earned in Independent Study 299.

**Core Curriculum.** The purpose of the ALS core curriculum is to ensure that the student’s course of study possesses sufficient breadth to qualify as a college degree. The requirements for the core curriculum can be satisfied by credit earned at Black Hawk College or by credit accepted in transfer from other accredited colleges and universities. These requirements may also be satisfied by credit earned on the basis of the appropriate general or subject examinations in the College Level Examination

Program (CLEP).

Three or more credit hours of credit must be earned in each of the following areas by the completion of courses listed:

**Written Communication Skills**

BE 180  
COMM 105  
ENG 101/101C

**Spoken Communication Skills**

SPEC 101, 111, 114

**Humanities**

HUM 101, 102  
ART 100, 281, 282  
Any literature class in English (except ENG 217, 218, or 219)  
HIST 125, 127  
MUSC 154  
Any philosophy course  
THEA 111  
TV 212  
200 level foreign language courses

**Social Sciences**

ANTH 101, 103  
ECON 150, 221, 222  
Any History course except HIST 125, 127 and those listed in Non-Western Studies  
Any psychology course  
Any political science course  
Any sociology course  
ECE 200  
CRJU 152

**Science**

ASTR 101, 102  
Any biology course except BIOL 150  
Any chemistry course  
Any physics course  
PS 101, 205

**Mathematics**

Any mathematics course numbered 100 or above  
CS 105, 121, 227  
BUSN 160 or BUSN 220

**Non-Western Studies**

AG 288\*  
ANTH 100, 102  
ART 285  
ECON 270\*  
ENG 217, 218, 219  
HIST 141, 142, 151, 222  
MUSC 158  
SPEC 175\*

\*Does not satisfy IAI General Education Core Curriculum.

In some cases, as a result of a consideration of the student’s needs and goals and his or her planned course of study, an

ALS advisor may allow substitution of courses in the above list, if appropriate.

**Educational Agreement.** The ALS degree Educational Agreement establishes clearly the student’s educational needs and goals and outlines a precise set of courses that the student must complete for the degree. Both advisor and student must sign this agreement, and it can be modified only with the approval of both.

All students pursuing the ALS degree are assigned specially trained academic advisors who assist them in completing the degree agreement and provide continuing assistance and advisement. Students interested in pursuing the ALS degree or those wanting additional information should contact the Black Hawk College Advising Services Department.

**Servicemen’s Opportunity College.** Through its ALS degree, Black Hawk College has been designated as a Servicemen’s Opportunity College (SOC) by the American Association of Community and Junior Colleges and the American Association of State Colleges and Universities. This designation reflects the College’s commitment, through the ALS degree, to respond to the educational needs of military service personnel.

Military personnel interested in making application for an educational agreement for the ALS degree may obtain information and academic advisement by calling the Black Hawk College Advising Services Department.

### **Career Program Certificates**

A student may be granted a certificate in a career program when the following requirements have been met:

1. The student shall have completed the prescribed curriculum with the required credit hours of credit.
2. The student shall have an overall grade average of “C” (2.0) or above for all work completed in the curriculum for which the certificate is awarded.
3. Unless otherwise specified, the career student shall complete the last twenty percent of the credit hours at Black Hawk College and shall earn a minimum of thirty percent of the credit hours of credit at Black Hawk College.
4. Credit earned through the College Level Examination Program (CLEP) may apply toward certificates.
5. Students completing a career program curriculum for which there is no associate’s degree may apply these credits toward an Associate in Liberal Studies degree.

## Transfer of Graduates

- **Transfer Programs and Courses**
- **Career Programs**

- **Transferology**

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The selection of a baccalaureate institution is an individual decision based upon the compatibility of the student with the academic programs, facilities, student body size, location, philosophy, and cost of attendance. Above all, the decision should be one which is based upon as much accurate information as the student can accumulate. Black Hawk College advisors are available to assist students with transfer options, so that students can make informed decisions.

### Transfer Programs and Courses

Black Hawk College maintains articulation information on the College's web page at [www.bhc.edu/transfer](http://www.bhc.edu/transfer) to assist with determining course transferability between Black Hawk College and senior institutions. In addition, agreements exist with other private and public institutions that are not participants in the Illinois Articulation Initiative mentioned below.

Black Hawk College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed General Education Core Curriculum (GECC) among participating institutions. Completion of the GECC at any participating college or university in Illinois will facilitate transfer to these institutions' Associate's or Bachelor's degree program. This agreement is in effect for students entering a participating associate or baccalaureate degree granting institution as a first-time student in the summer of 1998 and thereafter. Students will be able to realize the benefit of this statewide articulation agreement by completing the General Education Core Curriculum. Students can refer to the IAI web site for information on the General Education Core Curriculum as well as requirements for some majors [www.itransfer.org](http://www.itransfer.org). Most students would be well advised to complete the Associate in Arts or Associate in Science degree requirements in order to gain the additional benefits of compact and/or course equivalency agreements which have been negotiated with baccalaureate institutions. Students who transfer before completing the General Education Core Curriculum or the Associate's degree may find that not all of their coursework will transfer as general education course equivalencies.

Transfer students should also be aware that specific programs and majors have prerequisite courses in addition to general education requirements. This is especially true of professional programs in business, engineering, and education. Students are urged to work closely with

academic advisors both at Black Hawk College and the transfer school. Specific questions regarding requirements for admission to a particular field of study or to a particular institution may be directed to that institution. It is the responsibility of students to check with the transfer school, so they are aware of the degree requirements.

### Career Programs

Courses and curricula in the career programs at Black Hawk College provide employment skills in a wide variety of areas. In addition, Black Hawk career courses may be transferrable as they have been aligned with courses at many colleges and universities. As a service to our students, Black Hawk College articulates all college-level courses. Career courses may transfer as individual courses or as part of a completed BHC program, and may be received as elective credits or as the equivalent of the course taken at Black Hawk College. The acceptance of transfer credit is at the discretion of the receiving institution according to its policies. In all cases, students should check with an academic advisor to determine the transfer status of their particular course or program.

### Transferology

Black Hawk College is a participant in Transferology, which is a free service to anyone interested in learning how courses transfer between participating colleges or universities, the degree programs college and universities offer, and how to best plan for transfer. Transferology can tell students if credits will transfer and how credits will apply toward a degree at another college or university. Transferology may be accessed through its website located at: <https://www.transferology.com/>.

## Flexible Learning Options

- **Minimester Term**
  - **Instructional Methods**
- 

Black Hawk College students may earn a degree entirely through flexible learning options. Students with busy schedules will also find it convenient to enroll in courses offered through Online Learning in order to accelerate their degree completion plans. College credit and continuing education and training courses are offered via the Internet and the Student Support Center provides advising, technical, library, bookstore, and testing services for students taking flexible learning courses.

### **Minimester Term**

Minimester allows students to use the time between the fall and spring semesters to earn college credit and accelerate their program of study. A typical three credit hour Minimester class might meet for four hours each day Monday through Friday except on holidays. Minimester classes are published in the spring schedule and have the same cost structure, financial aid eligibility and transfer equivalency as courses offered in the traditional semester length format.

### **Instructional Methods**

The instructional method is the format in which a course is presented to the student. There are many options for learning at Black Hawk College.

### **Distance Learning**

Courses taught with a distance learning designation are held in the classroom with the instructor at one location and students attending at more than one location using Zoom.

### **Dual**

Courses taught with the dual designation are those where high school students are concurrently enrolled in a credit-bearing course that typically meets at the high school site.

### **Dual Distance Learning**

Courses taught with the dual designation are those where high school students are concurrently enrolled in a credit-bearing course that typically meets at the high school site. Because these courses are also distance learning, the classroom portion will be held with the instructor at one location and students attending at more than one location using video conferencing technology.

### **Dual Hybrid**

Courses taught with the dual designation are those where high school students are concurrently enrolled in a credit-bearing course that typically meets at the high school site. Courses taught with a hybrid designation will have more than 50 percent of the course instruction in person in a classroom setting. The remaining instructional time involves structured learning activities that may include (but are not limited to) field work, online instruction, field trips and extended projects. Courses with laboratory instruction will not have the lab component as hybrid instruction.

### **Dual Online**

Courses taught with the dual designation are those where high school students are concurrently enrolled in a credit-bearing course that is held online.

### **Hybrid**

Courses taught as hybrid will have multiple separate forms of delivery. A portion of the course will require you to come to campus, and the other portion(s) may be delivered in a variety of ways: including, but not limited to, meeting online or meeting at off-site locations.

### **Independent Study**

Courses taught with the independent study designation are those designed to fit the individual academic needs of students. Students work collaboratively with a faculty member to plan and carry out assignments that require more self-direction on the part of the student. Enrollment in an independent study course requires prior approvals.

### **In Person**

Courses taught with the in-person designation are those taught in a traditional classroom setting.

### **Online Course Exchange (OCE)**

Courses taught with the OCE designation are offered through the Online Course Exchange as a part of the Illinois Community Colleges Online (ILCCO) consortium. These courses are taught by numerous community colleges sharing online courses and programs with each other, in order to provide students with additional course opportunities.

### **Internship**

Courses taught with the internship designation include work experience at a College-approved site for a pre-specified amount of work hours. Faculty oversight and interaction is required and there is no classroom component.

### **Online Blended**

Courses taught as online blended will be delivered in the online environment and may include required or recommended virtual meeting times. These virtual meetings may take place using Zoom or the conferencing tool in Canvas.

### **Online Completely**

Courses taught with the online designation will be delivered in the online environment using Canvas. Students will not be required to meet at a prescheduled time during the semester, nor will they be required to come to campus.

### **Practicum**

Courses taught with the practicum designation include instruction in a classroom, with additional off-site hours in a practical work setting.

## Career Program Descriptions

The Career Programs are designed to prepare students with the necessary knowledge and skills to enter a particular occupation.

While some career courses will be accepted for transfer by four-year schools, the primary objective of Career Programs is to prepare the student for immediate employment or for job upgrading. It is important that students consult their advisor regarding the transfer of career course credits.

Students who successfully complete the requirements of their course of study will receive a certificate or an Associate in Applied Science degree.

Career program courses are primarily designed to prepare students for employment, but some courses are also accepted as part of bachelor's degree programs. Students should always consult with an academic advisor in choosing courses best suited to their needs and abilities. Please refer to *Graduation Requirements* for more information. These requirements must be met and take precedence over suggested programs of study if there is a conflict.

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## Agriculture Programs

To meet the demands of an evolving agricultural field in which jobs require advanced training, the Agriculture Program at Black Hawk College East Campus offers a variety of career and transfer programs. These programs include study in the areas of Agribusiness Management, Agriculture Mechanics, Agriculture Production Technology, Agriculture Transfer, Horse Science Technology, and Equestrian Science.

Facilities provided include the Agriculture Center at East Campus, the only facility of its kind on a community college campus in Illinois, which serves as a laboratory for student learning. Classrooms, stalls, wash rack, equipment rooms and indoor as well as outdoor arenas provide a central focus for all agriculture programs. Located on campus is a greenhouse supporting horticulture and agronomy instruction. In addition, soils, crops, horticulture and agriculture mechanics laboratories on campus give students the opportunity to learn important technical skills associated with agricultural business and industry.

With its strong emphasis on education for employment preparation, the Agriculture Program offers students opportunities for on-the-job training with agriculturally oriented businesses located within the immediate area, across the state, and throughout the nation. Students receive academic credit for their work and gain valuable information and insight into on-the-job demands.

A top priority of the Agriculture Program is to maintain high quality academic standards. In addition, major emphasis is put on the development of the individual outside the classroom. Students enrolled in the Agriculture Program are invited to become active members of the Agribusiness Club. Social, recreational, professional and leadership development are some of the primary objectives of the group available at local, state and national levels. Graduates of the East Campus agriculture programs are encouraged to continue their involvement through the Agribusiness Club Alumni.

Other activities include judging teams in the areas of livestock, horses, dairy, crops, soils and horticulture. Students participate on a local, state and national level in agricultural scholastic bowls, job interview competitions in several areas of employment, discussion meets, computer skills contests and public speaking contests.

A cooperative agreement with the adjacent community college districts allows students in those districts to enroll in Black Hawk College East Campus agriculture programs and pay the College in-district tuition rate (see *Tuition and Fees*). Additionally, the Horse Science Technology and Equestrian Science programs are approved as statewide programs. This allows any Illinois resident to enroll in the programs and pay the Black Hawk College rate of tuition.

### Advanced Large Animal Technician Certificate

Certificate Code: 5717

Contact [agriculture@bhc.edu](mailto:agriculture@bhc.edu) for information.

*NOTE: This program is not financial aid eligible.*

The Advanced Large Animal Certificate program is designed to prepare the graduate to succeed in employment as a large animal technician in a wide variety of careers including private practice or academia. The graduate will be proficient in facilitating veterinary procedures, patient care, and client services in the large animal industry.

#### Suggested Courses

|        |                                |   |
|--------|--------------------------------|---|
| VT 130 | Repro, Nutrition & Production  | 3 |
| VT 203 | Vet Ethics & Critical Thinking | 3 |
| VT 215 | Large Animal Health Care       | 3 |
| VT 270 | Vet Tech Surgery & Nursing     | 3 |
| VT 216 | Advanced Large Animal Tech     | 3 |

*Minimum total hours required for certificate*      15

### Advanced Vet Office Management Certificate

Certificate Code: 5817

Contact [agriculture@bhc.edu](mailto:agriculture@bhc.edu) for information.

*NOTE: This program is not financial aid eligible.*

The Advanced Veterinary Office Management Certificate program is designed to prepare graduates to succeed in securing management positions of employment in veterinary hospitals, clinics and animal care facilities. The graduate will be proficient in managing: patient flow, communication centers, inventory control, accounting, and staffing in the veterinary technology industry.

#### Suggested Courses

|        |                                |   |
|--------|--------------------------------|---|
| VT 100 | Intro to Veterinary Technology | 2 |
| VT 102 | Communication in Vet Practice  | 3 |
| VT 160 | Vet Tech Pharmacology          | 3 |
| VT 202 | Veterinary Office Practices    | 3 |
| VT 204 | Advanced Vet Office Management | 2 |

*Minimum total hours required for certificate*      13

## Agribusiness Management

Associate in Applied Science Code: 9142

Contact [agriculture@bhc.edu](mailto:agriculture@bhc.edu) for information.

Students completing the Agribusiness Management Program will find a great demand for their skills and services in the ag chemicals, feed, fertilizer, grain, seeds and other agri-related supply and service businesses. Jobs will be in sales, operation and management.

The Agribusiness Management Program offers classroom instruction and laboratory exercises coupled with supervised on-the-job experience to prepare students for gainful employment.

Special program features include: instructors with practical expertise in their areas of specialization; supervised on-the-job experience during both first and second years of the program; minimum of 3 elective hours of coursework, allowing students to specialize in their areas of interest; practical two-week summer session; 10-week fourth semester enabling students to secure full-time employment on or about April 1; and a majority of courses are in agriculture or are agriculture-related.

Students who complete this program will be able to:

- Demonstrate proficiency in agricultural topics including agricultural economics, animal science, and crops and soils.
- Expand and update precision technology as it applies to Crop Protection Technology, Agriculture Production, and Agribusiness Management Programs.
- Expand industry partnerships that provide opportunities for students to gain work experience in the agricultural production and agricultural business.

### Suggested Courses

| First Semester          |                               | Credit Hours |
|-------------------------|-------------------------------|--------------|
| AG 101                  | Introductory Ag Seminar       | 1            |
| AG 121                  | Introduction to Ag Economics  | 3            |
| AG 125                  | Computers in Agriculture      | 1            |
| AG 131                  | Soils and Soil Fertility      | 4            |
| AG 141                  | Animal Science                | 4            |
| *AG Electives           |                               | 1            |
| Communications Elective |                               | 3            |
| Second Semester         |                               |              |
| AG 102                  | Ag Work Experience Seminar    | 1            |
| AG 107                  | Agri-Business Work Experience | 7            |
| AG 122                  | Intro to Agriculture Mngt     | 4            |
| AG 132                  | Field Crop Science 1          | 1.5          |
| AG 135                  | Integrated Pest Management 1  | 1.5          |
| AG 171                  | Materials Handling Equipment  | 2            |
| *AG Electives           |                               | 1            |
| Mathematics Elective    |                               | 3            |
| Summer Semester         |                               |              |
| AG 133                  | Field Crop Science 2          | 2            |

|        |                              |   |
|--------|------------------------------|---|
| AG 136 | Integrated Pest Management 2 | 1 |
|--------|------------------------------|---|

### Third Semester

|               |                                |     |
|---------------|--------------------------------|-----|
| AG 134        | Field Crop Science 3           | 0.5 |
| AG 137        | Integrated Pest Management 3   | 0.5 |
| AG 201        | Adv Ag Work Experience Seminar | 1   |
| AG 207        | Adv Agri-Busin Work Experience | 5   |
| AG 211        | Ag Salesmanship                | 3   |
| AG 225        | Computer Applications in Agri  | 3   |
| *AG Electives |                                | 2   |

### Fourth Semester

|               |                           |   |
|---------------|---------------------------|---|
| AG 202        | Advanced Ag Seminar       | 1 |
| AG 222        | Advanced Agriculture Mngt | 4 |
| AG 223        | Agriculture Marketing     | 3 |
| *AG Electives |                           | 7 |

*Minimum total hours required for degree* 71

\*A minimum of 11 elective hours are required in the Agribusiness Management Program. Suggested electives include: (Fall Semester) AG 138, 142, 148, 214, 238, 244, 248, 272 and 275; (Spring Semester) 147, 149, 214, 232, 241, 242, 245, 246, 247, 249, and 276.

## Agribusiness Management—Crop Protection Technology Option

Associate in Applied Science Code: 9143

Contact [agriculture@bhc.edu](mailto:agriculture@bhc.edu) for information.

*Pending approvals to proposed updates, this program is not currently accepting new students.*

Students completing this program will have the technical skills to operate, calibrate, and maintain agriculture chemical application equipment. Operators can earn an annual income of \$35,000 to \$45,000 per year. Opportunities for growth and advancement within the agriculture business exists for qualified individuals.

The Agribusiness Management Program offers classroom instruction and laboratory exercises coupled with supervised on-the-job experience to prepare students for employment.

Special program features include: instructors with practical expertise in their areas of specialization; supervised on-the-job experience during both first and second years of the program; minimum of 11 elective hours of coursework, allowing students to specialize in their areas of interest; practical two-week summer session; 10-week fourth semester enabling students to secure full-time employment on or about April 1; and a majority of courses are in agriculture or are agriculture-related.

| First Year     |                              | Credit Hours |
|----------------|------------------------------|--------------|
| First Semester |                              |              |
| AG 101         | Introductory Ag Seminar      | 1            |
| AG 121         | Introduction to Ag Economics | 3            |
| AG 125         | Computers in Agriculture     | 1            |

|                         |                           |   |
|-------------------------|---------------------------|---|
| AG 131                  | Soils and Soil Fertility  | 4 |
| AG 138                  | Crop and Soil Mngt        | 3 |
| AG 172                  | Agricultural CDL Training | 2 |
| AG 173                  | Ag Chem Equip Tech I      | 2 |
| HEAL 200                | First Aid                 | 1 |
| Communications Elective |                           | 3 |

**Second Semester**

|                      |                               |     |
|----------------------|-------------------------------|-----|
| AG 102               | Ag Work Experience Seminar    | 1   |
| AG 107               | Agri-Business Work Experience | 7   |
| AG 122               | Intro to Agriculture Mngt     | 4   |
| AG 132               | Field Crop Science 1          | 1.5 |
| AG 135               | Integrated Pest Management 1  | 1.5 |
| AG 171               | Materials Handling Equipment  | 2   |
| AG 174               | Ag Chem Equip Tech II         | 1   |
| AG Elective          |                               | 1   |
| Mathematics Elective |                               | 3   |

**Summer Semester**

|        |                              |   |
|--------|------------------------------|---|
| AG 133 | Field Crop Science 2         | 2 |
| AG 136 | Integrated Pest Management 2 | 1 |

**Second Year****Third Semester**

|             |                                    |     |
|-------------|------------------------------------|-----|
| AG 134      | Field Crop Science 3               | 0.5 |
| AG 137      | Integrated Pest Management 3       | 0.5 |
| AG 173      | Ag Chem Equip Tech I<br>(repeated) | 2   |
| AG 201      | Adv Ag Work Experience Seminar     | 1   |
| AG 207      | Adv Agri-Busin Work Experience     | 5   |
| AG 211      | Ag Salesmanship                    | 3   |
| AG 225      | Computer Applications in Agri      | 3   |
| AG Elective |                                    | 1   |

**Fourth Semester**

|             |                                     |   |
|-------------|-------------------------------------|---|
| AG 174      | Ag Chem Equip Tech II<br>(repeated) | 1 |
| AG 202      | Advanced Ag Seminar                 | 1 |
| AG 214      | Agriculture Tech & Info Mngt        | 3 |
| AG 222      | Advanced Agriculture Mngt           | 4 |
| AG 223      | Agriculture Marketing               | 3 |
| AG Elective |                                     | 1 |

*Minimum total hours required for degree* 72

**Note:** A minimum of three elective hours in agriculture are required in the Agricultural Chemical Applicator Option. Suggested electives include: (Fall Semester) AG 138, AG 238, AG 272, AG 275; (Spring Semester) AG 232, AG 276.

**Agribusiness Management—Horticulture Option**

Associate in Applied Science Code: 9242

Contact [agriculture@bhc.edu](mailto:agriculture@bhc.edu) for information.

*Pending approvals to proposed updates, this program is not currently accepting new students.*

Students completing this program will find a great demand for their skills and services in the planning, implementation, production, management, processing, marketing and sales

of horticultural commodities and services. Jobs will be in production, sales, operation and management.

The Agribusiness Management Horticulture Option program offers classroom instruction and laboratory experiences coupled with supervised on-the-job experience to prepare students for employment.

Special program features include: instructors with practical expertise in their areas of specialization; supervised on-the-job experience, minimum of 12 hours of elective hours of coursework allowing students to specialize in their areas of interest; 10-week fourth semester enabling students to secure full-time employment on or about April 1; and a majority of courses are in agriculture, horticulture and related disciplines.

**First Year**

| <b>First Semester</b>   |                              | <b>Credit Hours</b> |
|-------------------------|------------------------------|---------------------|
| AG 101                  | Introductory Ag Seminar      | 1                   |
| AG 121                  | Introduction to Ag Economics | 3                   |
| AG 125                  | Computers in Agriculture     | 1                   |
| AG 131                  | Soils and Soil Fertility     | 4                   |
| *HORT 284               | Introduction to Horticulture | 3                   |
| Communications Elective |                              | 3                   |

**Second Semester**

|                        |                               |     |
|------------------------|-------------------------------|-----|
| AG 102                 | Ag Work Experience Seminar    | 1   |
| AG 107                 | Agri-Business Work Experience | 7   |
| AG 122                 | Intro to Agriculture Mngt     | 4   |
| AG 132                 | Field Crop Science 1          | 1.5 |
| AG 135                 | Integrated Pest Management 1  | 1.5 |
| AG 171                 | Materials Handling Equipment  | 2   |
| *Horticulture Elective |                               | 3   |

**Summer Semester**

|        |                              |   |
|--------|------------------------------|---|
| AG 133 | Field Crop Science 2         | 2 |
| AG 136 | Integrated Pest Management 2 | 1 |

**Second Year****Third Semester**

|                        |                                |     |
|------------------------|--------------------------------|-----|
| AG 134                 | Field Crop Science 3           | 0.5 |
| AG 137                 | Integrated Pest Management 3   | 0.5 |
| AG 201                 | Adv Ag Work Experience Seminar | 1   |
| AG 207                 | Adv Agri-Busin Work Experience | 5   |
| AG 211                 | Ag Salesmanship                | 3   |
| AG 225                 | Computer Applications in Agri  | 3   |
| *Horticulture Elective |                                | 3   |

**Fourth Semester**

|                        |                           |   |
|------------------------|---------------------------|---|
| AG 202                 | Advanced Ag Seminar       | 1 |
| AG 222                 | Advanced Agriculture Mngt | 4 |
| AG 223                 | Agriculture Marketing     | 3 |
| *Horticulture Elective |                           | 4 |
| Mathematics Elective   |                           | 3 |

*Minimum total hours required for degree* 69

**Note:** A minimum of 10 elective hours are required in the Agribusiness Management - Horticulture Option. Suggested electives include: (Fall Semester) AG 172, HORT 192.

## Agriculture Production Technology

Associate in Applied Science Code: 9141

Contact [agriculture@bhc.edu](mailto:agriculture@bhc.edu) for information.

Students interested in agriculture production with emphasis on crops and/or livestock should consider the Agriculture Production Technology curriculum. Graduates of this program may become employed as farm operators or assistant managers, herdsman, swine specialists, equipment operators or general farmhands.

Classroom study and laboratory exercises coupled with supervised on-the-job work-experience to prepare students for gainful employment in agriculture.

Special program features include: instructors with practical expertise in their areas of specialization; supervised on-the-job experience during both first and second years of the program; minimum of 11 elective hours of coursework, allowing students to specialize in their areas of interest; practical two-week summer session; 10-week fourth semester enabling students to begin full-time employment on or about April 1; majority of courses are in agriculture or are agriculture-related.

Students who complete this program will be able to:

- Demonstrate proficiency in agricultural topics including agricultural economics, animal science, and crops and soils.
- Expand and update precision technology as it applies to Crop Protection Technology, Agriculture Production, and Agribusiness Management Programs.
- Expand industry partnerships that provide opportunities for students to gain work experience in the agricultural production and agricultural business.

### Suggested Courses

| First Semester  |                              | Credit Hours |
|-----------------|------------------------------|--------------|
| AG 101          | Introductory Ag Seminar      | 1            |
| AG 121          | Introduction to Ag Economics | 3            |
| AG 131          | Soils and Soil Fertility     | 4            |
| AG 141          | Animal Science               | 4            |
| AG 125          | Computers in Agriculture     | 1            |
| *AG Electives   |                              | 1            |
|                 | Communications Elective      | 3            |
| Second Semester |                              |              |
| AG 102          | Ag Work Exp. Seminar         | 1            |
| AG 108          | Agri Production Work Exp     | 7            |
| AG 122          | Intro to Agriculture Mngt    | 4            |
| AG 132          | Field Crop Science 1         | 1.5          |
| AG 135          | Integrated Pest Management 1 | 1.5          |
| AG 171          | Materials Handling Equipment | 2            |
| *AG Electives   |                              | 1            |
|                 | Mathematics Elective         | 3            |
| Summer Semester |                              |              |
| AG 133          | Field Crop Science 2         | 2            |

|        |                              |   |
|--------|------------------------------|---|
| AG 136 | Integrated Pest Management 2 | 1 |
|--------|------------------------------|---|

### Third Semester

|               |                                |     |
|---------------|--------------------------------|-----|
| AG 201        | Adv Ag Work Experience Seminar | 1   |
| AG 208        | Adv. Ag Production Work Exp.   | 5   |
| AG 275        | Field Machinery Operations I   | 3   |
| AG 134        | Field Crop Science 3           | 0.5 |
| AG 137        | Integrated Pest Management 3   | 0.5 |
| AG 225        | Computer Applications in Agri  | 3   |
| *AG Electives |                                | 2   |

### Fourth Semester

|               |                           |   |
|---------------|---------------------------|---|
| AG 202        | Advanced Ag Seminar       | 1 |
| AG 222        | Advanced Agriculture Mngt | 4 |
| AG 223        | Agriculture Marketing     | 3 |
| *Ag Electives |                           | 7 |

Minimum total hours required for degree 71

\*A minimum of 11 elective hours are required in the Agricultural Production Technology Program. Suggested electives include: (Fall Semester) AG 138, 142, 148, 238, 244, 248, and 272; (Spring Semester) AG 147, 149, 214, 232, 241, 242, 245, 246, 247, 249 and 276.

## Agriculture Production

Certificate Codes: 9541, 9543, 9544

Contact [agriculture@bhc.edu](mailto:agriculture@bhc.edu) for information.

NOTE: These programs are not financial aid eligible.

Three certificate programs are offered in Agriculture Production. A student with a career interest in beef cattle and swine production may consider one of the following programs. Additional courses may be taken while completing the requirements for a certificate program. Elective coursework beyond the 12-hour certificate requirements available. Elective courses include: AG 141, AG 190 and HORT 191.

### Animal Science Certificate Code 9541

| Suggested Courses |                | Credit Hours |
|-------------------|----------------|--------------|
| First Semester    |                | Credit Hours |
| AG 141            | Animal Science | 4            |
| AG 244            | Swine Science  | 3            |
| Second Semester   |                |              |
| AG 245            | Beef Science   | 3            |
| AG 247            | Animal Health  | 2            |

Minimum total hours required for certificate 12

### Beef Production Certificate Code 9543

| Suggested Courses |                        | Credit Hours |
|-------------------|------------------------|--------------|
| First Semester    |                        | Credit Hours |
| AG 141            | Animal Science         | 4            |
| Second Semester   |                        |              |
| AG 245            | Beef Science           | 3            |
| AG 246            | Meat Animal Evaluation | 3            |
| AG 247            | Animal Health          | 2            |

Minimum total hours required for certificate 12

### Swine Production Certificate Code 9544

#### Suggested Courses

| First Semester |                | Credit Hours |
|----------------|----------------|--------------|
| AG 141         | Animal Science | 4            |
| AG 244         | Swine Science  | 3            |

#### Second Semester

|        |                        |   |
|--------|------------------------|---|
| AG 246 | Meat Animal Evaluation | 3 |
| AG 247 | Animal Health          | 2 |

Minimum total hours required for certificate 12

### Equestrian Science

Associate in Applied Science Code: 9096

Contact [agriculture@bhc.edu](mailto:agriculture@bhc.edu) for information.

Students completing the Equestrian Science Program will find many career opportunities in all phases of the horse industry. Some of the specific jobs available are stewards, riding instructors, trainers, horse show judges and show personnel.

The Equestrian Science Program offers classroom study and laboratory exercises coupled with supervised on-the-job experience to prepare students for employment or for transfer to a four-year school in order to pursue a bachelor's degree related to horsemanship.

Special program features include: hands-on training of horses on campus each semester; general education courses which will easily transfer to four-year schools; elective courses to expand an individual's area of interest and knowledge; supervised on-the-job experience; and an opportunity to participate in horse judging and evaluation.

#### Suggested Courses

| First Semester |                               | Credit Hours |
|----------------|-------------------------------|--------------|
| AG 125         | Computers in Agriculture      | 1            |
| AG 285         | Animal Science <i>or</i>      |              |
| AG 141         | Animal Science                | 4            |
| EQ 101         | Introductory Equine Seminar   | 1            |
| EQ 151         | Horse Production & Management | 4            |
| EQ 158         | Horse Evaluation I            | 1            |
| EQ 161         | Western Horsemanship          | 4            |
| HEAL 200       | First Aid                     | 1            |
|                | Communications Elective       | 3            |

#### Second Semester

|        |                                       |   |
|--------|---------------------------------------|---|
| EQ 102 | Horse Science Work Experience Seminar | 1 |
| EQ 109 | Equine Work Experience                | 5 |
| EQ 154 | Horse Equipment & Facilities          | 3 |
| EQ 159 | Horse Evaluation II                   | 1 |
| EQ 167 | Colt Training <i>or</i>               |   |
| EQ 268 | Intermed Horse Train & Develop        | 3 |
|        | Mathematics Elective                  | 3 |
|        | EQ/AG Electives                       | 2 |

#### Third Semester

|        |                  |   |
|--------|------------------|---|
| AG 142 | Animal Nutrition | 3 |
|--------|------------------|---|

|        |                               |     |
|--------|-------------------------------|-----|
| EQ 262 | English Equitation <i>or</i>  |     |
| EQ 261 | Western Horsemanship II       | 4   |
| EQ 263 | Methods Teaching Horsemanship | 2   |
| EQ 267 | Farrier Science               | 2   |
| AG 281 | Ag Economics <i>or</i>        | 4   |
| AG 121 | Introduction to Ag Economics  | 3   |
|        | *EQ/AG Electives              | 3-4 |

#### Fourth Semester

|        |   |   |
|--------|---|---|
| AG 211 | Ag Salesmanship                         | 3 |
| AG 225 | Computer Applications in Agri <i>or</i> |   |
| AG 289 | Microcomputer Skills for Agri <i>or</i> |   |
| CS 100 | Intro to Computers                      | 3 |
| EQ 264 | Show Horse Training <i>or</i>           |   |
| EQ 269 | Performance Horse Training              | 4 |
| EQ 266 | Horse Show Preparation & Management     | 2 |
|        | *EQ/AG Electives                        | 3 |

Minimum total hours required for degree 70

\*A minimum of seven or eight elective hours (depending upon whether AG 121 or AG 281 is taken during the third semester) are required in the Equestrian Science Technology program. Suggested electives include: EQ 253 or EQ 258; (Spring Semester) AG 122, AG 222, AG 232, EQ 120, EQ 152, EQ 220, EQ 254, EQ 259, or EQ 265.

### Horse Science Technology

Associate in Applied Science Code: 9099

Contact [agriculture@bhc.edu](mailto:agriculture@bhc.edu) for information.

Students completing the Horse Science Technology Program will find a demand for their skills and services in occupations relating to the raising, breeding and management of horses. Some of the specific jobs available include stable manager, groomer, salesperson in a tack store and public relations specialist.

The Horse Science Technology Program offers classroom study and laboratory exercises coupled with supervised on-the-job work experience to prepare students for gainful employment in the horse industry.

Special program features include: supervised on-the-job experience during the first and second year, elective courses to expand an individual's areas of interest and knowledge, 8-week spring semester on campus, with the balance of semester on the job; majority of courses in agriculture or are agriculture-related.

#### Suggested Courses

| First Semester |                               | Credit Hours |
|----------------|-------------------------------|--------------|
| AG 125         | Computers in Agriculture      | 1            |
| AG 141         | Animal Science <i>or</i>      |              |
| AG 285         | Animal Science                | 4            |
| EQ 101         | Introductory Equine Seminar   | 1            |
| EQ 151         | Horse Production & Management | 4            |
| EQ 158         | Horse Evaluation I            | 1            |
| EQ 161         | Western Horsemanship          | 4            |
| HEAL 200       | First Aid                     | 1            |

Communications Elective 3

### Second Semester

EQ 102 Horse Science Work Experience Seminar 1  
 EQ 109 Equine Work Experience 5  
 EQ 154 Horse Equipment & Facilities 3  
 EQ 159 Horse Evaluation II 1  
 AG 232 Forage Crops 3  
 Mathematics Elective 3  
 EQ/AG Electives 3

### Third Semester

AG 121 Introduction to Ag Economics *or*  
 AG 281 Ag Economics 3-4  
 AG 142 Animal Nutrition 3  
 EQ 253 Horse Health Care 4  
 EQ 254 Stable Management 3  
 \*EQ/AG Electives 3-4

### Fourth Semester

EQ 201 Adv Horse Sci Work Exper Semin 1  
 EQ 209 Adv Horse Science Work Experie 5  
 AG 211 Ag Salesmanship 3  
 AG 225 Computer Applications in Agri 3  
 \*EQ/AG Electives 3

Minimum total hours required for degree 70

\*A minimum of six or seven elective hours (depending upon whether AG 121 or AG 281 is taken during the 3<sup>rd</sup> semester) are required in the Horse Science Technology Program. Suggested electives include: (Fall Semester) AG 131, EQ 258, 262, or 267; (Spring Semester) AG 214, AG 222, EQ 120, EQ 167, EQ 220, EQ 259, EQ 263, EQ 264, or EQ 266.

## Horse Science Technology Certificate

Certificate Code: 9599

Contact [agriculture@bhc.edu](mailto:agriculture@bhc.edu) for information.

Students who are preparing for the increasing job opportunities in occupations relating to the raising, breeding and management of horses and for directly related businesses, should consider this curriculum. Some of the specific jobs available include stable manager, groomer, salesperson in a tack store and public relations specialist.

### Suggested Courses

|                                      | Credit Hours |
|--------------------------------------|--------------|
| <b>First Semester</b>                |              |
| AG 141 Animal Science                | 4            |
| AG 142 Animal Nutrition              | 3            |
| EQ 151 Horse Production & Management | 4            |
| EQ 161 Western Horsemanship          | 4            |
| EQ 253 Horse Health Care             | 4            |
| EQ 254 Stable Management             | 3            |
| *EQ/AG Electives                     | 1            |
| <b>Second Semester</b>               |              |
| AG 232 Forage Crops                  | 3            |
| EQ 154 Horse Equipment & Facilities  | 4            |
| *EQ/AG Electives                     | 1            |

Minimum total hours required for certificate 30

\*A minimum of two elective hours are required for the Horse Science Technology Certificate. Suggested electives include: (Fall Semester) AG 125, AG 224, AG 225, EQ 158; (Spring Semester) AG 102, AG 225, EQ 109, EQ 120, EQ 159, EQ 220

## Veterinary Assisting

Certificate Code: 5127

Contact Person: Janet Johnson, CVT, Director 309-854-1985; [agriculture@bhc.edu](mailto:agriculture@bhc.edu) for information.

This certificate is only offered as a one-year program with a fall start. Offered at East Campus only.

The Veterinary Assisting Certificate program is a one year program that prepares students to become a member of the veterinary healthcare team, who aids the veterinarian and veterinary technician perform daily tasks. Veterinary Assistants are employed primarily in veterinary clinics and hospitals and may perform the following duties:

- Kennel work
- Assisting with the handling of animals
- Feeding and exercising animals
- Cleaning and setting up equipment
- Clerical work

### Admission Requirements:

1. High School graduation or equivalent.

Students who complete this program will be able to:

- Demonstrate proficiency in essential skills required during practical labs, exams, and clinical/field work experiences.

### Required Courses

|                      |  | Credit Hours |
|----------------------|--|--------------|
| <b>Fall Semester</b> |  |              |
| VA 105               | Animal Housing & Recreation I                | 3            |
| VT 100               | Intro to Veterinary Technology <i>online</i> | 2            |
| VA 147               | Vet Clinical I                               | 4            |
| VA 109               | VA Animal Science                            | 3            |

### Minimester

|         |                           |   |
|---------|---------------------------|---|
| HIM 251 | Medical Office Procedures | 3 |
|---------|---------------------------|---|

### Spring Semester

|        |  |   |
|--------|--|---|
| VT 102 | Communication in Vet Practice                  | 3 |
| VA 160 | Vet Assistant Pharmacology                     | 3 |
| VT 203 | Vet Ethics and Critical Thinking <i>online</i> | 2 |
| VA 247 | Vet Clinical II                                | 4 |
| VA 205 | Animal Housing & Recreation II                 | 2 |

### Summer Semester

|        |            |   |
|--------|------------|---|
| VA 261 | Seminar    | 1 |
| VA 265 | Internship | 3 |

Minimum Total Hours Required for Certificate 33

## Veterinary Technology

Associate in Applied Science Code: 5017

Contact: Janet Johnson, CVT, Director 309-854-1985; or email [agriculture@bhc.edu](mailto:agriculture@bhc.edu) for information.

New students applying to Black Hawk College should select the AAS/General Occupational and Technical Studies (GOTS) until such time as they have been officially accepted by the department into this program.

The Associate in Applied Science in Veterinary Technology prepares students to perform veterinary procedures under the supervision of a veterinarian. Veterinary technicians are primarily employed in veterinary clinics and hospitals.

### Admission Requirements:

1. High school graduation or equivalent.
2. A physical examination prior to any clinical coursework.
3. The applicant will shadow a CVT, LVT, or RVT for a minimum of 40 hours in an animal care facility under the direction of a licensed veterinarian. A completion form must be signed by the CVT, LVT, or RVT and veterinarian prior to application.
4. VT Application Process: students are strongly encouraged to get their application in early, as this selection process begins in January and is very competitive. Applications will be accepted starting September 1st. Applicants are interviewed and reviewed for selection in the order in which the program received their application. The program admits up to 32 students each fall. Applications are available online.
5. Students wishing to apply after March 1st should contact the program director.
6. Interview with VT selection committee: the interview is part of a written and oral selection process.
7. A rabies vaccination is required prior to admission and required by many clinical sites.
8. All students must achieve grades of "C" or above in all courses required for the Veterinary Technology program.
9. Students must achieve a grade of "C" or above in all VT courses to continue in the program. Final grades below a "C" will result in dismissal from the program.

Readmission is at the discretion of the program director and as space permits.

Students must also successfully document all job shadowing, health and background checks required by academic departments and/or clinical sites prior to admission to program and/or courses.

### Suggested Courses Credit Hours

### Recommended Courses Prior to Application

|   |   |
|---|---|
| AG 141 Animal Science                       | 4 |
| AG 142 Animal Nutrition                     | 3 |
| CS 100 Intro to Computers                   | 3 |
| EQ 151 Horse Production & Management        | 4 |
| EQ 253 Horse Health Care                    | 4 |
| SPEC 101 Principles of Speech Communication | 3 |

### Program Prerequisites

#### Courses required for admission to the Veterinary Technology Program (completed or in progress)

|   |     |
|---|-----|
| VT 100 Intro to Veterinary Technology     | 2   |
| ENG 101 Composition I                     | 3   |
| Social Science Category <i>or</i>         |     |
| AG 281 Agricultural Economics             | 3-4 |
| BIOL100 Introduction to Biology <i>or</i> |     |
| BIOL 101 General Human Biology <i>or</i>  |     |
| BIOL 105 General Biology I                | 4   |
| CHEM 101 General Chemistry I <i>or</i>    |     |
| CHEM 110 Introduction to Chemistry        | 4   |

#### First Semester

|  |   |
|--|---|
| VT 102 Communication in Vet Practice   | 3 |
| VT 110 Vet Tech Anatomy & Physiology I | 4 |
| VT 115 Small Animal Health Care I      | 3 |
| VT 123 Vet Tech Math                   | 3 |
| VT 140 Microbiology & Parasitology     | 3 |

#### Second Semester

|   |   |
|---|---|
| VT 111 Vet Tech Anatomy & Physiology II | 4 |
| VT 116 Small Animal Health Care II      | 3 |
| VT 130 Repro, Nutrition & Production    | 3 |
| VT 150 Lab & Exotic Animal Care         | 3 |
| VT 160 Vet Tech Pharmacology            | 3 |

#### Summer Semester

|                                   |   |
|-----------------------------------|---|
| VT 166 Clinical Preceptorship     | 2 |
| VT 170 Anesthesia & Surgical Prep | 2 |

#### Third Semester

|                                       |   |
|---------------------------------------|---|
| VT 203 Vet Ethics & Critical Thinking | 2 |
| VT 210 Vet Tech Diagnostic Imaging    | 3 |
| VT 215 Large Animal Health Care       | 3 |
| VT 240 Clin Path & Lab Procedures I   | 3 |
| VT 270 Vet Tech Surgery & Nursing     | 5 |

#### Fourth Semester

|                                      |   |
|--------------------------------------|---|
| VT 202 Veterinary Office Practices   | 3 |
| VT 222 National Board (VTNE) Review  | 2 |
| VT 241 Clin Path & Lab Procedures II | 3 |
| VT 266 Vet Tech Clinical Internship  | 4 |

*Minimum total hours required for degree* 80

## Business Programs

Business Programs offer a start to your business career, improve your chances for promotion, or build a new career path.

The Accounting Specialist program is designed to qualify graduates for employment as accountants or for middle-management jobs in accounting firms, banks, and industrial firms. Jobs are located in the public and civil service areas as well as in the private sector.

The Business Management and Marketing program prepares students for careers in managing various business enterprises. The curriculum provides a central core of courses from which special interest areas may be developed.

The Financial Services Management degree qualifies the graduate for building a career in the banking industry or in many other financial institutions, e.g., credit unions, loan companies, and insurance corporations. This program also serves as in-service training and professional development for those presently employed by banks, savings and loan associations, credit unions, and other financial institutions.

The International Trade curriculum prepares students for employment in American businesses developing or enlarging their import/export markets. It also helps those currently employed in such businesses to expand their knowledge of international markets and world trade.

Students interested in pursuing a four-year bachelor's degree in Accounting, Business Administration, Economics, Finance, Management, Marketing, or Supply Chain Management should see the *Transfer Programs* section of this catalog.

The Administrative Assisting Programs are either one or two years in length. The two-year program leads to an Associate in Applied Science degree in Administrative Assisting. The one-year programs lead to a certificate in Administrative Office Support, Business Software, and Medical Office Receptionist.

After evaluation of previous education, experience, and future goals, a program will be designed for each student. High school articulation credit may be granted.

Individuals planning to re-enter the work force after an absence, and to upgrade their knowledge and skills, are welcomed and encouraged to contact an instructor in the Administrative Assisting programs for advice and assistance.

All students in Administrative Assisting programs at the Quad-Cities Campus are encouraged to meet with a faculty advisor from the Business, Computer, and Engineering Technology Department. East Campus students should contact the appropriate advisor for the particular program prior to class enrollment.

An assessment and placement program has been established for business education courses to provide information that will aid in placing students.

### Accounting Clerk

*Certificate Code: 5931*

Contact [bcengt@bhc.edu](mailto:bcengt@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709

*This certificate completes the first two semesters of the AAS Accounting degree.*

The Accounting Clerk curriculum is offered by the Department of Business, Computer, and Engineering Technology.

This program is designed to prepare the graduate for employment in small to medium-sized businesses,

performing jobs ranging from general office duties to basic accounting tasks.

#### Suggested Courses

| First Semester  |                               | Credit Hours |
|-----------------|-------------------------------|--------------|
| BUSN 110        | Introduction to Business      | 3            |
| BUSN 116        | Business Relations            | 3            |
| BUSN 160        | Business Math I               | 3            |
| ACCT 170        | Accounting Basics – Career I  | 3            |
| ACCT 171        | Accounting Basics I - Lab     | 1            |
| CS 100          | Intro to Computers            | 3            |
| Second Semester |                               |              |
| BE 146          | Microsoft Excel               | 3            |
| ACCT 121        | Accounting with QuickBooks I  | 2            |
| ACCT 123        | Accounting with QuickBooks II | 2            |
| ACCT 180        | Accounting Basics – Career II | 3            |

|   |                            |    |
|---|----------------------------|----|
| ACCT 181  | Accounting Basics II – Lab | 1  |
| ACCT 290  | Payroll Accounting         | 3  |
| <i>Minimum total hours required for certificate</i> |                            | 30 |

## Accounting

Associate in Applied Science Code: 5467

Contact [bcengt@bhc.edu](mailto:bcengt@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709

The program is designed to develop an understanding of, and skills in, the principles of accounting as related to practical use in business. A strong emphasis is placed on computer accounting skills. Accounting skills are developed through courses in basic, intermediate, managerial, and tax accounting. Students get hands-on experience through several computer lab simulations and practice courses. Students have the opportunity to work at an actual job site for direct hands-on experience. Additional course work in business law, finance, business operations, computer information systems, business mathematics, and communications provides related knowledge necessary for the accountant.

The content and emphasis of this program are guided by an advisory committee made up of working accountants and business people of the community. This committee's advice helps ensure that the accounting graduate is well prepared for employment in accounting or in a wide range of related positions in the insurance, real estate, banking, commercial, financial, and industrial areas.

It should be clearly understood by the student that this program is **not** designed to be a **transfer** program, but, rather a program that prepares students to enter directly into the work force. Students interested in pursuing a four-year degree in accounting should see the *Transfer Programs* section of this catalog.

### Suggested Courses

| First Semester  |                               | Credit Hours |
|-----------------|-------------------------------|--------------|
| BUSN 110        | Introduction to Business      | 3            |
| BUSN 116        | Business Relations            | 3            |
| BUSN 160        | Business Math I               | 3            |
| ACCT 170        | Accounting Basics – Career I  | 3            |
| ACCT 171        | Accounting Basics I - Lab     | 1            |
| CS 100          | Intro to Computers            | 3            |
| Second Semester |                               |              |
| BE 146          | Microsoft Excel               | 3            |
| ACCT 121        | Accounting with QuickBooks I  | 2            |
| ACCT 123        | Accounting with QuickBooks II | 2            |
| ACCT 180        | Accounting Basics – Career II | 3            |
| ACCT 181        | Accounting Basics II – Lab    | 1            |
| ACCT 290        | Payroll Accounting            | 3            |
| Third Semester  |                               |              |
| ACCT 102        | Managerial Accounting         | 3            |
| ACCT 104        | Managerial Accounting Lab     | 1            |
| ACCT 208        | Intermediate Accounting       | 4            |

|          |                  |   |
|----------|------------------|---|
| BL 202   | Business Law II  | 3 |
| BUSN 220 | Business Math II | 3 |

### Fourth Semester

|          |                             |   |
|----------|-----------------------------|---|
| ACCT 240 | Internal Controls and Fraud | 3 |
| ACCT 250 | Federal Income Tax          | 4 |
| ACCT 263 | Accounting Internship       | 3 |
| BE 180   | Business Communications     | 3 |
| ACCT 270 | Accounting Data Analytics   | 3 |

*Minimum total hours required for degree* 60

Students enrolling in internship course must have prior approval of the coordinator.

### Administrative Assisting

Associate in Applied Science Code: 5468

Contact [bcengt@bhc.edu](mailto:bcengt@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709

*This degree is offered only at the Quad-Cities Campus.*

*Pending approvals to proposed updates, this program is not currently accepting new students.*

Administrative Assisting students acquire proficiency in working with current MS Windows software applications, computerized keyboarding, business correspondence, desktop publishing, records management, data entry, business math and accounting, time and project management, electronic office procedures, editing and proofreading, and office management.

Because these graduates develop strong organizational skills and human relations skills, work opportunities exist for these professional specialists in a variety of offices: education, insurance, manufacturing, banks, government, engineering, and medical. Students are given the opportunity to develop team building and collaborative work techniques through many group project assignments. Students completing this two-year degree complete a one-semester internship. This provides them with work experience in the community.

Students completing this two-year degree complete a one-semester internship. This provides them with work experience in the community. Students are also invited to network by participating in student and professional organizations. With these opportunities in place, graduates are successful in finding employment with this degree.

### Suggested Courses

| First Semester |                              | Credit Hours |
|----------------|------------------------------|--------------|
| BE 100         | Work Environment Orientation | 2            |
| BE 110         | Data Entry Applications      | 1            |
| BE 141         | Computerized Keyboarding I   | 3            |
| BUSN 116       | Business Relations           | 3            |
| BUSN 160       | Business Math I              | 3            |
| CS 100         | Intro to Computers           | 3            |

**Second Semester**

|         |                              |   |
|---------|------------------------------|---|
| BE 105  | Business Presentation Skills | 2 |
| BE 142  | Computerized Keyboard II     | 4 |
| BE 145  | Microsoft Word               | 3 |
| BE 146  | Microsoft Excel              | 3 |
| BE 180* | Business Communications      | 4 |

**Third Semester**

|          |                                |   |
|----------|--------------------------------|---|
| ACCT 170 | Accounting Basics - Career I   | 3 |
| ACCT 171 | Accounting Basics I – Lab      | 1 |
| BE 106   | Records Management             | 3 |
| BE 143   | Keyboarding Speed and Accuracy | 2 |
| BUSN 110 | Introduction to Business       | 3 |
| BUSN 240 | Principles of Management       | 3 |

**Fourth Semester**

|                                |                                       |   |
|--------------------------------|---------------------------------------|---|
| BE 247                         | Advanced Info Processing Applications | 3 |
| BE 265                         | Internship                            | 3 |
| BUSN 266                       | Business Policy and Ethics            | 3 |
| BUSN, BE, BL, or ACCT Elective |                                       | 3 |
| BUSN, BE, BL, or ACCT Elective |                                       | 3 |

*Minimum total hours required for degree* 61

Students who plan to work in a legal office should complete BL 201 and BL 202.

*\*BE 180 Business Communications is a required course for completion, and curriculum changes are pending for this program due to BE 180 being updated from 4 credits to 3 credits.*

**Administrative Office Support Certificate**

Certificate Code: 5968

Contact [bcengt@bhc.edu](mailto:bcengt@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709

*Pending approvals to proposed updates, this program is not currently accepting new students.*

The Administrative Office Support Certificate prepares the student as an entry-level office worker in private industry, non-profit organizations, and government offices. Entry-level positions may include routing telephone calls, handling the mail, filing and retrieving documents, and using a computer to organize data. Positions may require higher level degrees for planning meetings and special events, writing business letters, and making travel arrangements.

The role of office professionals (commonly known as administrative assistant, receptionist, word processor, and secretary) has changed due to the downsizing of companies, a decrease in middle managers, and increased use of technology. Excellent opportunities for employment continue in many companies. Because job titles in industry vary, emphasis is placed on skills and competency levels rather than job titles. Programs encompass the integration of 21<sup>st</sup> century workforce skills emphasizing communication, teamwork, project management, and problem solving.

**Suggested Courses**

|                       |                              | Credit Hours |
|-----------------------|------------------------------|--------------|
| <b>First Semester</b> |                              |              |
| BE 100                | Work Environment Orientation | 2            |
| BE 110                | Data Entry Applications      | 1            |
| BE 141                | Computerized Keyboarding I   | 3            |
| BUSN 116              | Business Relations           | 3            |
| BUSN 160              | Business Math I              | 3            |
| CS 100                | Intro to Computers           | 3            |

**Second Semester**

|                       |                              |   |
|-----------------------|------------------------------|---|
| BE 105                | Business Presentation Skills | 2 |
| BE 142                | Computerized Keyboarding II  | 4 |
| BE 145                | Microsoft Word               | 3 |
| BE 146                | Microsoft Excel              | 3 |
| * <sup>1</sup> BE 180 | Business Communications      | 4 |

*Minimum total hours required for certificate* 31

The Administrative Office Support Certificate is based upon a “ladder” concept so that students may exit the program after 31 hours or continue to pursue the Administrative Assisting Associate in Applied Science degree. The certificate consists of the first two semesters of the degree.

<sup>1</sup>Students enrolling in BE 180 must have an appropriate placement score or have taken COMM 105 as a prerequisite.

*\*BE 180 Business Communications is a required course for completion, and curriculum changes are pending for this program due to BE 180 being updated from 4 credits to 3 credits.*

**Business**

Associate in Applied Science Code: 5435

Contact [bcengt@bhc.edu](mailto:bcengt@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709

A business degree provides knowledge and skills that translate across many roles and industries. This program helps you develop essential skills and knowledge required to enter or advance in today’s business job market. The curriculum emphasizes a practical, hands-on approach to understanding foundational business elements such as operations management, marketing, human resource management, accounting, and finance.

Students in this program have the opportunity to hone their business skills through practical application of business concepts, teamwork, and internships. A business advisory committee comprised of business professionals from a variety of industries ensures that business graduates are well equipped and have access to resources to land their dream job or launch their next business venture.

Students who complete this program will be able to:

- Demonstrate the ability to apply and synthesize the functional areas of business to make sound business decisions.
- Demonstrate knowledge of traditional business functions including entrepreneurship, economics,

leadership, management marketing, accounting and finance.

- Communicate in a variety of domains, including writing, speaking, listening and reading, while respecting the impact of technology on effective communication.
- Analyze and appreciate the role of cultural diversity and the impact of continuously changing global business environment in business decision making using the appropriate strategic framework.
- Evaluate the use of financial budgeting concepts to make sound decisions in managing personal finances.
- Employ critical thinking skills to evaluate the practical implications of organizational policies, decisions and strategy.
- Identify, evaluate and articulate defensible resolutions to practical social responsibility and ethical dilemmas.

**Suggested Courses**

| <b>First Semester</b>                 | <b>Credit Hours</b> |
|---------------------------------------|---------------------|
| ACCT 170 Accounting Basics – Career I | 3                   |
| ACCT 171 Accounting Basics I - Lab    | 1                   |
| BUSN 110 Introduction to Business     | 3                   |
| BUSN 116 Business Relations           | 3                   |
| BUSN 160 Business Math I              | 3                   |
| CS 100 Intro to Computers             | 3                   |

**Second Semester**

|  |   |
|--|---|
| ACCT 180 Accounting Basics – Career II       | 3 |
| ACCT 181 Accounting Basics II – Lab          | 1 |
| BUSN 195 Personal Finance                    | 3 |
| BUSN 220 Business Math II                    | 3 |
| BUSN 242 Principles of Supervision <i>or</i> |   |
| BUSN 250 Human Resource Management           | 3 |
| BUSN 245 Business Entrepreneurship           | 3 |

**Third Semester**

|   |   |
|---|---|
| BL 201 Business Law I <i>or</i>                 |   |
| BL 202 Business Law II                          | 3 |
| BUSN 230 Principles of Marketing                | 3 |
| BUSN 240 Principles of Management               | 3 |
| ECON 221 Principles of Macroeconomics <i>or</i> |   |
| ECON 222 Principles of Microeconomics           | 3 |
| * Elective                                      | 3 |

**Fourth Semester**

|                                     |   |
|-------------------------------------|---|
| BUSN 266 Business Policy and Ethics | 3 |
| BUSN 238 Salesmanship               | 3 |
| BUSN 247 Business Internship        | 3 |
| BUSN 249 Business Seminar           | 1 |
| BE 180 Business Communications      | 3 |

*Minimum total hours required* 60

\*You may choose from the approved list of electives listed below:

**Accounting Electives:** ACCT 121, ACCT 123, ACCT 240, ACCT 290

**Business Education Electives:** BE 146, BE 264

**Finance Electives:** BUSN 210, BUSN 215, BUSN 252, BUSN 260, BL 202

**International Business Electives:** BUSN 270, BUSN 272

**Marketing Electives:** BUSN 236, BUSN 280, BUSN 284

**Management Electives:** BUSN 118, BUSN 121, BUSN 241, BUSN 242, BUSN 243, BUSN 250, BUSN 251, BUSN 252

**SPEC Electives:** SPEC 114 (Fall Only), SPEC 175 (Spring only)

**Banking and Finance Certificate**

*Certificate Code:* 5695

*Contact* [bcengt@bhc.edu](mailto:bcengt@bhc.edu) for information; *Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709* .

Good customer relations are vital to the financial service industry, therefore students interested in the program should be highly service-oriented and interested in working with people.

This program is designed to prepare students for entry-level positions in financial institutions and provides a foundation toward the completion of the Business AAS degree.

Graduates of the program are qualified for positions as a personal banking/account assistants, tellers and management trainees. These positions can be found in departments such as installment loans, data processing, personnel, credit services, commercial loans, branch offices, and auditing departments in banks, thrifts or credit unions.

**Suggested Courses**

| <b>First Semester</b>                 | <b>Credit Hours</b> |
|---------------------------------------|---------------------|
| ACCT 170 Accounting Basics – Career I | 3                   |
| ACCT 171 Accounting Basics I – Lab    | 1                   |
| BUSN 110 Introduction to Business     | 3                   |
| BUSN 116 Business Relations           | 3                   |
| BUSN 160 Business Math I              | 3                   |
| CS 100 Intro to Computers             | 3                   |

**Second Semester**

|   |   |
|---|---|
| ACCT 180 Accounting Basics – Career II      | 3 |
| ACCT 181 Accounting Basics II – Lab         | 1 |
| BUSN 238 Salesmanship                       | 3 |
| BE 180 Business Communications              | 3 |
| BUSN 195 Personal Finance                   | 3 |
| BUSN 210 Financial Institutions and Markets | 3 |

*Minimum total hours required for certificate* 32

**Medical Office Receptionist**

*Certificate Code:* 5581

*Contact Person:* QC Faculty, *Contact* [hhs@bhc.edu](mailto:hhs@bhc.edu) for information; *Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709*

*This certificate is offered only at the Quad-Cities Campus.*

The Medical Office Receptionist program prepares individuals for medical office receptionist employment. By combining courses from Administrative Assisting and Health Management Information AAS degrees, this certificate will provide students with specialized knowledge of medical terminology and medical procedures to better perform front desk operations in a medical environment. The medical office receptionist coordinates office functions and operates as part of the medical team.

Students who successfully complete this program will be able to:

- Appropriately manage telephone communications and schedule office, surgical, and diagnostic procedures.
- Receive patients and visitors.
- Apply legal and ethical standards.
- Create and maintain confidential patient records; sort and disperse incoming mail.
- Utilize the computer to perform office functions: key documents and other correspondence using correct grammar and punctuation, enter patient information, complete billing, enter payroll, record insurance information, schedule patient appointments, etc.
- Apply appropriate medical terminology when communicating with patients, office staff, and insurance companies.
- Employ proper health insurance knowledge when speaking or corresponding with clients/patients and insurance companies.

**Suggested Courses**

| <b>First Semester</b>  |                                    | <b>Credit Hours</b> |
|------------------------|------------------------------------|---------------------|
| BE 100                 | Work Environment Orientation       | 2                   |
| ACCT 170               | Accounting Basics – Career I       | 3                   |
| ACCT 171               | Accounting Basics I – Lab          | 1                   |
| BE 110                 | Data Entry Applications – fall     | 1                   |
| BE 141                 | Computerized Keyboarding           | 3                   |
| BE 145                 | Microsoft Word                     | 3                   |
| BIOL 150               | Medical Terminology                | 3                   |
| <b>Second Semester</b> |                                    |                     |
| BUSN 116               | Business Relations                 | 3                   |
| BE 106                 | Records Management                 | 3                   |
| *BE 180                | Business Communications            | 4                   |
| HIM 156                | Intro to Health Insurance          | 3                   |
| HIM 200                | Advanced Medical Terminology       | 3                   |
| HIM 255                | Management of Elec. Health Records | 3                   |

*Minimum total hours required for Certificate* 35

\* Students should look at Assessment and Orientation.  
 \*BE 180 Business Communications is a required course for completion, and curriculum changes are pending for

*this program due to BE 180 being updated from 4 credits to 3 credits.*

**Small Business Management**

Certificate Code: 9798

Contact [bcengt@bhc.edu](mailto:bcengt@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709

*NOTE: This program is not financial aid eligible.*

Small businesses represent the majority of businesses in the United States. This curriculum provides students with the skills and core competencies necessary to successfully start, own, and maintain a small business or franchise. These courses are quite appropriate for those seeking new skills for a career change.

Students complete courses in computerized accounting, business communications, and a simulation to nurture small business management skills. Students learn how to start a new small business, compose a business plan, compile financial statements, and evaluate a small business analyzing its financial statements. Students develop long-term strategies to ensure a small business or franchise is an enriching experience and a rewarding career.

All courses in this curriculum are available online through Black Hawk College.

**Suggested Courses**

| <b>First Semester</b>  |   | <b>Credit Hours</b> |
|------------------------|---|---------------------|
| ACCT 170               | Accounting Basics – Career I- Fall only | 3                   |
| ACCT 171               | Accounting Basics – Lab – Fall only     | 1                   |
| BUSN 110               | Introduction to Business                | 3                   |
| BUSN 116               | Business Relations                      | 3                   |
| <sup>1</sup> BUSN 160  | Business Math                           | 3                   |
| CS 100                 | Intro to Computers                      | 3                   |
| <b>Second Semester</b> |   |                     |
| BUSN 230               | Principles of Marketing                 | 3                   |
| BUSN 242               | Principles of Supervision <i>or</i>     |                     |
| BUSN 250               | Human Resource Management               | 3                   |
| BUSN 245               | Business Entrepreneurship               | 3                   |
| <sup>2</sup> BE 180    | Business Communications                 | 3                   |

*Minimum total hours required for certificate* 28

<sup>1</sup>Students enrolling in BUSN 160 must have an appropriate placement score (see course description).

<sup>2</sup>Students enrolling in BE 180 must have an appropriate placement score or have taken COMM 105 as a prerequisite.

## Computer Technology Programs

A certificate or Associate in Applied Science degree in a computer career program will provide the hands-on, problem-solving skills needed to get started in a variety of computer fields. The Associate in Applied Science degrees include a real-world internship so students graduate with real on-the-job experience.

The Computer Information Technology Associate in Applied Science will give the graduate a breadth of knowledge in many computer areas including HTML, networking, hardware, logic, security, both Windows and Linux operating systems and project management. After taking core courses the first semester, a student can decide on a specialization track and go into more depth. Both the breadth of knowledge and the concentration through the track will give graduates needed industry skills. The specialized tracks include: IT Support Technician, Network Administration and Application Developer. Many of the tracks cover courses that prepare students for industry certifications such as CompTIA A+, Network+, Security+, Cisco’s CCNA and Microsoft certifications.

The IT Support Technician Certificate and Network Administrator Certificate are available for students to complete their course of study in a computer program within one academic year.

The A+ Prep Certificate, Network+ Prep Certificate and Microsoft + Office Specialist Prep Certificate prepare students for vendor certification exams. Visual Communication, offered through the Communications and Fine Arts department, develops strong skills and technical knowledge using a variety of software programs as well as experience with digital cameras, downloading images, scanning, printers, and digital prepress.

Students who feel they may have sufficient background or knowledge to be successful in one of these abbreviated programs are strongly encouraged to contact one of the program instructors prior to enrolling, to discuss the required skill sets.

Opportunities for employment are excellent in these areas.

### A+ Prep Certificate

*Certificate Code: 5729*

Contact [bcengt@bhc.edu](mailto:bcengt@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709

*NOTE: This program is not financial aid eligible.*

For students who have industry background or knowledge, the A+ Prep Certificate offer preparation for the CompTIA A+ Certified Technician exams. These two exams comprise the CompTIA A+ Certified Technician certification. This vendor-neutral certification demonstrates competencies in the areas of installation, preventative maintenance, networking security, and troubleshooting. It demonstrates foundation-level knowledge and skills necessary for a career in PC support. Employment opportunities with this certificate include enterprise technician, field service technician and PC technician. Students who feel they may have sufficient background or knowledge to be successful in one of these abbreviated programs are strongly encouraged to contact one of the program instructors prior to enrolling, to discuss the required skill sets.

#### Suggested Courses

| First Semester                       | Credit Hours |
|--------------------------------------|--------------|
| ITS 112 Operating Systems            | 3            |
| ITS 116 Computer Hardware            | 3            |
| ITS 216 Advanced PC Hardware/A+ Prep | 3            |
| NETW 120 Basic Computer Networks     | 3            |

*Minimum total hours required for certificate* 12

### Art Technology Certificate

*Certificate Code: 5967*

Contact [artandmusic@bhc.edu](mailto:artandmusic@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709

*This certificate is offered only at the Quad-Cities Campus.*

*Pending approvals to proposed updates, this program is not currently accepting new students.*

The Art Technology Certificate is a one-year certificate that emphasizes the technical aspects of visual communication, focusing in particular on the development of graphic design skills. The curriculum is rooted in a strong foundation of basic drawing and design skills. Students develop strong skills and technical knowledge using a variety of software program (based in the Adobe Creative Suite, which includes Illustrator, InDesign and Photoshop), as well as experience with digital cameras, downloading images, scanning, printers and digital prepress considerations.

Students completing this certificate program will have the skills necessary for entry-level positions in graphic design, including advertising and editorial design, production artist, photo retouching or desktop publishing.

Students completing this program will be able to:

- Basic drawing and design skills with a strong understanding of design principles and color

theory, as applied to a variety of design related careers, such as graphic design, web design, illustration, photography, etc.

- Strong skills and technical knowledge in several Adobe Creative Suite programs, particularly InDesign, Illustrator, Photoshop, Lightroom and Animate. Basic understanding of technical requirements for digital prepress and print, photography and photo retouching.
- Ability to work in a team environment exploring a variety of avenues to a project, while remaining flexible and open to concepts and applying critical thinking and problem-solving skills.
- Understanding and experience using a variety of equipment such as inkjet and laser printers, scanners, stylus tablets, digital cameras and studio lighting.
- Basic skills necessary for entry-level positions in graphic design, advertising and editorial design, photo retouching or as a photography assistant.

**Suggested Courses**

| <b>First Semester</b> |                              | <b>Credit Hours</b> |
|-----------------------|------------------------------|---------------------|
| ART 100               | Art Appreciation <i>or</i>   |                     |
| ART 101               | 2-Dimensional Design         | 3                   |
| ART 121               | Drawing I                    | 3                   |
| ART 131               | Type & Digital Layout        | 3                   |
| ART 190               | Introduction to Computer Art | 3                   |
| ART 215               | Digital Imagery              | 3                   |
| ART 281               | History of Western Art I     | 3                   |

**Second Semester**

|         |                          |   |
|---------|--------------------------|---|
| ART 111 | 3-Dimensional Design     | 3 |
| ART 122 | Drawing II               | 3 |
| ART 213 | Digital Photography      | 3 |
| ART 217 | Digital Drawing          | 3 |
| ART 246 | Graphic Design <i>or</i> |   |
| ART 248 | Production and Prepress  | 3 |
| CS 100  | Intro to Computers       | 3 |

*Minimum total hours required for certificate* 36

**Computer Information Technology**

*Associate in Applied Science Code: 5378*

*Contact [bcengt@bhc.edu](mailto:bcengt@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709*

*This degree is offered at the Quad-Cities Campus.*

The Computer Information Technology Associate in Applied Science degree is a multi-disciplinary degree designed to produce graduates with the knowledge necessary to work in today’s information technology environment.

All students will study a variety of introductory courses consisting of HTML, networking, Windows and Linux operating systems, security, hardware, programming logic

and Microsoft Project. With this strong foundation, students can go into depth by selecting a track for specialization. Tracks include IT Support Technician, Network Administration and Secure Software Development. This degree is designed so that an individual may complete one of the related certificate programs (IT Support Technician Certificate, Network Administrator Certificate), and then complete the Computer Information Technology Associate’s degree.

Individuals may also enroll directly in the Computer Information Technology program without any prior coursework. The two-year course of study culminates in the internship which provides valuable on-the-job experience. Many of the courses prepare students for industry-related certifications including CompTIA’s A+ and Network+ and Security+ certifications, Microsoft’s MCITP (Microsoft Certified IT Professional) and MTS certification, and Cisco’s CCNA certification.

IT Support Technician work involves installing, configuring, repairing, and managing computer hardware and software. Network Administration work manages the back-office by building and configuring networks, installing and configuring servers and workstations, troubleshooting hardware, network, and related problems including routers and switches. The Secure Software Development track will prepare students for employment in secure software development by educating them in the fundamental concepts of computer programming, software assurance and database development.

**Computer Information Technology Tracks**

**Secure Software Development Track**

**Suggested Courses**

| <b>First Semester</b> |                                     | <b>Credit Hours</b> |
|-----------------------|-------------------------------------|---------------------|
| CS 105                | Computer Science Principles         | 3                   |
| CIP 214               | C Programming                       | 3                   |
| CIP 170               | Web Page Development                | 3                   |
| CIP 190               | Team MS Office/SharePoint <i>or</i> |                     |
| CS 100                | Intro to Computers                  | 3                   |
| ITS 125               | IT Professional Skills              | 1                   |

**Second Semester**

|   |                           |   |
|---|---------------------------|---|
| BE 264  | Microsoft Access          | 3 |
| CIP 150   | Secure Coding             | 3 |
| CS 121  | Intro to Computer Science | 4 |
| ITS 112   | Operating Systems         | 3 |
| General Ed Elective in Humanities, Social Sciences, Science, or Non-Western Studies |                           | 3 |

**Summer Semester**

|           |                           |   |
|-----------|---------------------------|---|
| MATH 112  | College Algebra <i>or</i> | 4 |
| MATH 112C | College Algebra           |   |

**Third Semester**

|         |                               |   |
|---------|-------------------------------|---|
| CIP 220 | Intro to Assured Software Eng | 3 |
| CS 225  | Computer Science II           | 4 |

|                        |  |   |
|------------------------|--|---|
| ITS 212                | Linux Shell Programming                  | 3 |
| NETW 120               | Basic Networking                         | 3 |
| NETW 167               | PowerShell                               | 3 |
| <b>Fourth Semester</b> |  |   |
| CIP 240                | Mobile Application Programming           | 3 |
| CIP 260                | Systems Design and Development           | 3 |
| CIP 270                | Field Project                            | 3 |
| NETW 170               | Intro to Information Security            | 3 |
| SPEC 101               | Principles of Speech Communica <i>or</i> |   |
| SPEC 111               | Business and Professional Comm           | 3 |

*Minimum total hours required for degree* 64

### IT Support Technician Track

#### Suggested Courses

| First Semester                              | Credit Hours |
|---|--------------|
| CIP 170 Web Page Development                | 3            |
| CIP 190 Team MS Office/SharePoint <i>or</i> |              |
| CS 100 Intro to Computers                   | 3            |
| CS 105 Computer Science Principles          | 3            |
| ITS 116 Computer Hardware                   | 3            |
| ITS 125 IT Professional Skills              | 1            |
| NETW 120 Basic Computer Networks            | 3            |

#### Second Semester

|   |   |
|---|---|
| ENG 101 Composition I <i>or</i>         | 3 |
| ENG 101C Composition I <i>or</i>        |   |
| COMM 100 Communication Skills <i>or</i> |   |
| COMM 105 Essentials of English          |   |
| ITS 112 Operating Systems               | 3 |
| ITS 118 Computer Troubleshooting        | 3 |
| NETW 170 Intro to Information Security  | 3 |
| CIP 201 Microsoft Project               | 1 |

#### Summer Semester

General education course in Humanities, Social Sciences, Science, or Non-Western Studies category 3

#### Third Semester

|   |   |
|---|---|
| NETW 125 Introduction to Networks                 | 4 |
| NETW 167 PowerShell                               | 3 |
| NETW 210 Windows Workstation                      | 3 |
| ITS 110 Basic Electronics                         | 3 |
| SPEC 101 Principles of Speech Communica <i>or</i> |   |
| SPEC 111 Business and Professional Comm           | 3 |

#### Fourth Semester

|  |   |
|--|---|
| ITS 216 Advanced PC Hardware/A+ Prep   | 3 |
| NETW 215 Windows Server                | 3 |
| NETW 290 Internship                    | 3 |
| NETW 145 Switching, Routing & Wireless | 4 |
| <sup>1</sup> Technical Elective        | 3 |

*Minimum total hours required for degree* 64

<sup>1</sup>Suggested Technical Electives (3 credits)

|   |   |
|---|---|
| NETW 255 Advanced Networking/N+ Prep    | 3 |
| NETW 274 Ethical Hacking/Security+ Prep | 3 |
| NETW 280 Cisco CCNA Security            | 3 |
| And any CIP or CS class (except CS 100) |   |

### Network Administration and Security Track

#### Suggested Courses

| First Semester                           | Credit Hours |
|--|--------------|
| CIP 170 Web Page Development             | 3            |
| CIP 190 Team MS Office/Support <i>or</i> |              |
| CS 100 Intro to Computers                | 3            |
| CS 105 Computer Science Principles       | 3            |
| ITS 116 Computer Hardware                | 3            |
| ITS 125 IT Professional Skills           | 1            |
| NETW 125 Introduction to Networks        | 4            |

#### Second Semester

|   |   |
|---|---|
| ITS 112 Operating Systems                         | 3 |
| NETW 145 Switching, Routing & Wireless            | 4 |
| NETW 170 Intro to Information Security            | 3 |
| NETW 215 Windows Server                           | 3 |
| SPEC 101 Principles of Speech Communica <i>or</i> |   |
| SPEC 111 Business and Professional Comm           | 3 |

#### Summer Semester

General education course in Humanities, Social Sciences, Science, or Non-Western Studies category 3

#### Third Semester

|   |   |
|---|---|
| ENG 101 Composition I <i>or</i>         | 3 |
| ENG 101C Composition I <i>or</i>        |   |
| COMM 100 Communication Skills <i>or</i> |   |
| COMM 105 Essentials of English          |   |
| NETW 167 PowerShell                     | 3 |
| NETW 265 Enterprise Net.Sec./Automation | 4 |
| <sup>1</sup> Technical Elective         | 3 |
| NETW 255 Advanced Networking/N+ Prep    | 3 |

#### Fourth Semester

|   |   |
|---|---|
| NETW 274 Ethical Hacking/Security+ Prep | 3 |
| NETW 280 Cisco CCNA Security            | 3 |
| NETW 290 Internship                     | 3 |
| <sup>2</sup> Technical Elective         | 3 |

*Minimum total hours required for degree* 64

<sup>1,2</sup>Suggested Technical Electives (6 credits)

|                                      |   |
|--------------------------------------|---|
| NETW 210 Windows Workstation         | 3 |
| ITS 216 Advanced PC Hardware/A+ Prep | 3 |
| ITS 118 Computer Troubleshooting     | 3 |
| Any CIP or CS class (except CS 100)  |   |

### Court Reporting Technology

*Associate in Applied Science Code: 5651*

Contact [bcengt@bhc.edu](mailto:bcengt@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709

Do you think court reporting would be an exciting and rewarding career? It is! Court reporters play a vital and valued role in courtrooms, depositions, and other legal proceedings. It's an exciting, demanding, and rewarding career. The Court Reporting Technology program at Black

Hawk College prepares individuals for successful careers as professional judicial reporters, broadcast captioners, and computer aided realtime transcriptionists (CART). Broadcast captioning displays the audio portion of a television program as text on the television screen, providing a critical link to news, entertainment, and information for individuals who are deaf or hard-of-hearing. Computer Aided Realtime Transcription (CART) is a method to provide access to spoken communication for people who are deaf, hard of hearing, or who have certain cognitive or learning impairments. Graduates of our Associate in Applied Science in Court Reporting Technology degree will be prepared to transcribe and create complete and accurate legal records while taking advantage of exciting internship opportunities.

Court reporting degree-seeking students obtain experience with realtime reporting techniques and technology during their core courses. Every court reporting degree student at Black Hawk College completes a supervised internship which provides an exciting opportunity for students to try potential career options before graduation. At the completion of the program, students are prepared to pass the Illinois Certified Shorthand Reporter (CSR) and the national Registered Professional Reporter (RPR) exams. Interested students are encouraged to contact an advisor or faculty member for more information.

### Suggested Courses

#### First Semester (Fall)

|   |   |
|---|---|
| CRT 105 Realtime Theory I – 8 weeks         | 3 |
| CRT 110 Realtime Theory II – 8 weeks        | 3 |
| Gen Ed Elective Recommended from list below | 3 |
| CS 100 Intro to Computers                   | 3 |

#### Second Semester (Spring)

|   |   |
|---|---|
| CRT 115 Intro to Speed/Theory Review – 8weeks | 3 |
| CRT 120 Speedbuilding I – 8 week              | 3 |
| CRT 125 Court Reporting Tech/CAT              | 3 |
| ENG 101 Composition I <i>or</i>               | 3 |
| ENG 101C Composition I                        |   |
| BL 150 Legal Terminology                      | 3 |

#### Third Semester (Summer)

|                                 |   |
|---------------------------------|---|
| CRT 140 Speedbuilding II        | 3 |
| CRT 230 CRT Proofreading Skills | 3 |

#### Fourth Semester (Fall)

|                                      |   |
|--------------------------------------|---|
| CRT 160 Speedbuilding III – 8 weeks  | 3 |
| CRT 180 Speedbuilding IV – 8 weeks   | 3 |
| CRT 240 Courtroom Procedures         | 3 |
| CRT 150 CRT Medical Terminology      | 3 |
| SOC 102 Contemporary Social Problems | 3 |

#### Fifth Semester (Spring)

|                         |   |
|-------------------------|---|
| CRT 200 Speedbuilding V | 3 |
|-------------------------|---|

|   |    |
|---|----|
| CRT 225 Speedbuilding VI                | 3  |
| CRT 265 Court Reporting Internship      | 3  |
| BE 180 Business Communications          | 3  |
| Minimum total hours required for degree | 60 |

Ged Ed Electives Recommended: BUSN 110, SPEC 114, SPEC 175, PHIL 100, 101, 103

## Cybersecurity

Associate in Applied Science Code: 5289

Contact [bcengt@bhc.edu](mailto:bcengt@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709

Cybersecurity is a vital component of “best practices” for businesses, industry, and government, and the demand for trained professionals in the field will continue to grow. The Cybersecurity program at Black Hawk College is designed to prepare individuals with the knowledge and skills for a successful career in this important and dynamic arena.

Cybersecurity professionals are tasked with protecting information confidentiality, integrity, and availability by configuring and maintaining network routers, firewalls and intrusion-detection systems, detecting and minimizing security vulnerabilities, maintaining secure remote communication and implementing corporate security policy. Students in the program will gain hands-on experience in these skills, as well as broad background training that includes computer hardware, networking, operating systems, and programming and scripting courses. Course content is shaped by an Advisory board made up of local IT and business professionals, who regularly review the curriculum and offer input, to ensure the program maintains relevance with industry trends.

Students who complete the Cybersecurity AAS degree will have served an internship to enhance classroom training with real-world experience. They will also have the opportunity to earn several industry certifications, including CompTIA A+, Network+ and Security+ and Cisco CCNA.

Interested students are encouraged to contact an advisor or faculty member for more information.

### Suggested Courses

#### First Semester

|                                   |   |
|-----------------------------------|---|
| ITS 116 Computer Hardware         | 3 |
| ITS 125 IT Professional Skills    | 1 |
| CIP 214 C Programming             | 3 |
| NETW 125 Introduction to Networks | 4 |
| Gen Ed Communications             | 3 |

#### Second Semester

|   |   |
|---|---|
| ITS 112 Operating Systems               | 3 |
| NETW 145 Switching, Routing, & Wireless | 4 |

|  |   |
|--|---|
| NETW 170 Intro to Information Security | 3 |
| NETW 215 Windows Server                | 3 |
| Gen Ed Math & Science                  | 3 |

**Third Semester**

|  |   |
|--|---|
| ITS 212 Linux Shell Programming                                    | 3 |
| NETW 167 PowerShell  | 3 |
| *Technical Elective  | 3 |
| Gen Ed Humanities, Social Sciences, Science or Non-Western Studies | 6 |

**Fourth Semester**

|  |   |
|--|---|
| NETW 274 Ethical Hacking/Security+ Prep                            | 3 |
| NETW 280 Cisco CCNA Security                                       | 3 |
| NETW 290 IT Internship   | 3 |
| *Technical Elective  | 3 |
| Gen Ed Humanities, Social Sciences, Science or Non-Western Studies | 3 |

*Minimum total hours required for degree:* 60

|   |   |
|---|---|
| *Technical Electives – 6 credits        |   |
| ITS 118 Computer Troubleshooting        | 3 |
| ITS 216 Advanced PC Hardware/A+ Prep    | 3 |
| NETW 265 Enterprise Net.Sec./Automation | 4 |

**IT Support Technician Certificate**

*Certificate Code: 5875*

*Contact [bcengt@bhc.edu](mailto:bcengt@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709*

*This certificate is offered at the Quad-Cities Campus.*

The Computer Information Technology IT Support Technician Certificate prepares students for positions in computer support, maintenance, and repair of personal computers, systems and peripherals. The program develops technicians who can assume responsibility for hardware maintenance, and application support either on-site or in a help-desk role. Graduates will be capable of installing and deploying software and hardware, repairing/replacing PC components (storage, RAM, etc.), configuring basic network connectivity, supporting peripherals and performing routine maintenance. At the completion of the program, students will take the CompTIA A+ Certified Technician exam.

The program is rigorous. Students enrolling should already have basic computer skills including proficiency with word processing, spreadsheets, web applications, and file management. Prior experience with hardware and software is not required but will be an advantage.

Students who begin this program to continue their education may do so with the IT Support Technician Track AAS degree.

Opportunities for employment exist in commercial, business, and industrial environments. Typical positions include field service personnel, help desk, and computer system support staff.

**Suggested Courses**

| <b>First Semester</b>  |  | <b>Credit Hours</b> |
|------------------------|--|---------------------|
| *ITS 112               | Operating Systems                      | 3                   |
| ITS 116                | Computer Hardware                      | 3                   |
| ITS 125                | IT Professional Skills                 | 1                   |
| NETW 120               | Basic Computer Networks                | 3                   |
| NETW 210               | Windows Workstation - <i>fall only</i> | 3                   |
| <b>Second Semester</b> |  |                     |
| ITS 118                | Computer Troubleshooting               | 3                   |
| ITS 216                | Advanced PC Hardware/A+ Prep           | 3                   |
| NETW 170               | Intro to Security                      | 3                   |
| NETW 215               | Windows Server                         | 3                   |

*Minimum total hours required for certificate* 25

\*ITS 112 could be completed in second semester.

**Business Software**

*Certificate Code: 5868*

*Contact [bcengt@bhc.edu](mailto:bcengt@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709*

*NOTE: This program is not financial aid eligible.*

The Business Software demonstrates to employers a student’s expertise in the software. This certificate also prepares the student for Microsoft’s MOS (Microsoft Office Specialist) certification exams in Word, Excel, and Access.

**Suggested Courses**

| <b>First Semester</b> |                      | <b>Credit Hours</b> |
|-----------------------|----------------------|---------------------|
| BE 145                | Microsoft Word       | 3                   |
| BE 146                | Microsoft Excel      | 3                   |
| BE 163                | Microsoft PowerPoint | 1                   |
| BE 264                | Microsoft Access     | 3                   |
| BE 127                | Microsoft Outlook    | 1                   |
| CIP 201               | Microsoft Project    | 1                   |

*Minimum total hours required for certificate* 12

**Network Administrator Certificate**

*Certificate Code: 5689*

*Contact [bcengt@bhc.edu](mailto:bcengt@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709*

*This certificate is offered at the Quad-Cities Campus.*

The Network Administrator Certificate prepares students for entry level into network administration. Students will plan, install, configure, administer, troubleshoot, and maintain networks using Windows Server Operating System. Students will take courses in Windows Server, Linux operating systems, Cisco and basic network security. Several of the courses prepare students for certification

exams including CompTIA's Network+, Security+ and Microsoft's MCP.

Students enrolling in this program to continue their education, may do so with the Computer Information Technology Network Administration Track AAS.

### Suggested Courses

| First Semester                                  | Credit Hours |
|---|--------------|
| ITS 112 Operating Systems                       | 3            |
| ITS 125 IT Professional Skills                  | 1            |
| NETW 125 Introduction to Networks               | 4            |
| NETW 170 Intro to Information Security          | 3            |
| NETW 210 Windows Workstation - <i>fall only</i> | 3            |

### Second Semester

|  |   |
|--|---|
| NETW 145 Switching, Routing & Wireless                       | 4 |
| NETW 215 Windows Server (spring only)                        | 3 |
| NETW 274 Ethical Hacking/Security+ Prep - <i>spring only</i> | 3 |
| NETW 280 Cisco CCNA Security - <i>spring only</i>            | 3 |
| ITS 118 Computer Troubleshooting                             | 3 |

*Minimum total hours required for certificate* 30

### Network+ Prep Certificate

*Certificate Code: 5656*

*Contact [bcengt@bhc.edu](mailto:bcengt@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709*

*NOTE: This program is not financial aid eligible.*

For students who have industry background or knowledge, the Network+ Prep certificate offers preparation for the CompTIA Network+ certification exam, which is the leading vendor-neutral certification for networking professionals. Topics covered include network technologies, media and topologies, devices, management tools and security. Employment opportunities with this certificate include network administrator, network technician, network installer, help desk technician, and IT cabling installer. Students who feel they may have sufficient background or knowledge to be successful in one of these abbreviated programs are strongly encouraged to contact one of the program instructors prior to enrolling, to discuss the required skill sets.

### Suggested Courses

| First Semester                               | Credit Hours |
|--|--------------|
| NETW 120 Basic Computer Networks             | 3            |
| NETW 170 Intro to Information Security       | 3            |
| NETW 215 Windows Server - <i>spring only</i> | 3            |
| NETW 255 Advanced Networking/N+ Prep         | 3            |

*Minimum total hours required for certificate* 12

### Visual Communication

*Associate in Applied Science Code: 5457*

*Contact [artandmusic@bhc.edu](mailto:artandmusic@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709*

The Visual Communication Degree (AAS) is offered through the Communication and Fine Arts Department.

The curriculum is rooted in a strong foundation of basic drawing and design skills, with classroom exercises providing practical and theoretical experience. Students develop strong skills and technical knowledge using a variety of software programs (based in the Adobe Creative Suite, which includes Illustrator, InDesign, and Photoshop), as well as experience with digital cameras, downloading images, scanning, printers and digital prepress considerations. Courses also develop skills for working in a team-based environment, as well as communication skills with supervisors, clients, writers, and other marketing and advertising professionals.

Students will learn basic skills applicable to career possibilities in graphic design, editorial design, production artist, illustration, photography and photo retouching, web design, digital prepress, etc.

Upon completion of the AAS degree, students will submit a portfolio of work for final approval by the faculty. Internship possibilities are available and have led to part-time and full-time employment for many alumni.

Students interested in a four-year Bachelor's degree in a more specialized aspect of visual communication, should see the art curriculum listed in the Black Hawk College catalog under the Associate in Arts (AA) transfer degrees.

Students completing this program will be able to:

- Basic drawing and design skills with a strong understanding of design principles and color theory, as applied to a variety of design related careers, such as graphic design, web design, illustration, photography, display design, etc.
- Strong skills and technical knowledge in several Adobe Creative Suite programs, particularly InDesign, Illustrator, Photoshop, Lightroom and Animate. Understanding of technical requirements for a variety of applications, such as digital prepress and print, photography and photo retouching, web publishing and digital applications.
- Ability to work in a team environment exploring a variety of avenues to a project, while remaining flexible and open to concepts and applying critical thinking and problem-solving skills.
- Strong visual and verbal communication skills to convey design concepts to clients, supervisors, writers, printers and other marketing and advertising professionals.
- Understanding and experience using a variety of equipment such as inkjet and laser printers, scanners, stylus tablets, digital cameras and studio lighting.
- Digital and print portfolio demonstrating experience in designing print ads, brochures,

logos and identity systems, information graphics, editorial publications, web graphics, posters, packaging design, etc.

**Suggested Courses**

| <b>First Semester</b>  |                                | <b>Credit Hours</b> |
|------------------------|--------------------------------|---------------------|
| ART 101                | 2-Dimensional Design           | 3                   |
| ART 121                | Drawing I                      | 3                   |
| ART 131                | Type and Digital Layout        | 3                   |
| ART 190                | Introduction to Computer Art   | 3                   |
| ART 215                | Digital Imagery                | 3                   |
| ART 281                | History of Western Art I       | 3                   |
| <b>Second Semester</b> |                                |                     |
| ART 111                | 3-Dimensional Design           | 3                   |
| ART 122                | Drawing II                     | 3                   |
| ART 213                | Digital Photography            | 3                   |
| ART 217                | Digital Drawing                | 3                   |
| ART 246                | Graphic Design <i>or</i>       |                     |
| ART 248                | Production and Prepress        | 3                   |
| CS 100                 | Intro to Computers             | 3                   |
| <b>Third Semester</b>  |                                |                     |
| ART 201                | Life Drawing                   | 3                   |
| BUSN 160               | Business Math I                | 3                   |
| COMM 100               | Communication Skills <i>or</i> | 3                   |
| ENG 101                | Composition I <i>or</i>        |                     |
| ENG 101C               | Composition I                  |                     |
| PSYC 101               | Intro to Psychology            | 3                   |

SPEC 114 Interpersonal Communication 3

**Fourth Semester**

|          |                                       |   |
|----------|---------------------------------------|---|
| ART 246  | Graphic Design <i>or</i>              |   |
| ART 248  | Production and Prepress               | 3 |
| ART 282  | History of Western Art II             | 3 |
| JOUR 221 | Intro to Mass Communication <i>or</i> |   |
| BUSN 230 | Principles of Marketing <i>or</i>     |   |
| BUSN 236 | Introduction to Advertising           | 3 |

Two courses from any of the tracks below. Courses listed under each track are faculty recommendations based on a particular focus area. Students may tailor those selections based on their own needs.

**Photography track:**

ART 232 The Photographic Series 3

**Illustration track:**

ART 211 Painting 3

**Web Design track:**

CIP 170 Web Page Development 3

CIP 181 Advanced Web Page Development - *spring only* 3

*Minimum total hours required for degree* 66

## Health Related Programs

In addition to the programs leading to a certificate or a degree, the College also offers a number of courses for persons employed in health care fields to update knowledge and skills or learn new skills. Among the courses offered are Cardiac Care Nursing, Physical Assessment, Critical Care Nursing, Cancer Nursing, Gerontological Nursing, Concepts of Rehabilitation, Intravenous Therapy and Nursing Practice Update.

All students in health career programs will be asked to complete an application to grant permission to the States of Illinois and Iowa and any affiliate acting on behalf of the States of Illinois or Iowa to conduct a criminal history record check in accordance with the Uniform Conviction Information Act. Students will also be asked to complete health records as requested by the individual program requirements.

### Technical Abilities Required by the Health Programs

In order to handle the job responsibilities and tasks assigned to students in the Health Programs, they must be able to:

1. Perform a full range of body motion including handling and lifting patients, and moving, lifting, or pushing heavy equipment.
2. Bend, reach, pull, push, stoop, and walk repeatedly throughout an eight-hour period.
3. Demonstrate visual acuity to read small letters and numbers on gauges (with correction, if needed).
4. Demonstrated auditory acuity to hear breath/heart sounds by stethoscope (with correction, if needed).
5. Demonstrate bilateral upper extremity fine motor skills, including manual and finger dexterity and eye-hand coordination.
6. Communicate in a rational and coherent manner both orally and in writing with individuals of all professions and social levels.
7. Respond quickly and in an emotionally-controlled manner in emergency situations.
8. Adapt to irregular working hours.
9. Adapt effectively to environments with high tension, particularly in critical care areas.
10. Maintain composure when subjected to high stress levels.

The following Health Programs are offered through Black Hawk College:

|  |                                    |
|--|------------------------------------|
| Basic Nurse Assistant Training Program Certificate | Associate Degree Nursing (AAS)     |
| Emergency Medical Services (AAS)                   | Patient Care Assistant Certificate |
| Emergency Medical Technician-Paramedic Certificate | Physical Therapist Assistant (AAS) |
| Health Information Management (AAS)                | Practical Nursing Certificate      |
| Medical Assisting Certificate                      | Surgical Technology (AAS)          |
| Medical Coding Specialist Certificate              |                                    |

Black Hawk College offers programs in health careers to meet the needs of many students. Whether interest is in an eight-week course preparing for almost immediate employment or in a two-year degree program, there is a program to meet all needs.

Individuals entering any career in the health field should be aware that a background which includes science and math courses is required for many health careers. It is also important that the applicant enjoy working with people, be motivated and willing to spend time outside of class in study. All health career programs involve from twenty-four to thirty-six hours per week in class and laboratory instruction for full-time students. It is possible to enroll in certain programs/courses on a part-time basis.

Individuals enrolling in any of the health career programs must contact the director/coordinator of the specific program. Enrollment in all programs is limited and specific requirements must be met. These requirements are listed with each program.

Opportunities for persons completing a health career program are limitless. One may be employed in hospitals, nursing homes, clinics, physicians' or dentists' offices, or a number of community agencies. In many instances, completion of a health career program at Black Hawk College provides the foundation for further education in this large and exciting field.

### Associate in Applied Science EMS–Paramedic

*Associate in Applied Science Code: 5039*

Contact [hhs@bhc.edu](mailto:hhs@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709.

The Associate in Applied Science EMS-Paramedic consists of the Paramedic Certificate EMS program plus 20 hours of general education Arts and Sciences courses added. The program is intended to give graduates greater flexibility in their career choice. Many EMS services are now giving preference in hiring candidates with an associate degree. A degree in Emergency Medical Services can prepare graduates

for upward mobility within the profession. This degree can prepare graduates for being a charge medic, supervisor, or administrative director of emergency services. The target population consists of EMS personnel already working in the field who would like to earn a degree and for those who have a desire to pursue an EMS career.

The curriculum in Emergency Medical Service is career-oriented and the applicant must meet the following requirements for admission.

- High school graduation or equivalent,
- 18 years of age,
- Physical examination is required prior to beginning clinical practice,
- Student must achieve a grade of 80% or above in all courses to continue in the program, and
- Completion of pre-admission testing with appropriate placement score or REA 098, MATH 081 & ENG 091; or approval of EMS program director.

Students completing this program will be able to:

- Demonstrate the ability to comprehend, apply, and evaluate information in the classroom, practical lab, and clinical/field component of the Paramedic program. • Determine patient needs and choose necessary interventions appropriate for the Paramedic scope of practice.
- Demonstrate knowledge attainment by successfully completing the NREMT or licensure exam for the Paramedic educational experience.
- Demonstrate satisfactory technical performance in all skills as required for the entry-level Paramedic during practical labs, exams and clinical/field rotations.
- Demonstrate satisfactory communication skills when communicating with faculty, patients, preceptors, and EMS/medical facility personnel.
- Demonstrate satisfactory documentation skills when documenting patient histories, assessments, patient care, and interventions.
- Recognize EMS professionals are an essential component of the continuum of health care.
- Demonstrate personal behavior consistent with professional, faculty, and employer expectations of an entry-level Paramedic as evidenced by the daily clinical/field evaluations and progressive/final field summary evaluations.
- Demonstrate expected personal behaviors during patient/staff interactions in the clinical/ field rotations as evidenced by the daily clinical/field evaluations and progressive/final field summary evaluations.
- Demonstrate values consistent with the values of the College, EMS Program, and the State/National regulating bodies as evidenced by the daily clinical/field evaluations and progressive/final field summary evaluations.
- Recognize and accept cultural differences while providing patient care as evidenced by the daily clinical/field evaluations and progressive/final field summary evaluations.

*Note: The EMS courses are only available at the QC Campus.*

### Suggested Courses

| First Semester |                                 | Credit Hours |
|----------------|---------------------------------|--------------|
| EMS 100        | EMT-Basic                       | 8            |
| EMS 102        | EMT- Basic Clinical<br>Clinical | 1            |
| BIOL 145       | Anatomy - Physiology I          | 4            |

### Second Semester

|          |                         |   |
|----------|-------------------------|---|
| BIOL 146 | Anatomy - Physiology II | 4 |
| BIOL 150 | Medical Terminology I   | 3 |
| ENG 101  | Composition I <i>or</i> |   |
| ENG 101C | Composition I           | 3 |
| PSYC 101 | Intro to Psychology     | 3 |

### Summer Semester

|          |                                       |   |
|----------|---------------------------------------|---|
| SPEC 175 | Intercultural Communication <i>or</i> |   |
| ANTH 102 | Intro to Cultural Anthropology        | 3 |

### Third Semester

|         |                      |   |
|---------|----------------------|---|
| EMS 110 | Paramedic Theory I   | 7 |
| EMS 112 | Paramedic Theory II  | 8 |
| EMS 114 | Paramedic Clinical I | 3 |

### Fourth Semester

|         |                       |   |
|---------|-----------------------|---|
| EMS 210 | Paramedic Theory III  | 7 |
| EMS 212 | Paramedic Theory IV   | 7 |
| EMS 214 | Paramedic Clinical II | 4 |

### Summer Semester

|         |                        |   |
|---------|------------------------|---|
| EMS 216 | Paramedic Clinical III | 5 |
|---------|------------------------|---|

*Minimum total hours required for a degree* 70

Students are encouraged to consult with an advisor for appropriate course selection.

## Emergency Medical Technician – Paramedic Certificate

*Certificate Code: 5639*

*Contact [hhs@bhc.edu](mailto:hhs@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709.*

Emergency Medical Services education is offered through the Allied Health department in cooperation with the Emergency Medical System of Genesis Medical Center, Illini Campus.

This education prepares individuals for entry-level positions as emergency medical technicians (EMS 100 & 102) and paramedics. The program prepares individuals to provide basic and advanced life support in out-of-the-hospital settings to critically ill and injured persons.

To prepare individuals to function in the pre-hospital role, a combination of educational methods will be used including theory instruction, demonstration and practice of life-saving skills for simulated and real emergency situations. Instruction is provided by physicians specializing in

emergency medicine, registered nurses, and paramedics with advanced education in medical and trauma management.

Students must successfully document and meet all health and background checks required by academic programs and/or clinical sites prior to admission to program and/or courses. A physical examination and immunizations are required prior to beginning clinical practice/field time. Completion of pre-admission testing is required (contact the department at [hhs@bhc.edu](mailto:hhs@bhc.edu) for information).

To seek EMT licensure prior to employment the student must successfully complete the EMT courses (EMS 100 & EMS 102) and sit for either the EMT Illinois Department of Public Health State examination or the National Registry Examination.

To seek Paramedic licensure prior to employment the student must successfully complete the Paramedic Certificate Program and sit for either the Paramedic Illinois Department of Public Health State examination or the National Registry Examination.

Job opportunities include hospitals, private ambulance services, municipal fire, police or rescue squad departments. Volunteer services generally require EMT licensure.

The curriculum in Emergency Medical Service is career-oriented and the applicant must meet the following requirements for admission.

- High school graduation or equivalent
- 18 years of age
- Physical examination is required prior to beginning clinical practice
- Student must achieve a grade of 80% or above in all courses to continue in the program
- Completion of pre-admission testing with appropriate placement score or REA 098, MATH 081 & ENG 091; or approval of EMS program director.

**Suggested Courses**

| <b>First Semester (Fall, Spring or Summer)</b>       |                        | <b>Credit Hours</b> |
|--|------------------------|---------------------|
| EMS 100  | EMT- Basic             | 8                   |
| EMS 102  | EMT-Basic Clinical     | 1                   |
| <b>Fall Semester</b>                                 |                        |                     |
| EMS 110  | Paramedic Theory I     | 7                   |
| EMS 112  | Paramedic Theory II    | 8                   |
| EMS 114  | Paramedic Clinical I   | 3                   |
| <b>Spring Semester</b>                               |                        |                     |
| EMS 210  | Paramedic Theory III   | 7                   |
| EMS 212  | Paramedic Theory IV    | 7                   |
| EMS 214  | Paramedic Clinical II  | 4                   |
| <b>Summer Semester</b>                               |                        |                     |
| EMS 216  | Paramedic Clinical III | 5                   |
| <i>Minimum total hours required for certificate:</i> |                        | <b>50</b>           |

**Associate Degree Nursing**

*Associate in Applied Science Code: 5456*

Contact [nurs@bhc.edu](mailto:nurs@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709.

*New students applying to Black Hawk College should select the AAS/General Occupational and Technical Studies (GOTS) until such time as they have been officially accepted by the department into this program.*

The Associate Degree Nursing (ADN) Program is designed to prepare nurses who, as beginning practitioners, are able to give quality nursing care to clients and function as members of nursing and health teams. Upon completion of the program, a graduate may be eligible to take the examination for licensure as a registered nurse.

Registered nurses are employed in hospitals, nursing homes, home health agencies, physicians’ offices, clinics, and community agencies.

The curriculum for nursing is career-oriented. The program is accredited by the Illinois Department of Finance and Professional Regulation (IDFPR) and the Accreditation Commission for Education in Nursing (404-975-5000, [www.acenursing.com](http://www.acenursing.com) ).

Student Learning Outcomes of the Associate Degree Nursing Program:

1. Integrate EBP with clinical reasoning and nursing judgement to minimize risk to the patient and provider while delivering optimal health care to patients and families across the lifespan in a variety of health care settings.
2. Collaborate effectively within nursing and inter-professional teams, fostering communication, respect and decision-making to achieve safe, quality health care for the patient, family, and the community.
3. Advocate for the patient recognizing the patient (or designee) as the source of control and full partner in providing compassionate and coordinated care based on respect for patient preferences, values and needs.
4. Evaluate outcomes of care processes. Use quality improvement methods to design and test changes that will continually improve the quality and safety of healthcare practices.
5. Utilize information and technology to communicate, manage knowledge, reduce error and support decision making.
6. Develop a professional identity that internalizes the values, perspectives and philosophical components inherent in the art and science of nursing.

Each applicant must meet the following admission requirements and will be evaluated on an individual basis:

1. High school graduate or equivalent.

2. If applying as a high school student: top 25% of high school graduation class or consent of nursing department.
3. ACT composite score of 20 or above if applicant has graduated from high school within the past five years and has taken no college courses.
4. Any developmental courses that are required as determined by placement scores.
5. A 2.7 (C+) cumulative grade point average in college courses. Minimum of nine college level credit hours required if out of high school over five years or does not meet high school requirements.
6. Completion of pre-admission test.
7. Completion of Prospective Nursing Student Orientation.
8. Physically able to provide client care.
9. Transfer students are admitted into the ADN program on an individual basis. In addition to following transfer admission guidelines (see index), a transfer student intending to enroll in the ADN program must produce unofficial transcripts at their individual conference with nursing faculty and/or nursing advisor.
10. Anatomy and physiology coursework must have been completed within five years of acceptance into the program.

Students should refer to ADN program booklet and student handbook for additional guidelines.

Students with chronic health problems or physical disabilities will be accepted unless the health problem or disability is such that the student would be unable to complete the objectives of the program. (See *Technical Abilities Required by Health Care Programs* for more information.)

For Licensed Practical Nurses who desire to apply for the ADN program, all admission requirements must be met. There is not advanced standing placement.

All students must achieve grades of “B” or above in BIOL 145 and 146 and a “C” or above in all other required general education courses.

Required general education courses may be repeated until a “C” grade is earned but the student may have to drop out of nursing in order for the course to be properly sequenced in the nursing curriculum.

Students must achieve a grade of “C” or better in all nursing courses. If a lower grade is earned the course may be repeated once. If the student fails to earn a grade of “C” or better on the second attempt, they will be dismissed from the program. A second failure to earn a “C” in subsequent nursing courses, even though the first course may have been successfully repeated, is also grounds for dismissal.

Students returning to the nursing program after a period of absence will be evaluated on an individual basis as to both theory and clinical competencies before re-admission.

Non-nursing courses may be taken prior to or concurrently with the nursing courses in the same level, unless permission is obtained from the Associate Degree Nursing Department to alter the plan.

Laboratory fees for nursing courses are assessed and are in addition to other College fees.

Students must successfully document and meet all health and background checks required by academic programs and/or clinical sites prior to admission to program and/or courses.

### Associate Degree Nursing

| <b>Pre-Requisite Courses</b>                         | <b>Credit Hours</b> |
|--|---------------------|
| BIOL 145 Anatomy-Physiology I                        | 4                   |
| PHIL 100 Logic <i>or</i>                             | 3                   |
| <i>one of the following:</i>                         |                     |
| MATH 108 Statistics for General Education <i>or</i>  | 3                   |
| MATH 108C Statistics for General Education <i>or</i> |                     |
| MATH 110 Math for General Education <i>or</i>        |                     |
| MATH 110C Math for General Education <i>or</i>       |                     |
| MATH 112 College Algebra <i>or</i>                   |                     |
| MATH 112C College Algebra                            | 4                   |
| MATH 116 Trigonometry                                | 3                   |
| MATH 118 Precalculus                                 | 5                   |

#### First Semester (Level I)

|  |    |
|--|----|
| BIOL 146 Anatomy-Physiology II         | 4  |
| NURS 112 Nursing Concepts I            | 10 |
| NURS 138 Intro to Professional Nursing | 1  |

#### Second Semester (Level II)

|  |   |
|--|---|
| NURS 122A Psychosocial Nursing Concepts  | 5 |
| NURS 122B Physiological Nursing Concepts | 5 |
| PSYC 200 Human Growth and Development    | 3 |

#### Summer Semester

|                                 |   |
|---------------------------------|---|
| BIOL 261 Microbiology           | 4 |
| ENG 101 Composition I <i>or</i> | 3 |
| ENG 101C Composition I          |   |

#### Third Semester (Level III)

|                                    |    |
|------------------------------------|----|
| NURS 216 Nursing Concepts III      | 10 |
| SOC 264 Social Psychology of Aging | 3  |

#### Fourth Semester (Level IV)

|                                   |    |
|-----------------------------------|----|
| NURS 226 Nursing Concepts 4       | 10 |
| NURS 230 Transition into Practice | 1  |

*Minimum total hours required for degree* 66

Completion of the Associate Degree Nursing program does not automatically guarantee a graduate the right to take the National Council Licensing Examination or to become licensed as a registered nurse. The student is bound by the Illinois Nursing Act. For more information, refer to the Joint Committee on Administrative Rules – Administrative Code: <http://www.ilga.gov/legislation/ilcs/ilcs5.asp?ActID=1312&ChapterID=24>

**Basic Nurse Assistant Training Program**

Certificate Code: 5566

Contact [nurs@bhc.edu](mailto:nurs@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709.

NOTE: This program is not financial aid eligible.

The applicant must meet the following admission requirements:

- Must be at least 16 years of age.
- Minimum of 8th grade education; 10th grade or above preferred.

Prior to starting the clinical practicum portion of the class, the applicant must show proof of the following:

- Negative blood test for tuberculosis (Quant-Gold or T-Spot) or negative chest x-ray.
- 2 MMR immunizations or negative titer.
- Hepatitis B immunization series or a signed waiver.
- Varicella immunization or history of chicken pox.
- Physical Assessment

All students in the Basic Nurse Assistant Training Program will be asked to fill out an application to grant permission to the State of Illinois and any affiliate acting on behalf of the State of Illinois to conduct a criminal history record check in accordance with the Uniform Conviction Information Act. The Health Care Worker Background Check Act prohibits individuals with disqualifying offenses from working as a certified nursing assistant. It is suggested that students check the following website, and if necessary, obtain the proper waiver prior to enrolling in NA 100 – [www.idph.state.il.us/nar/home.htm](http://www.idph.state.il.us/nar/home.htm)

All students must achieve grades of “C” or above in theory and application areas and complete 40 clinical hours in order to receive a certificate of completion. Students must also successfully document and meet all health and background checks required by academic departments and/or clinical sites prior to admission to program and/or clinical sites prior to clinical practicum.

Upon successful completion of both the classroom and the clinical skills portions of training, the student will have received a minimum of 80 hours of classroom and 40 hours of clinical training. This meets the basic educational preparation to perform in the capacity of a nurse assistant in the State of Illinois. The student will then be eligible to take the Nurse Aide Training Competency Evaluation Program written and performance test (Nurse Assistant Certification Test).

Students who successfully complete this program will be able to:

- Display Nursing Assistant knowledge at a competent level.

**Basic Nurse Assistant Training Curriculum**

NA 100 Eight weeks in length (fall and spring semesters)  
Nursing theory, including 4 hours CPR and  
12 hours of Alzheimer’s training 108 hours

Clinical Practicum 40 hours

Total credit hours 8 hours

**Health Information Management**

Associate in Applied Science Code: 5392

Contact [hhs@bhc.edu](mailto:hhs@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709.

Students completing this associate degree will be able to:

- Successfully utilize technology for the management of health care information • Acknowledge client cultural diversity especially in communication
- Demonstrate accurate use CPT and ICD-10 coding
- Provide information to administration using computer skills of preparing datasheet, analysis and presentation graphics

Health information technology is a fast-growing occupation in the U.S. today. The HIM professional has a thorough knowledge of medical office procedures including: health insurance filing, medical coding, and regulations. HIM graduates are prepared to use health information technology to maintain, compile, and report health information data for reimbursement, facility planning, risk management, quality assessment and research, and code clinical data using appropriate classification systems and analyze health records according to the current standards. Graduates document patient care and facilitate delivery of health care services. They are aware of all standards and requirements that apply to the medical record, as well as the legal significance of the patient file. The curriculum for this associate’s degree includes medical coding. Medical coding professionals stand in the crossroads of healthcare technology which is an important component of the healthcare delivery system.

A student with a medical coding certificate may transfer coursework towards this Health Information Management degree. This degree includes a 240-hour internship in which students will engage in supervised “on the job training.” Internship sites may include physician’s offices, medical centers or insurance offices.

**Suggested Courses**

| First Semester |                                    | Credit Hours |
|----------------|------------------------------------|--------------|
| HIM 110        | Human Anatomy & Disease            | 3            |
| HIM 150        | Technical Medical Terminology      | 3            |
| HIM 156        | Introduction to Health Insurance   | 3            |
| HIM 255        | Management of Elec. Health Records | 3            |
| HIM 257        | Procedure & Diagnosis Coding I     | 3            |

**Second Semester**

|         |                                    |   |
|---------|------------------------------------|---|
| HIM 200 | Advanced Medical Terminology       | 3 |
| HIM 251 | Medical Office Procedures          | 3 |
| HIM 252 | Pharmacology Terminology           | 3 |
| HIM 254 | Law, Liability, and Medical Ethics | 3 |
| HIM 258 | Procedure & Diagnosis Coding II    | 3 |

**Summer**

|         |                               |   |
|---------|-------------------------------|---|
| HIM 259 | Proced & Diagnosis Coding III | 3 |
| HIM 261 | Seminar                       | 1 |
| HIM 265 | Internship                    | 3 |

**Third Semester**

|          |                         |   |
|----------|-------------------------|---|
| CS 100   | Intro to Computers      | 3 |
| COMM 105 | Essentials of English   | 3 |
| BE 180   | Business Communications | 3 |
| PHIL 100 | Logic                   | 3 |

**Fourth Semester**

|          |                               |   |
|----------|-------------------------------|---|
| SPEC 175 | Intercultural Communication   | 3 |
| BE 100   | Work Environment Orientation  | 2 |
| HIM 249  | Management of Health Info     | 3 |
| PSYC 101 | Intro to Psychology <i>or</i> | 3 |
| SOC 101  | Principles of Sociology       | 3 |

*Minimum total hours required for degree* 60

**Medical Assisting Certificate**

*Certificate Code: 5864*

Contact [hhs@bhc.edu](mailto:hhs@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709.

The Medical Assisting program will train individuals to work under the supervision of a physician, providing medical office administration and clinical duties that include patient intake and care, routine diagnostic and recording procedures, pre-examination, and administering medication and first aid. The program will include courses in basic anatomy and physiology, medical terminology, health insurance, and office procedures, pharmacology terminology and calculations and ethics and law. Students will gain practical experience by completing two clinical courses plus an internship and seminar.

Medical Assisting professionals will see increasing opportunities for employment in the light of escalating health care costs. In order to keep operating costs in line, doctors and clinics want trained professionals with skills to provide good patient care and office management to expedite increasing insurance paperwork.

**Suggested Courses**

| <b>First Semester</b> |                                  | <b>Credit Hours</b> |
|-----------------------|----------------------------------|---------------------|
| HIM 150               | Technical Medical Terminology    | 3                   |
| HIM 147               | Med. Assisting Clin. Tech I      | 4                   |
| HIM 156               | Introduction to Health Insurance | 3                   |
| HIM 110               | Human Anatomy & Disease          | 3                   |

**Second Semester**

|         |                                    |   |
|---------|------------------------------------|---|
| HIM 247 | Medical Assisting Clin. Tech II    | 4 |
| HIM 251 | Medical Office Procedures          | 3 |
| HIM 252 | Pharmacology Terminology           | 3 |
| HIM 254 | Law, Liability, and Medical Ethics | 3 |

**Summer Semester**

|         |            |   |
|---------|------------|---|
| HIM 261 | Seminar    | 1 |
| HIM 265 | Internship | 3 |

*Minimum total hours required for Certificate* 30

**Medical Coding Specialist Certificate**

*Certificate Code: 5684*

Contact [hhs@bhc.edu](mailto:hhs@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709.

The Medical Coding Specialist Certificate is to prepare students for employment in the health care information management area. This certificate enables the student to be employed by coding departments, physicians' offices, health care clinics, emergency care clinics, chiropractic offices, psychiatric clinics and health insurance companies. The opportunity for Internet coding work is possible after experience is gained.

The Medical Coding Specialist job entails the translation of diagnoses, procedures, services and supplies into numeric/alpha-numerical components for statistical reporting and reimbursement. The Medical Coding Specialist can expect team working experience with medical billing specialists and others on the health care team; this person will need special training in medical terminology, anatomy and physiology as well as a thorough understanding of CPT procedure and ICD-10 diagnosis coding; also necessary knowledge includes an in-depth understanding of third-party reimbursement and overage policies, the review and the abstract of in-patient and out-patient medical records, the ability to utilize new coding standards, HIPAA regulations, the ability to resolve insurance carrier rejections and denials related to coding and coverage issues. An internship will be completed for the student to gain knowledge of a working facility. The internship will be for one semester for a total of 240 hours.

When students complete this program, they will be able to

- Utilize technology successfully for the management of health care information.
- Apply sensitivity to client cultural diversity especially in communication.
- Use CPT and ICD-10 medical coding accurately.

**Suggested Courses**

| <b>First Semester</b> |                                  | <b>Credit Hours</b> |
|-----------------------|----------------------------------|---------------------|
| HIM 110               | Human Anatomy & Disease          | 3                   |
| HIM 150               | Technical Medical Terminology    | 3                   |
| HIM 156               | Introduction to Health Insurance | 3                   |

HIM 257 Procedures and Diagnosis Coding I 3

**Second Semester**

HIM 200 Advanced Medical Terminology 3  
 HIM 251 Medical Office Procedures 3  
 HIM 254 Law Liability and Medical Ethics 3  
 HIM 255 Mgmt of Elec. Health Records 3  
 HIM 258 Procedures & Diagnosis Coding II 3

**Third Semester**

HIM 259 Procedures & Diagnosis Coding III 3  
 HIM 261 Seminar 1  
 HIM 265 Internship 3

*Minimum total hours required for Certificate* 34

**Patient Care Assistant Certificate**

*Certificate Code: 5965*

*Contact [hhs@bhc.edu](mailto:hhs@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709.*

This program is focused on those individuals who wish to pursue careers in health care which are short-term and expedite students into the workforce. The successful completion of the Patient Care Aide Certificate (first semester of program) awards students with Advanced First Aid and Emergency Red Cross Certification as well as Phlebotomy Certification. The Patient Care Aide Certificate is the pre-requisite for the Patient Care Technician Certificate. Upon successful completion of the Patient Care Technician Certificate, students would be eligible to take the State of Illinois Nurse Assistant Certificate Exam. While taking the career and technical coursework, the student receives support via Adult Education to ensure successful completion.

Students completing this program will be able to:

- Display Nursing Assistant knowledge at a competent level.

**Suggested Courses**

| <b>First Semester</b>            | <b>Credit Hours</b> |
|----------------------------------|---------------------|
| HEAL 102 Foundations of Wellness | 3                   |
| HEAL 200 First Aid               | 3                   |
| PCA 100 Intro to the Human Body  | 3                   |
| PCA 200 Phlebotomy Skills        | 3                   |

| <b>Second Semester</b>                         | <b>Credit Hours</b> |
|--|---------------------|
| PCA 101 Med Terminology for Health Professions | 3                   |
| PCA 102 Health Care Professional Skills        | 1                   |
| NA 100 Basic Nurse Assistant Training          | 8                   |

*Total hours required for certificate* 24

**Physical Therapist Assistant**

*Associate in Applied Science Code: 5179*

*Contact [hhs@bhc.edu](mailto:hhs@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709.*

*New students applying to Black Hawk College should select the AAS/General Occupational and Technical Studies (GOTS) until such time as they have been officially accepted by the department into this program.*

The Associate in Applied Science in Physical Therapist Assistant prepares students to perform physical therapy procedures under the supervision of a physical therapist. Physical therapist assistants are primarily employed in hospitals, extended care and nursing home facilities, and in private practices.

Employment of Physical Therapist assistants is expected to grow much faster than average for all occupations through 2024.

The Physical Therapist Assistant Program at Black Hawk College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave, Ste 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245, 800-999-2782; e-mail: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>.

**Admission Requirements:**

1. High school graduation or equivalent.
2. A physical examination prior to any clinical coursework.
3. The program admits up to 24 students for each incoming class.
4. How to apply to the PTA program: Please refer to the program website [www.bhc.edu/PTA](http://www.bhc.edu/PTA) for more detailed information and guidelines on the application process.
5. Applications are available online at: [www.bhc.edu/PTA](http://www.bhc.edu/PTA).
6. Interview with PTA selection committee. The interview is part of a written and oral selection process.
7. Minimum of “C” average in courses previously completed at Black Hawk College and any courses transferred from other colleges.

Students must also successfully document and need all health and background checks required by academic departments and/or clinical sites prior to admission to program and/or courses.

Students completing this program will be able to:

- Demonstrate behaviors that provide patient safety and appropriate critical thinking skills commensurate with the practicing health care environment.
- Demonstrate safe and evidence-based treatment interventions, competence in data collection commensurate with conditions and diseases in today’s health care environment.
- Demonstrate ability to practice under a supervising physical therapist and adhere to the policies and procedures bestowed upon the PTA in that health care environment.
- Demonstrate behaviors appropriate for the delivery of physical therapy services showing respect to individual

and cultural diversities, including verbal, non-verbal and written communication skills that ensure patient, family, and healthcare comprehension and safety.

- Participate in progression and development in individual careers based upon personal interests, practicing environment, and self-assessment needs that facilitates life-long learning.
- Demonstrate adherence to Standards of Ethical Conduct established by the APTA and represent the highest expectations from the physical therapy profession.
- Demonstrate clinical critical thinking skills by identifying when to modify patient treatments within the plan of care established by the supervising physical therapist.

**Suggested Courses**

| <b>First Semester</b> |                         | <b>Credit Hours</b> |
|-----------------------|-------------------------|---------------------|
| BIOL 145              | Anatomy - Physiology I  | 4                   |
| BIOL 150              | Medical Terminology     | 3                   |
| ENG 101               | Composition I <i>or</i> | 3                   |
| ENG 101C              | Composition I           |                     |
| PTA 100               | Introduction to PTA     | 3                   |
| PTA 113               | Physical Agents I       | 2                   |
| PTA 201               | Kinesiology             | 4                   |
| PTA 207               | Massage                 | 1                   |

**Second Semester**

|          |                                    |   |
|----------|------------------------------------|---|
| BIOL 146 | Anatomy - Physiology II            | 4 |
| PSYC 101 | Intro to Psychology                | 3 |
| PTA 202  | Physical Rehabilitative Techniques | 3 |
| PTA 203  | Pathology                          | 2 |
| PTA 204  | Practicum I                        | 3 |

**Third Semester**

|          |                              |   |
|----------|------------------------------|---|
| PSYC 200 | Human Growth and Development | 3 |
| PTA 205  | Physical Therapy Science     | 2 |
| PTA 208  | Therapeutic Exercise I       | 3 |
| PTA 214  | Practicum II                 | 4 |
| SPEC 114 | Interpersonal Communication  | 3 |

**Fourth Semester**

|           |  |   |
|-----------|--|---|
| MATH 108  | Statistics for General Education <i>or</i> |   |
| MATH 108C | Statistics for General Education <i>or</i> |   |
| CS 100    | Intro to Computers                         | 3 |
| PTA 209   | Therapeutic Exercise II                    | 4 |
| PTA 213   | Physical Agents II                         | 2 |
| PTA 290   | Clinical Seminar                           | 2 |
| SPEC 175  | Intercultural Communication                | 3 |

**Fifth Semester**

|         |                        |   |
|---------|------------------------|---|
| PTA 280 | Clinical Internship I  | 4 |
| PTA 281 | Clinical Internship II | 4 |

*Minimum total hours required for degree* 72

Upon completion of this course of study, students will be eligible to take the board examination to become a licensed Physical Therapist Assistant. (The student is bound by the Illinois Physical Therapy Act: Paragraph 4257/Section 7 and Paragraph 4258.1/Section 8.1).

**Practical Nursing Certificate**

*Certificate Code: 5667*

Contact [nurs@bhc.edu](mailto:nurs@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709. New students applying to Black Hawk College should select the AAS/General Occupational and Technical Studies (GOTS) until such time as they have been officially accepted by the department into this program.

The curriculum in Practical Nursing is career-oriented and the applicant must meet the following requirements for admission.

- High school graduation or equivalent
- Physical examination and immunizations are required prior to beginning clinical practice
- Student must achieve a grade of “C” or above in all courses to continue in the program
- Completion of pre-admission testing

Upon completion of this course of study, the student may be eligible to take the examination to become a licensed practical nurse in Illinois.

Licensed practical nurses are employed in hospitals, nursing homes, physicians’ offices, clinics and a number of community agencies.

Students who successfully complete this program will be able to:

- Display Practical Nursing knowledge at a competent level.
- Complete the ATI-Nursing education computerized learning and testing coursework.

**Suggested Courses**

| <b>Program Prerequisites</b> |  | <b>Credit Hours</b> |
|------------------------------|--|---------------------|
| BIOL 145                     | Anatomy - Physiology I <i>or</i>       |                     |
| PN 110                       | Basic Anatomy and Physiology           | 3-4                 |
| ENG 101                      | Composition I <i>or</i>                | 3                   |
| ENG 101C                     | Composition I <i>or</i>                |                     |
| COMM 105                     | Essentials of English                  |                     |
| MATH 070                     | Topics in Developmental Math <i>or</i> |                     |
| MATH 078                     | Pre-Algebra <i>or</i>                  |                     |
| MATH 080                     | Basic Mathematical Skills <i>or</i>    | 3                   |
|                              | Appropriate placement score            |                     |

**First Semester**

|        |                                  |   |
|--------|----------------------------------|---|
| PN 105 | Pharm in Practical Nursing I     | 1 |
| PN 111 | Foundations of Practical Nursing | 8 |
| PN 112 | Older Adult Nursing              | 8 |

**Second Semester**

|        |                               |   |
|--------|-------------------------------|---|
| PN 106 | Pharm in Practical Nursing II | 1 |
| PN 113 | Adult Health Nursing          | 8 |
| PN 114 | Intergenerational Nursing     | 8 |

*Minimum total hours required for certificate* 40

Completion of the Practical Nursing program does not automatically guarantee a graduate the right to take the National Council Licensing Examination or to become licensed as a practical nurse. The student is bound by the Illinois Nursing Act. For more information, refer to the Joint Committee on Administrative Rules – Administrative Code: <http://www.ilga.gov/legislation/ilcs/ilcs5.asp?ActID=1312&ChapterID=24>

Students must also successfully document and need all health and background checks required by academic departments and/or clinical sites prior to admission to program and/or courses.

**Surgical Technology**

*Associate in Applied Science Code: 5173*

Contact [hhs@bhc.edu](mailto:hhs@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709.

*New students applying to Black Hawk College should select the AAS/General Occupational and Technical Studies (GOTS) until such time as they have been officially accepted by the department into this program.*

The Surgical Technology Program is a career-oriented program designed to prepare students to function as part of a team in the operating room setting. This will include preparation of instruments, set up of the operating room and assisting with the care of patients undergoing surgery. The curriculum includes both theory and practical application within the operating room setting.

Students must achieve at least a “C” in all course work both general education and program specific.

Surgical Technologists (ST) are employed in hospital operating rooms, delivery rooms, and ambulatory care surgical centers.

Students must successfully document and meet all health care and background checks required by the Black Hawk College health career programs and/or the clinical sites prior to attending clinical experiences in the Surgical Technology Program. A physical examination and immunizations are required prior to beginning of clinical rotations. Students with chronic health problems or physical disabilities will be accepted unless the health problem or disability is such that the student would be unable to complete the objectives of the program. (See Technical Abilities required by Health Care Programs for more information.)

**Admission Requirements:**

1. High school graduation or equivalent.
2. Complete Surgical Technology application process. Students are required to fill out a program application. Program information and application timeline is online at [www.bhc.edu/surgicaltech](http://www.bhc.edu/surgicaltech).
3. A physical examination and current immunizations.

4. Background check.
5. Minimum of “C” average in courses previously completed at Black Hawk College and any courses transferred from other colleges is required.

When students complete this program, they will be able to

- Manipulate surgical instruments, equipment and supplies safely according to the AST 6e Core Curriculum.
- Perform at an entry level in the first and second scrub role as defined by the AST 6e Core Curriculum.
- Apply the ethics of surgical conscience which includes honesty, integrity and respect while abiding by the Association of Surgical Technologist Code of Ethics.
- Demonstrate principles of aseptic and sterile technique.
- Recognize the different types and methods of sterilization.
- Apply fundamental theoretical knowledge by scoring at least 70% on the NBSTSA Certification Exam.
- Advocate for the patient by following HIPAA guidelines on confidentiality and promoting patient safety before, during and immediately after the surgical procedure.
- Demonstrate skills acquired by participating in 120 surgical cases according to the AST standards.

**Suggested Courses**

**First Semester Credit Hours**

|           |                               |     |
|-----------|-------------------------------|-----|
| BIOL 145  | Anatomy - Physiology I        | 4   |
| COMM 100  | Communication Skills          | 3   |
| ST 101    | Surgical Tech Fundamentals    | 5   |
| PSYC 101  | Intro to Psychology <i>or</i> |     |
| SOC 101   | Principles of Sociology       | 3   |
| *Math 078 | Pre-Algebra                   | (3) |

**Second Semester**

|          |                         |   |
|----------|-------------------------|---|
| BIOL 146 | Anatomy - Physiology II | 4 |
| COMM 105 | Essentials of English   | 3 |
| ST 110   | Surgical Technologist I | 5 |

**Summer Semester**

|          |                       |   |
|----------|-----------------------|---|
| BIOL 261 | Microbiology          | 4 |
| ST 112   | Surgical Pharmacology | 3 |

**Third Semester**

|        |                           |   |
|--------|---------------------------|---|
| CS 100 | Intro to Computers        | 3 |
| ST 212 | Surgical Tech Clinical II | 6 |
| ST 213 | Surgical Technologist II  | 6 |

**Fourth Semester**

|        |                            |   |
|--------|----------------------------|---|
| ST 214 | Surgical Technologist III  | 6 |
| ST 215 | Surgical Tech Clinical III | 6 |

*Minimum total hours required for degree 61*

\*Appropriate placement score or MATH 078 is a prerequisite to ST 112.

## Early Childhood Education

### Assistant Teacher Certificate

Certificate Code: 5761

Contact [hhs@bhc.edu](mailto:hhs@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709.

The Assistant Teacher Certificate is designed to prepare individuals to be teachers in a child care center and/or preschool setting. The certificate will provide 18 hours credit toward an A.A.S. degree in Early Childhood Education as well as the coursework to equal a Gateways Level 2 credential.

Students who complete this program will be able to:

- Identify knowledge of developmental theories and domains using research-based child development milestone indicators.
- Assess ECE environment for best practices in health and safety.
- Identify the role of the environment and importance of relationships in guiding children’s behavior.
- Demonstrate knowledge of the role and influence of families, culture, and communities in children’s development and learning.
- Demonstrate knowledge and application of professionalism in early childhood education as indicated by image, behavior and dispositions expected for Assistant Teachers.
- Demonstrate ability to connect child behavior to appropriate developmental domains.
- Describe classroom environmental considerations, developmentally appropriate materials, and interactions for various age groups.

Students must successfully document and meet all health and background checks required by academic programs and/or courses.

### Suggested Courses

#### First Semester

|   |   |
|---|---|
| ECE 100 Intro to Early Childhood        | 3 |
| ECE 200 Growth and Devel of Young Child | 3 |
| ECE 201 Health, Safety & Nutrition      | 3 |
| ECE 203 Curricu for Early Child Prog    | 3 |
| ECE 222 Child, Family, Community        | 3 |
| ECE 224 Methods of Guiding Child Behavr | 3 |

Minimum total hours required for certificate 18

### Early Childhood Education

Associate in Applied Science Code: 5362

Contact [hhs@bhc.edu](mailto:hhs@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709.

The Early Childhood Education program is offered by the Health and Human Services at the Quad-Cities Campus, Moline, through distance learning at the East Campus, and online courses. The Early Childhood Education program is especially designed to prepare persons to work with children birth through age five in a child care or preschool setting. The Black Hawk College Early Childhood Education program has been approved as an entitled program through Gateways to Opportunity. Courses taken at Black Hawk College support the attainment of the following Gateways Credentials: Levels 2, 3, and 4; Infant-Toddler Credential Levels 2, 3, and 4.

Students will take classes designed to give particular understanding and skills in such areas as human growth and development, curriculum and guidance. Observation and practical experience will take place in off-campus preschool and child care facilities.

Students must successfully document and meet all health and background checks required by academic programs and/or courses.

Students who complete this program will be able to:

- Create an individualized instructional plan for a specific child based on his/her strengths and weaknesses, as informed by both standardized assessment and research-based developmental domains.
- Develop and implement developmentally appropriate health, safety and nutrition activities.
- Develop, implement, and evaluate a preschool lesson plan for each of the learning domains (math, science, social studies, language, literacy, the arts, health and safety, music and movement) that incorporates evidence-based practices in content and delivery methods.
- Evaluate the role of ecological, child and teacher factors in the social emotional development of children and how to make changes in the classroom environment to improve child outcomes.
- Demonstrate knowledge and application of professionalism in early childhood education as indicated by image, behavior and dispositions expected of students receiving an AAS in early childhood education.
- Assess and analyze family-friendliness and cultural competencies of the early childhood education program/environment and create associated improvement plans.

**Associate in Applied Science Degree**

**Suggested Courses**

| <b>First Semester</b>                                | <b>Credit Hours</b> |
|--|---------------------|
| ECE 100 Intro to Early Childhood                     | 3                   |
| ECE 115 Infant/Toddler Development                   | 3                   |
| ECE 200 Growth & Devel of Young Child                | 3                   |
| ENG 101 Composition I <i>or</i>                      | 3                   |
| ENG 101C Composition I                               |                     |
| Mathematics elective*                                | 3                   |
| MATH 108 Statistics for General Education <i>or</i>  |                     |
| MATH 108C Statistics for General Education <i>or</i> |                     |
| MATH 110 Math for General Education <i>or</i>        |                     |
| MATH 110C Math for General Education <i>or</i>       |                     |
| BUSN 160 Business Math I                             |                     |

**Second Semester**

|  |   |
|--|---|
| ECE 201 Health, Safety & Nutrition     | 3 |
| ECE 202 Observ/Assessment Y.C.         | 3 |
| ECE 203 Curricu for Early Child Prog   | 3 |
| ECE 215 Infant/Toddler Curriculum      | 3 |
| PSYC 101 Intro to Psychology <i>or</i> |   |
| SOC 101 Principles of Sociology        | 3 |

**Third Semester**

|  |   |
|--|---|
| ECE 204 ECE Practicum I                          | 3 |
| ECE 205 Lang Dev & Activ for Young Chi           | 3 |
| ECE 224 Methods of Guiding Children’s Behav      | 3 |
| Humanities elective                              | 3 |
| SPEC 111 Business & Professional Comm. <i>or</i> |   |
| SPEC 175 Intercultural Communications <i>or</i>  |   |
| SPEC 101 Principles of Speech Communica          | 3 |

**Fourth Semester**

|  |   |
|--|---|
| ECE 214 ECE Practicum II                   | 3 |
| ECE 225 Math & Science for the Young Child | 3 |
| EDUC 210 The Exceptional Child             | 3 |
| ECE 220 Admin/Sup/EC Prog                  | 3 |
| ECE 222 Child, Family, and Community       | 3 |

*Minimum total hours required for degree* 60

*\*It is recommended that students pursuing a Bachelor’s Degree in Education complete MATH 108.*

**Early Childhood Educator Certificate**

*Certificate Code: 5363*

*Contact [hhs@bhc.edu](mailto:hhs@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709.*

The Early Childhood Educator Certificate is designed to prepare individuals to be teachers in a child care center and/or preschool setting. Upon completion of a Gateways Level 2 credential, this certificate will be equal to a

Gateways Level 3 credential. The certificate will provide 9 additional hours of credit toward an A.A.S. degree in Child Development or an A.A. transfer degree in Early Childhood Education. (Early Childhood Education Certificate must follow completion of “Assistant Teacher Certificate”.)

Students who complete this program will be able to:

- Analyze and apply the results of a standardized social-emotional-behavioral assessment to the classroom environments in ways that support healthy child development.
- Demonstrate knowledge of the legal, ethical and contextual factors that early childhood educators should apply to their assessment practice.
- Develop, implement, and evaluate a preschool lesson plan that incorporates evidence-based practices in content and delivery methods.
- Apply the results of standardized early childhood assessment to understanding the developmental strengths and challenges of individual children.
- Understand the role of early childhood educators in helping families access resources in the community.
- Demonstrate knowledge and application of professionalism of early childhood education as indicated by image, behavior and dispositions expected of Early Childhood Educators.

Students must successfully document and meet all health and background checks required by academic programs and/or courses.

**Suggested Courses**

|  |   |
|--|---|
| ECE 100 Intro to Early Childhood                     | 3 |
| ECE 200 Growth and Devel of Young Child              | 3 |
| ECE 201 Health, Safety & Nutrition                   | 3 |
| ECE 202 Observ/Assessment Y.C.                       | 3 |
| ECE 203 Curricu for Early Child Prog                 | 3 |
| ECE 222 Child, Family, Community                     | 3 |
| ECE 224 Methods of Guiding Child Behav               | 3 |
| ENG 101 Composition I <i>or</i>                      | 3 |
| ENG 101C Composition I                               |   |
| Mathematics elective*                                | 3 |
| MATH 108 Statistics for General Education <i>or</i>  |   |
| MATH 108C Statistics for General Education <i>or</i> |   |
| MATH 110 Math for General Education <i>or</i>        |   |
| MATH 110C Math for General Education <i>or</i>       |   |
| BUSN 160 Business Math I                             |   |
| PSYC/SOC Elective                                    |   |
| PSYC 101 Intro to Psychology <i>or</i>               |   |
| SOC 101 Principles of Sociology                      | 3 |

*Minimum total hours required for certificate* 30

## Music Industry

### Music Industry Certificate

Certificate Code: 5124

Contact [music@bhc.edu](mailto:music@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709.

The Music Industry Certificate Program (MICP) curricula is primarily designed to provide the basic tool set required for local, regional, or national entry-level employment in a variety of music-industry related settings. Secondly, the program is also designed to position the student to transition into a higher-degree music program at a 2-year or 4-year institution, either locally, regionally, or nationally.

Students completing the MICP may find entry-level positions with music marketing and sales companies, record companies, arts management firms, music publishing companies, music festival promoters, music recording studios, or music production companies. Other job opportunities may include advertising agencies, video game companies, radio/TV stations, or creating one's own work as a freelance artist. If students decide to continue their education, several completed courses in the program will count toward the general educational core and the music components of an Associate in Arts degree.

Students completing this program will be able to:

- Analyze, record, and communicate financial information about business performance.
- Apply macro-economic principles of a capitalistic society to the day-to-day operations of a business.
- Develop a business plan that incorporates the necessary elements of market research, financing, organizational structure, management skills, and marketing.
- Understand important principles of music theory.
- Differentiate among historic musical styles and important works.
- Successfully perform on their instrument or voice at a jury, concert, and/or recital experience.
- Record, edit, mix, and produce a professional quality portfolio of commercials, original songs, live concerts, and/or other items using the software and hardware tools available.

### Suggested Courses

| Fall Semester                                       |   | Credit Hours |
|---|---|--------------|
| ACCT 101  | Financial Accounting <i>and</i>         |              |
| ACCT 103  | Financial Accounting Lab <i>or</i>      |              |
| ACCT 170  | Accounting Basics – Career I <i>and</i> |              |
| ACCT 171  | Accounting Basics I - Lab               | 4            |
| MUSC 114  | Class Piano I                           | 1            |
| MUSC 111  | Theory of Music I                       | 4            |
| MUSC 214  | Electronic Music I                      | 3            |
| MUSC Applied  | - <i>instrument or voice</i>            | 1            |
| MUSC Ensemble                                       | - <i>instrument/choral</i>              | 1            |
| Spring Semester                                     |   |              |
| BUSN 110  | Introduction to Business <i>or</i>      |              |
| BUSN 121  | Small Business Mgmt <i>or</i>           |              |
| ECON 221  | Principles of Macroeconomics            | 3            |
| MUSC 112  | Theory of Music II                      | 4            |
| MUSC 116  | Class Piano II                          | 1            |
| MUSC 113  | Music Literature <i>or</i>              |              |
| MUSC 154  | Music Appreciation                      | 3            |
| MUSC 215  | Electronic Music II                     | 3            |
| MUSC Applied  | - <i>instrument or voice</i>            | 1            |
| <i>Minimum total hours required for certificate</i> |   | 29           |

## English as a Second Language

### *Certificate of Proficiency*

Contact: QC Faculty, Janet Francisco, 309-796-5183, Rm. 1-109E; East Campus Advising, 309-854-1709

The certificate in proficiency in ESL is intended for non-native speakers of English to develop proficiency in academic English and study skills.

Upon entering the program, students are given our language placement test to determine their entry level: Foundations, Intermediate, or Advanced.

To receive the certificate, a student must receive a “C” or better in each of the following:

- ESL 051/051A Foundations I
- ESL 053/053A Foundations II
- ESL 062/062A Intermediate Grammar
- ESL 064/064A Intermediate Reading
- ESL 066/066A Intermediate Writing
- ESL 068/068A Intermediate Oral Skills or ESL 070/070A – Communication Skills
- COMM 105/ESL 072/072A – Advanced Grammar
- ESL 074/074A Advanced Reading
- ESL 076/076A Advanced Writing
- COMM 100/ESL 078/078A Advanced Oral Skills

## Trade and Technical Programs

Black Hawk College offers Certificate programs and Associate in Applied Science degree programs in trade technology career fields.

These programs cover a wide range of training in technical and trade related fields and vary in time and duration. Students interested in a technical career can tailor their course selection in many areas, including basic science, mathematics, and applied disciplines. It is important that students be motivated to enter these areas and be willing to spend extra hours in study and laboratory work. Both day and evening classes are available in most courses, and both full and part-time students may enroll.

Opportunities for employment are excellent in these areas. Graduates in technology-based programs are highly sought by industrial recruiters. Salaries are good to excellent, but depend on training, availability, industrial experience, and motivation of the job applicant.

Many industrial update, CEU, and continuing training programs are available by cooperative design with the College. Contact the specific person responsible for each program for information.

Students interested in pursuing a four-year program in engineering should see the *Pre-Engineering* curriculum.

There are many trade and technical courses which will articulate (transfer) from high school to college credit. See an advisor for more information.

### Agriculture Mechanics

*Certificate Code: 9683*

Contact [agriculture@bhc.edu](mailto:agriculture@bhc.edu) for information.

The Agriculture Mechanics Certificate program provides practical knowledge of the component parts and fundamentals of operation of the agricultural equipment and machinery as well as diagnostic and repair procedures. Classroom and laboratory instruction are provided. The Agriculture Mechanics Certificate program differs from the Agriculture Mechanics Technology degree program in that it is comprised of only mechanics courses and may be completed in one year.

Enrollment in the Agriculture Mechanics certificate program is limited. Students are required to provide their own basic set of tools. Information on admission requirements, required tools, and scholarship opportunities by emailing [agriculture@bhc.edu](mailto:agriculture@bhc.edu).

#### Suggested Courses

| <b>First Semester</b>  |                               | <b>Credit Hours</b> |
|------------------------|-------------------------------|---------------------|
| AG 275                 | Field Machinery Operations I  | 3                   |
| MECH 102               | Brake and Hydraulic Systems   | 4                   |
| MECH 103               | Electrical Systems I          | 4                   |
| MECH 111               | Engine Repair I               | 3                   |
| <b>Second Semester</b> |                               |                     |
| AG 276                 | Field Machinery Operations II | 3                   |
| MECH 203               | Electrical Systems II         | 3                   |
| MECH 108               | Hydraulic Transmissions       | 3                   |
| MECH 109               | Power Trains                  | 3                   |
| MECH 211               | Engine Repair II              | 3                   |

### Summer Semester

|          |                                |   |
|----------|--------------------------------|---|
| AG 273   | Lawn & Garden Equipment Repair | 4 |
| MECH 105 | Fuel Control Systems           | 4 |
| MECH 112 | Mobile HVAC                    | 2 |
| MECH 290 | Work Exp Internship Seminar    | 1 |

*Minimum total hours required for certificate* 40

### Agriculture Mechanics Technology

*Associate in Applied Science Code: 9181*

Contact [agriculture@bhc.edu](mailto:agriculture@bhc.edu) for information.

The Agriculture Mechanics Technology degree program provides a proper balance of theory and practical application for students preparing for careers in the agricultural machinery and equipment industry. Graduates of the program may become employed as mechanics, machinery and equipment technicians, parts specialists, machinery and equipment sales persons, or service managers in agricultural implement dealerships and agricultural equipment repair businesses.

The curriculum emphasizes laboratory diagnostic procedures in the areas of diesel and gasoline engines; electrical systems, including computerized control systems and electronic fuel control systems; transmissions and power trains; and hydraulic systems. Additional experience will be provided to students in the area of machinery operation and management. Students are placed in agricultural implement dealerships and agricultural equipment repair businesses for an eight-week internship. Through the internship, students gain valuable on-the-job experience as they apply what they have learned in class.

Enrollment in the Agriculture Mechanics Technology degree program is limited. Students are required to provide their own basic set of tools. Information on admission requirements, required tools, and scholarship opportunities by emailing [agriculture@bhc.edu](mailto:agriculture@bhc.edu).

Students who complete this program will be able to:

- Expand industry partnerships that provide opportunities for students to gain work experience in the agricultural production and agricultural business.
- Demonstrate proficiency in agricultural topics included agricultural economics, animal science and crops and soils.
- Expand and update precision technology as it applies to Crop Protection Technology, Agriculture Production, and Agribusiness Management Programs

**First Year**

| <b>Fall Semester</b> |                              | <b>Credit Hours</b> |
|----------------------|------------------------------|---------------------|
| AG 275               | Field Machinery Operations I | 3                   |
| MECH 102             | Brake and Hydraulic Systems  | 4                   |
| MECH 103             | Electrical Systems I         | 4                   |
| MECH 111             | Engine Repair I              | 3                   |

| <b>Spring Semester</b> |                               |   |
|------------------------|-------------------------------|---|
| AG 276                 | Field Machinery Operations II | 3 |
| MECH 203               | Electrical Systems II         | 3 |
| MECH 108               | Hydraulic Transmissions       | 3 |
| MECH 211               | Engine Repair II              | 3 |
| MECH Elective          |                               | 3 |

| <b>Summer Semester</b> |                                |   |
|------------------------|--------------------------------|---|
| AG 273                 | Lawn & Garden Equipment Repair | 4 |
| MECH 105               | Fuel Control Systems           | 4 |
| MECH 112               | Mobile HVAC                    | 2 |
| MECH 290               | Work Exp Internship Seminar    | 1 |

**Second Year**

| <b>Fall Semester</b> |                      | <b>Credit Hours</b> |
|----------------------|----------------------|---------------------|
| CS 100               | Intro to Computers   | 3                   |
| COMM 100             | Communication Skills | 3                   |
| MATH Elective        |                      | 3                   |
| Science Elective     |                      | 3                   |

| <b>Spring Semester</b> |                          |   |
|------------------------|--------------------------|---|
| BUSN 110               | Introduction to Business | 3 |
| AG or MECH Electives   |                          | 6 |

*Minimum total hours required for degree* 61

Suggested electives: AG 172; MECH 109, 219, 291

**Air Conditioning Specialist**

*Certificate Code: 5513*  
 Contact [agriculture@bhc.edu](mailto:agriculture@bhc.edu) for information.

*NOTE: This program is not financial aid eligible.*

The Air Conditioning Specialist certificate program provides the practical knowledge of the component parts as well as the diagnostic and repair procedure required to become an air conditioning specialist. Students completing this certificate program may be employed as sentry-level air conditioning technicians in air conditioning specialty shops, automotive repair businesses, or automotive dealerships. This program may be completed in one semester.

Enrollment in the Air Conditioning Specialist certificate program is limited. Students are required to provide their own basic set of tools. Information on admission requirements and required tools may be secured from one of the contact persons or the Enrollment Services Office.

| <b>Summer Semester</b> |                             | <b>Credit Hours</b> |
|------------------------|-----------------------------|---------------------|
| AUTO 207               | Engine Performance II       | 3                   |
| AUTO 299               | ASE Review                  | 1                   |
| MECH 105               | Fuel Control Systems        | 4                   |
| MECH 112               | Mobile HVAC                 | 3                   |
| MECH 290               | Work Exp Internship Seminar | 1                   |

*Minimum total hours required for certificate* 12

**AutoCAD Certificate**

*Certificate Code: 5796*  
 Contact [bcengt@bhc.edu](mailto:bcengt@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709.

Graduates of the AutoCAD Certificate program will be equipped to operate in the new technological environment and will have a valuable skill in using AutoCAD that employers need to remain competitive in the global market.

**Suggested Courses**

| <b>First Semester</b> |   | <b>Credit Hours</b> |
|-----------------------|---|---------------------|
| ENGT 101              | Blueprint/Schematic Reading                       | 3                   |
| ENGT 102              | Introduction to 2D-CAD - 1 <sup>st</sup> 8 weeks  | 2                   |
| ENGT 172              | AutoCAD I – 2D Graphics - 2 <sup>nd</sup> 8 weeks | 3                   |
| MATH 123              | Technical Algebra/Trigonometry                    | 4                   |

| <b>Second Semester</b> |  |   |
|------------------------|--|---|
| ENGT 222               | AutoCAD II – 3D Graphics - 1 <sup>st</sup> 8 weeks | 3 |
| ENGT 272               | Advanced 2D-CAD - 2 <sup>nd</sup> 8 weeks          | 2 |

*Minimum total hours required for a certificate* 17

**Automotive Repair**

*Certificate Code: 5810*  
 Contact [agriculture@bhc.edu](mailto:agriculture@bhc.edu) for information.

The Automotive Repair Certificate program provides practical knowledge of the component parts and the fundamentals of operation of the automobile as well as diagnostic and repair procedures. Classroom and laboratory instruction are provided. Students completing the certificate may be employed as brake specialists, wheel alignment and suspension specialists, air conditioning specialists, transmission specialists, or automotive repair

specialists in automotive repair businesses and automotive dealerships.

The Automotive Repair Certificate differs from the Automotive Repair Technology degree in that it is comprised of only auto and mechanics courses and may be completed in one year.

Enrollment in the Automotive Repair program is limited. Students are required to provide their own basic set of tools. Information on admission requirements and required tools, and scholarship opportunities may be secured by emailing [agriculture@bhc.edu](mailto:agriculture@bhc.edu).

| <b>Fall Semester</b>                                | <b>Credit Hours</b> |
|---|---------------------|
| AUTO 115 Wheel Alignment & Suspension               | 4                   |
| MECH 102 Brake and Hydraulic Systems                | 4                   |
| MECH 103 Electrical Systems I                       | 4                   |
| MECH 111 Engine Repair I                            | 3                   |
| <b>Spring Semester</b>                              |                     |
| AUTO 107 Engine Performance I                       | 4                   |
| MECH 203 Electrical Systems II                      | 3                   |
| MECH 108 Hydraulic Transmissions                    | 3                   |
| MECH 211 Engine Repair II                           | 3                   |
| <b>Summer Semester</b>                              |                     |
| AUTO 207 Engine Performance II                      | 2                   |
| MECH 105 Fuel Control Systems                       | 4                   |
| MECH 112 Mobile HVAC                                | 2                   |
| <i>Minimum total hours required for certificate</i> | <b>36</b>           |

**Automotive Repair Technology**

*Associate in Applied Science Code: 9398*

Contact [agriculture@bhc.edu](mailto:agriculture@bhc.edu) for information.

The Automotive Repair Technology program provides a proper balance of theory and practical knowledge for students preparing for careers in the automotive service industry. Graduates of the program may become employed as automotive mechanic technicians, transmission specialists, service managers, or service writers in automotive dealerships and automotive repair businesses.

The curriculum emphasizes laboratory diagnostic procedures in both domestic and foreign engines, electrical systems, transmissions, drive trains, suspension systems, computerized control systems, and electronic fuel control systems. Students will be prepared to take and expected to pass Automotive Service Excellence (ASE) certification tests in order to qualify for the work experience internship. Students will be placed in automotive dealerships and automotive repair businesses during the last semester of the program in order to gain on-the-job experience.

The Automotive Repair Certificate program provides practical knowledge of the component parts and the fundamentals of operation of the automobile as well as diagnostic and repair procedures. Classroom and laboratory instruction are provided. Students completing the certificate

may be employed as brake specialists, wheel alignment and suspension specialists, air conditioning specialists, transmission specialists, or automotive repair specialists in automotive repair businesses and automotive dealerships. The Automotive Repair Certificate differs from the Automotive Repair Technology degree in that it is comprised of only auto and mechanics courses and may be completed in one year.

Enrollment in this program is limited. Students are required to provide their own basic set of tools. Information on admission requirements and required tools, and scholarship opportunities by emailing [agriculture@bhc.edu](mailto:agriculture@bhc.edu).

| <b>First Year</b>                     |                     |
|---------------------------------------|---------------------|
| <b>Suggested Courses</b>              | <b>Credit Hours</b> |
| <b>Fall Semester</b>                  |                     |
| AUTO 115 Wheel Alignment & Suspension | 4                   |
| MECH 102 Brake and Hydraulic Systems  | 4                   |
| MECH 103 Electrical Systems I         | 4                   |
| MECH 111 Engine Repair I              | 3                   |
| TMAT 101 Technical Math I             | 3                   |
| <b>Spring Semester</b>                |                     |
| AUTO 107 Engine Performance I         | 4                   |
| MECH 108 Hydraulic Transmissions      | 3                   |
| MECH 109 Power Trains                 | 3                   |
| MECH 203 Electrical Systems II        | 3                   |
| MECH 211 Engine Repair II             | 3                   |
| <b>Summer Semester</b>                |                     |
| AUTO 207 Engine Performance II        | 2                   |
| MECH 105 Fuel Control Systems         | 4                   |
| MECH 112 Mobile HVAC                  | 2                   |

**Second Year**

|  |           |
|--|-----------|
| <b>Fall Semester</b>   |           |
| MECH 213 Auto Shop Management                                      | 3         |
| MECH 290 Work Exp Internship Seminar                               | 1         |
| Gen Ed Math/Computer Science                                       | 3         |
| Gen Ed Humanities, Social Science, Science, or Non-Western Studies | 3         |
| Gen Ed Communications  | 3         |
| <b>Spring Semester</b>   |           |
| AUTO 299 ASE Review  | 1         |
| MECH 204 Electrical Systems III                                    | 3         |
| MECH 291 Work Experience Internship                                | 5         |
| Gen Ed Humanities, Social Science, Science, or Non-Western Studies | 3         |
| <i>Minimum total hours required for degree</i>                     | <b>67</b> |

Suggested electives: ART 100, CS 100, COMM 100. SPEC 101, AG 288

**Brake Specialist**

*Certificate Code: 5612*

Contact [agriculture@bhc.edu](mailto:agriculture@bhc.edu) for information.

*NOTE: This program is not financial aid eligible.*

The Brake Specialist certificate program provides practical knowledge of the component parts as well as the diagnostic and repair procedure required to become a brake technician. Students completing the certificate may be employed as entry-level brake technicians in brake specialty shops, automotive repair businesses, or automotive dealerships. This program may be completed in one semester.

Enrollment in the Brake Specialist certificate program is limited. Students are required to provide their own basic set of tools. Information on admission requirements, required tools, and scholarship opportunities by emailing agriculture@bhc.edu.

| <b>Fall Semester</b>                 | <b>Credit Hours</b> |
|--------------------------------------|---------------------|
| AUTO 107 Engine Performance I        | 4                   |
| MECH 102 Brake and Hydraulic Systems | 4                   |
| MECH 103 Electrical Systems I        | 3                   |
| MECH 111 Engine Repair               | 3                   |

*Minimum total hours required for certificate* 15

**CNC Production Certificates**

*Certificate Codes: 5985 and 5986  
Contact bcengt@bhc.edu for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709.*

Graduates of the CNC Production certificates will be equipped with industry knowledge and skills to work as entry level CNC Machinists and Operators. CNC Machinists and Operators setup and operate a variety of computer-controlled or mechanically-controlled machine tools to produce precision parts, instruments, and tools. They work in machine shops, tool rooms, and on factory floors.

The program is divided into two separate certificates: CNC Production Operator and CNC Production Machinist in order to allow flexibility for employment opportunities.

Completion of the CNC Production Operator certificate is a prerequisite for CNC Production Machinist certificate, and students are strongly encouraged to complete both certificates.

CNC Production is also part of the Accelerating Opportunity I-CAPS initiative targeted for students who also participate in an additional required support class.

**CNC Production Operator**

*Certificate Code: 5986*

| <b>Suggested Courses</b>                  |                     |
|---|---------------------|
| <b>Fall Semester</b>                      | <b>Credit Hours</b> |
| ENGT 107 Blueprint Reading for Machinists | 2                   |
| ENGT 186 Introductory CNC                 | 3                   |
| ENGT 231 CNC Lathe Setup and Operation    | 3                   |
| ENGT 232 CNC Mill Setup and Operation     | 3                   |

|                                |   |
|--------------------------------|---|
| ENGT 280 Precision Measurement | 3 |
| TMAT 101 Technical Math I      | 3 |

*Minimum total hours required for certificate* 17

**CNC Production Machinist**

*Certificate Code: 5985*

| <b>Suggested Courses</b>              |                     |
|---------------------------------------|---------------------|
| <b>Spring Semester</b>                | <b>Credit Hours</b> |
| ENGT 180 Introduction to Machine Shop | 3                   |
| ENGT 236 CNC Manual Programming       | 3                   |
| ENGT 283 GD&T Interpretation          | 3                   |
| ENGT 286 Advanced CNC with CAM        | 3                   |

*Minimum total hours required for certificate* 29

**Engineering Technology**

*Associate in Applied Science Code: 5187  
Contact bcengt@bhc.edu for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709.*

The Engineering Technology degree program will allow students to enter into a wide range of career fields within industrial settings after two years of study while also providing the option of university transfer upon graduation. After completing the first year of common courses in the Fundamentals of AutoCAD, DC circuits, machining, PC applications in technology, hydraulics/pneumatics and technical math and calculus, students will have the opportunity to focus on any track from three fields of engineering technology: electrical, mechanical and manufacturing. Students with employment or job shadow opportunity in a technical field will be able to do technology-based practicum or internships in an industrial setting.

Students will learn the required skills to take manufacturing or engineering designs from concept to completion. Opportunities for employment exist for engineering technicians in aerospace, electrical and electronic, maintenance, industrial, mechanical, electro-mechanical, environmental, and civil engineering fields.

Note: ENGT and MATH courses in this degree are offered only once per year. Some courses require a specific sequence. To complete this degree within 2 years, please follow the recommended Track outline. This program is intended to start in the Fall. See faculty contact person to discuss alternatives.

**Engineering Technology Tracks  
Electrical Track**

- Students who complete this track will be able to:
- Demonstrate a general knowledge of MS Office (Word, Excel, PowerPoint), Technical Math (algebra, trigonometry, geometry, differential and integral calculus) hydraulics, blueprint reading.

- Gain introductory skills in analysis and measurement of passive and reactive circuits, Process Control, programming, and PLCs.

**Suggested Courses**

| <b>First Semester</b> |                                | <b>Credit Hours</b> |
|-----------------------|--------------------------------|---------------------|
| ENGT 100              | Intro to Engineering Tech      | 1                   |
| ENGT 101              | Blueprint/Schematic Reading    | 3                   |
| ENGT 102              | Introduction to 2D-CAD         | 2                   |
| ENGT 103              | Fundamentals of DC Circuits    | 3                   |
| ENGT 104              | Fundamentals of Machining      | 2                   |
| ENGT 105              | PC Applications of Technology  | 3                   |
| MATH 123              | Technical Algebra/Trigonometry | 4                   |

**Second Semester**

|          |                          |   |
|----------|--------------------------|---|
| ENGT 150 | Hydraulics/Pneumatics    | 3 |
| ENGT 163 | Fundamentals of AC Power | 3 |
| ENGT 168 | Logic Systems I          | 3 |
| ENGT 210 | Mechatronics I           | 3 |
| MATH 223 | Technical Calculus       | 4 |

**Third Semester**

|          |                                |   |
|----------|--------------------------------|---|
| ENG 101  | Composition I <i>or</i>        | 3 |
| ENG 101C | Composition I <i>or</i>        |   |
| COMM 100 | Communication Skills           |   |
| ENGT 106 | Sustainable Energy Systems I   | 3 |
| ENGT 218 | Programmable Logic Controllers | 3 |
| ENGT 224 | Computer Programming           | 3 |
| ENGT 260 | Mechatronics II                | 3 |

**Fourth Semester**

|  |                                |   |
|--|--------------------------------|---|
| ENGT 215                                     | Experimental Testing Systems   | 3 |
| ENGT 263                                     | Topics in Engineering Tech     | 3 |
| ENGT 268                                     | Engineering Technology Project | 3 |
| PHYS 101                                     | College Physics I              | 5 |
| <sup>1</sup> Engineering Technology Elective |                                | 1 |

*Minimum total hours required for degree* 64

<sup>1</sup>Choose electives from the appropriate tracks below.

**<sup>1</sup>Electrical Track Electives**

|          |                               |   |
|----------|-------------------------------|---|
| ENGT 120 | Introduction to Nanomaterials | 2 |
| ENGT 130 | Introduction to Biomaterials  | 2 |
| ENGT 206 | Sustainable Energy Systems II | 3 |
| ENGT 290 | Engineering Tech Internship   | 3 |
| GT 200   | Independent Study             | 1 |

**Engineering Technology Tracks  
Manufacturing Track**

Students who complete this track will be able to:

- Demonstrate a general knowledge of MS Office (Word, Excel, PowerPoint), Technical Math (algebra, trigonometry, geometry, differential and integral calculus) hydraulics, blueprint reading.
- Demonstrate knowledge and application of 2D computer-aided drawing, orthographic views, line styles, dimensioning styles, auxiliary views, sectional views, GD&T, symbols, layout, and title

block, 3D computer-aided solid modeling, basic tools, extrude tool, revolve tool, patterns, parts assembly, working drawings from solid models, interpreting engineering drawings, basic hydraulics and machines, stress analysis in structures and machines, and strength of materials.

**Suggested Courses**

| <b>First Semester</b> |                                | <b>Credit Hours</b> |
|-----------------------|--------------------------------|---------------------|
| ENGT 100              | Intro to Engineering Tech      | 1                   |
| ENGT 101              | Blueprint/Schematic Reading    | 3                   |
| ENGT 102              | Introduction to 2D-CAD         | 2                   |
| ENGT 103              | Fundamentals of DC Circuits    | 3                   |
| ENGT 104              | Fundamentals of Machining      | 2                   |
| ENGT 105              | PC Applications of Technology  | 3                   |
| MATH 123              | Technical Algebra/Trigonometry | 4                   |

**Second Semester**

|          |                         |   |
|----------|-------------------------|---|
| ENG 101  | Composition I <i>or</i> | 3 |
| ENG 101C | Composition I           |   |
| COMM 100 | Communication Skills    | 3 |
| ENGT 150 | Hydraulics/Pneumatics   | 3 |
| MATH 223 | Technical Calculus      | 4 |
| PHYS 101 | College Physics I       | 5 |

**Third Semester**

|          |                               |   |
|----------|-------------------------------|---|
| ENGT 186 | Introductory CNC              | 3 |
| ENGT 224 | Computer Programming          | 3 |
| ENGT 231 | CNC Lathe Setup and Operation | 3 |
| ENGT 232 | CNC Mill Setup and Operation  | 3 |
| ENGT 280 | Precision Measurement         | 3 |
| GT 200   | Independent Study             | 1 |

**Fourth Semester**

|          |                              |   |
|----------|------------------------------|---|
| ENGT 180 | Introduction to Machine Shop | 3 |
| ENGT 236 | CNC Manual Programming       | 3 |
| ENGT 283 | GD&T Interpretation          | 3 |
| ENGT 286 | Advanced CNC with CAM        | 3 |
| ENGT 290 | Engineering Tech Internship  | 3 |

*Minimum total hours required for degree* 64

**Engineering Technology Tracks  
Mechanical Track**

Students who complete this track will be able to:

- Demonstrate a general knowledge of MS Office (Word, Excel, PowerPoint), Technical Math (algebra, trigonometry, geometry, differential and integral calculus) hydraulics, blueprint reading.
- Demonstrate knowledge and application of interpreting engineering drawings, machine operations, Lathe machine, milling machine, CNC programming, and CNC machine operation.

**Suggested Courses**

| <b>First Semester</b> |                             | <b>Credit Hours</b> |
|-----------------------|-----------------------------|---------------------|
| ENGT 100              | Intro to Engineering Tech   | 1                   |
| ENGT 101              | Blueprint/Schematic Reading | 3                   |

|          |                                |   |
|----------|--------------------------------|---|
| ENGT 102 | Introduction to 2D-CAD         | 2 |
| ENGT 103 | Fundamentals of DC Circuits    | 3 |
| ENGT 104 | Fundamentals of Machining      | 2 |
| ENGT 105 | PC Applications in Technology  | 3 |
| MATH 123 | Technical Algebra/Trigonometry | 4 |

**Second Semester**

|          |                       |   |
|----------|-----------------------|---|
| ENGT 150 | Hydraulics/Pneumatics | 3 |
| ENGT 172 | AutoCAD I             | 3 |
| MATH 223 | Technical Calculus    | 4 |
| PHYS 101 | College Physics I     | 5 |

**Third Semester**

|          |   |   |
|----------|---|---|
| ENG 101  | Composition I <i>or</i>                         | 3 |
| ENG 101C | Composition I <i>or</i>                         |   |
| COMM 100 | Communication Skills                            |   |
| ENGT 170 | Engineering Materials ( <i>elective</i> )       | 3 |
| ENGT 224 | Computer Programming                            | 3 |
| ENGT 226 | 3D-CAD Modeling with Creo ( <i>elective</i> )   | 3 |
| ENGT 290 | Engineering Tech Internship ( <i>elective</i> ) | 3 |

**Fourth Semester**

|          |  |   |
|----------|--|---|
| ENGT 222 | AutoCAD II – 3D Graphics ( <i>elective</i> )       | 3 |
| ENGT 270 | Statics & Strength of Material ( <i>elective</i> ) | 4 |
| ENGT 272 | Advanced 2D-CAD ( <i>elective</i> )                | 3 |
| ENGT 274 | CAD Design and Modeling Project ( <i>elect.</i> )  | 3 |
| ENGT 276 | Advanced 3D-CAD ( <i>elective</i> )                | 3 |

*Minimum total hours required for degree* 64

<sup>1</sup>Choose electives from the appropriate tracks below.

**Mechanical Track Electives**

|          |                               |   |
|----------|-------------------------------|---|
| ENGT 120 | Introduction to Nanomaterials | 2 |
| ENGT 130 | Introduction to Biomaterials  | 2 |
| ENGT 186 | Introductory CNC              | 3 |
| ENGT 190 | Engineering Tech Practicum    | 2 |

**Engineering Technology Fundamentals Certificate**

*Certificate Code: 5782*

*Contact [bcengt@bhc.edu](mailto:bcengt@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709.*

Graduates of the Engineering Technology Fundamentals Certificate program will be equipped to operate in the new technological environment and will have a valuable skill that employers need to remain competitive in the global market.

**Coursework**

**Credit Hours**

|          |                                |   |
|----------|--------------------------------|---|
| ENGT 100 | Intro to Engineering Tech      | 1 |
| ENGT 101 | Blueprint/Schematic Reading    | 3 |
| ENGT 102 | Introduction to 2D-CAD         | 2 |
| ENGT 103 | Fundamentals of DC Circuits    | 3 |
| ENGT 104 | Fundamentals of Machining      | 2 |
| ENGT 105 | PC Applications of Technology  | 3 |
| ENGT 150 | Hydraulics/Pneumatics          | 3 |
| MATH 123 | Technical Algebra/Trigonometry | 4 |

*Minimum total hours required for a certificate* 21

**General Occupational and Technical Studies**

*Associate in Applied Science Code: 1111*

*Contact Person: QC Advising Center, 309-796-5100, Rm. 1-213; East Campus Advising, 309-854-1709.*

The Associate in Applied Sciences in General Occupational and Technical Studies degree (GOTS) offers a flexible alternative for students to demonstrate occupational and technical competency.

Students can include credit earned in course, certificate completions, and/or credit for prior learning hours toward the AAS in General Occupational and Technical Studies. For inclusion in the degree, these hours must be part of an educational plan of study as determined in consultation with an occupational and technical advisor.

1. The GOTS degree must complete the minimum credits designated (63 credits) with a “C” (2.0) or above average for all college work attempted. Courses below 100 level may not be applied toward the GOTS degree. Overall, the degree will balance a core of occupational and/or technical skills with a minimum of 15 credit hours of general education courses.
2. General education course requirements for the GOTS degree are the following:
  - a) One course from Communications Group (three hours minimum)
  - b) One course from the Mathematics and Computer Science group (minimum of three hours)
  - c) The remaining general education courses are to be taken from any of the six categories (Communications, Humanities, Social Sciences, Mathematics and Computer Sciences, Science, and Non-Western/International Studies) so that three of the six categories are used to satisfy the general education component.
3. The student must complete 10 credits of college course work at Black Hawk College, but this does not have to be the last 10 hours of degree work. No credit earned through national testing programs or college proficiency examinations may be included within this 10-hour requirement.
4. The student may earn up to a maximum of 48 credit hours for the GOTS degree through the combination of a variety of college-approved prior learning options that correlate with occupational courses and/or certificates offered at Black Hawk College.

Students should enter Black Hawk College in the GOTS degree if they plan to later apply to these programs, which have selective admission requirements:

- Practical Nursing Certificate
- AAS/Associate Degree Nursing
- AAS/Physical Therapy Assistant
- AAS/Surgical Technology
- AAS/Veterinary Technology

**AAS in General Occupational and Technical Studies Overview**

**General Education Core**

|                                  |                    |
|----------------------------------|--------------------|
| Communications Choice            | 3 (minimum)        |
| Math and Computer Science Choice | 3 (minimum)        |
| Other General Education Choices  | <u>9</u> (minimum) |
|                                  | 15                 |

**Occupational and Technical Studies Core**

Additional electives may be chosen from any BHC occupational and technical courses and/or certificates

|  |                     |
|--|---------------------|
|  | <u>48</u> (minimum) |
|  | 63 (minimum)        |

**Introduction to Building Trades**

Certificate Code: 6172

Contact [agriculture@bhc.edu](mailto:agriculture@bhc.edu) for information.

*NOTE: This program is not financial aid eligible.*

Many carpenters learn their trade through formal apprenticeship. Students completing the Intro to Building Trades certificate will be able to read blueprints, assist in the installation of structures such as wall and floor framing, be aware of building codes, use trade mathematics, work with different fastening methods and construction material. This certificate will be focused on residential carpentry. Students finishing this certificate will be prepared for entry-level employment in residential construction.

**Suggested Courses**

| First Semester  |                      | Credit Hours |
|---|----------------------|--------------|
| CA 101  | Carpenter Apprentice | 3            |
| CA 102  | Carpenter Apprentice | 3            |
| CA 103  | Carpenter Apprentice | 3            |
| <i>Minimum total hours required for a certificate</i> |                      | <i>9</i>     |

**Criminal Justice Technology**

Associate in Applied Science Code: 5149

Certificate Codes: 5749

Contact [hhs@bhc.edu](mailto:hhs@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709.

A working knowledge of the criminal justice system is provided by the criminal justice courses in the curriculum, an understanding of human behavior is provided by the psychology and sociology courses, and the government courses provide knowledge of bureaucratic structure.

Students completing the required courses are prepared to compete for jobs in the criminal justice field at the local and state level. Those students desiring employment with federal law enforcement agencies usually need to complete a four-year bachelor’s degree. They are also qualified to enter the private security field.

The certificate program is basically designed for persons presently employed in the criminal justice system. Many people now working in that field received no formal training for their job, and this certificate program is designed to provide them with the basic skills necessary to perform their jobs.

Those interested in a four-year bachelor’s degree should enroll in the Associate in Science degree program in the *Transfer Programs* section of this catalog.

Students who complete this program will be able to:

- Read, analyze, and apply criminal justice texts, laws, and cases.
- Communicate effectively both orally and in writing
- Be prepared to work in the criminal justice field with sensitivity and recognition of cultural and socioeconomic differences
- Be prepared to work in the criminal justice field with the ability to recognize common ethics-related situations encountered by criminal justice professionals, and will be prepared to respond appropriately
- Demonstrate an understanding of the origins of criminal behavior, society's response to crime, and the consequences of crime to our society, utilizing multiple perspectives.
- Articulate ethical implications of decision making in a professional capacity.

**Associate in Applied Science**

**Suggested Courses**

| First Semester                       | Credit Hours |
|--------------------------------------|--------------|
| COMM 100 Communication Skills        | 3            |
| CRJU 109 Police Community Relations  | 3            |
| CRJU 151 Criminal Justice System     | 3            |
| SOC 101 Principles of Sociology      | 3            |
| SPEC 114 Interpersonal Communication | 3            |

**Second Semester**

|                                       |   |
|---------------------------------------|---|
| CRJU 104 Police Administration        | 3 |
| CRJU 152 Criminology                  | 3 |
| CRJU 153 Survey of Corrections        | 3 |
| POLS 122 American National Government | 3 |
| SOC 102 Contemporary Social Problems  | 3 |

**Third Semester**

|   |   |
|---|---|
| CRJU 253 Probation and Parole                   | 3 |
| CRJU 254 Criminal Investigation I               | 3 |
| CRJU 255 Criminal Law                           | 3 |
| MATH 110/110C Mathematics for General Education | 3 |
| SOC 261 Deviant Behavior                        | 3 |

**Fourth Semester**

|                                     |   |
|-------------------------------------|---|
| CRJU 245 Applied Forensics          | 3 |
| CRJU 257 Ethics in Criminal Justice | 3 |
| SOC 250 Social Inequality           | 3 |
| <sup>1</sup> CRJU Electives         | 3 |

|  |           |
|--|-----------|
| <sup>2</sup> CRJU 295 Topics in Criminal Justice | 3         |
| <i>Minimum total hours required for degree</i>   | <i>60</i> |

SOC 101 is pre-req for CRJU 152  
 CRJU 152 is pre-req for CRJU 247  
 CRJU 153 is pre-req for CRJU 253  
 COMM 100 & POLS 122 are pre-reqs for CRJU 255  
 COMM 100 & CRJU 109 are pre-reqs for CRJU 257

<sup>1</sup>This requirement may be fulfilled by any course approved by the program director.

<sup>2</sup>This requirement may be taken whenever a CRJU 295 Topics in Criminal Justice course is offered, including Minimester or Summer Session.

### Criminal Justice Certificate

*Certificate Code: 5749*

Contact [hs@bhc.edu](mailto:hs@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709.

#### Suggested Courses

| First Semester                        | Credit Hours |
|---------------------------------------|--------------|
| COMM 100 Communication Skills         | 3            |
| CRJU 104 Police Administration        | 3            |
| CRJU 109 Police Community Relations   | 3            |
| CRJU 151 Criminal Justice System      | 3            |
| SPEC 114 Interpersonal Communications | 3            |

#### Second Semester

|   |   |
|---|---|
| CRJU 245 Applied Forensics              | 3 |
| CRJU 254 Criminal Investigation         | 3 |
| CRJU 255 Criminal Law                   | 3 |
| CRJU 257 Ethics in Criminal Justice     | 3 |
| <sup>1</sup> CRJU Electives or CRJU 295 | 3 |

*Minimum total hours required for certificate* *30*

CRJU 109 is a pre-req for CRJU 257

<sup>1</sup>CRJU 295 classes may be taken whenever a special CRJU topics course is offered.

### Manufacturing Processes Certificate

*Certificate Code: 5884*

Contact [bcengt@bhc.edu](mailto:bcengt@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709.

Graduates of the Engineering Technology Manufacturing Processes Certificate program will be equipped to operate in the new technological environment and will have a valuable skill in the machine shop that employers need to remain competitive in the global market.

#### Suggested Courses

| First Semester  | Credit Hours |
|---|--------------|
| ENGT 101 Blueprint/Schematic Reading                            | 3            |
| ENGT 104 Fundamentals of Machining (1 <sup>st</sup> 8 weeks)    | 2            |
| ENGT 180 Introduction to Machine Shop (2 <sup>nd</sup> 8 weeks) | 3            |
| MATH 123 Technical Algebra/Trigonometry                         | 4            |

#### Second Semester

|  |   |
|--|---|
| ENGT 231 CNC Lathe Setup and Operation (1 <sup>st</sup> 8 weeks) | 3 |
| ENGT 232 CNC Mill Setup and Operation (1 <sup>st</sup> 8 weeks)  | 3 |
| ENGT 283 GD&T Interpretation (2 <sup>nd</sup> 8 wks.)            | 3 |

*Minimum total hours required for a certificate* *21*

### ProE Certificate

*Certificate Code: 5783*

Contact [bcengt@bhc.edu](mailto:bcengt@bhc.edu) for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709.

*NOTE: This program is not financial aid eligible.*

Graduates of the Engineering Technology ProE Certificate program will be equipped to operate in the new technological environment and will have a valuable skill in using ProE that employers need to remain competitive in the global market.

#### Suggested Courses

| First Semester                          | Credit Hours |
|---|--------------|
| ENGT 102 Introduction to 2D-CAD         | 2            |
| ENGT 226 3D-CAD Modeling with Creo      | 3            |
| MATH 123 Technical Algebra/Trigonometry | 4            |

  

| Second Semester                          | Credit Hours |
|--|--------------|
| ENGT 274 CAD Design and Modeling Project | 3            |
| ENGT 276 Advanced 3D-CAD                 | 3            |

*Minimum total hours required for a certificate* *15*

### Gas Metal Arc Welding

*Certificate Code: 5866*

Contact [agriculture@bhc.edu](mailto:agriculture@bhc.edu) for information.

*NOTE: This program is not financial aid eligible.*

Students completing the proposed Gas Metal Arc Welding certificate will demonstrate production methods and techniques in gas metal arc welding including spray transfer, short arc transfer and cored wires. Machine set-up, gun handling, weld size, gun angle, wire feed and gas quantities will be learned with an emphasis on safety. Experience will be gained in the flat, horizontal, and vertical positions using various joint designs, fillet sizes, and material thickness. Students will weld with consumable wire electrodes and learn three methods of metal transfer. Students will learn how to properly set up a machine and weld in various positions with ferrous and non-ferrous material and how to regulate oxygen and acetylene for the oxyacetylene welding process. Students will also use math to read welding blueprints, and interpret welding symbols, gauges, and inspection techniques.

#### Suggested Courses

|  |   |
|--|---|
| WLDG 108 Precision Measurement & Tools | 2 |
| WLDG 120 GMAW I                        | 3 |
| WLDG 121 GMAW II                       | 4 |
| WLDG 125 GTAW I                        | 3 |
| WLDG 220 Work Experience II            | 2 |

Minimum total hours required for certificate 14

### Shielded Metal Arc Welding

Certificate Code: 5870

Contact [agriculture@bhc.edu](mailto:agriculture@bhc.edu) for information.

NOTE: This program is not financial aid eligible.

Students completing the proposed Shielded Metal Arc Welding certificate will understand shop equipment and safety and be able to weld tee-joints, lap joints, butt joints, and outside corners to given specifications. Students will weld in the flat, vertical, and overhead position and be introduced to gas and bronze welding and cutting. In addition, students will weld using various electrode grades and pass a v-groove test. Students will also learn basic mathematical skills as applied to the field of mechanics and the measuring techniques required for machine operations in industry.

#### Suggested Courses

|  |   |
|--|---|
| WLDG 101 SMAW I                        | 3 |
| WLDG 102 SMAW II                       | 4 |
| WLDG 104 Math for Welders              | 2 |
| WLDG 105 Cutting Operations and Plasma | 1 |
| WLDG 109 Blueprint Reading for Welders | 3 |
| WLDG 110 Safety, Test and Preparation  | 2 |
| WLDG 210 Work Experience Seminar       | 2 |

Minimum total hours required for certificate 17

### Welding

Certificate Code: 5755

Contact [agriculture@bhc.edu](mailto:agriculture@bhc.edu) for information.

Pending ICCB approval of proposed changes, this program is no longer accepting new students.

The Welding Certificate Program is designed to enable the graduate to succeed in employment as a welder in industry. The graduate will be proficient in oxy-acetylene welding and cutting, arc welding, MIG and TIG welding. Students receive various levels of welding proficiency after successfully completing tests which measure their welding skills. Technician level skills are developed in courses such as blueprint reading, and measurement. At the Quad-Cities Campus, courses are taught at the United Township High School facilities.

#### Suggested Courses

| First Semester                              | Credit Hours |
|---|--------------|
| WLD 101 Intro to Arc Welding                | .5           |
| WLD 102 Basic Arc Welding Flat Position     | .5           |
| WLD 103 Arc Welding Flat & Horizontal Posit | 2            |
| WLD 105 Oxy-acetylene Welding & Cutting     | 2            |
| WLD 109 Blueprint Reading for Welders       | 1            |
| WLD 110 Weld Testing and Preparation        | 0.5          |
| WLD 117 Arc Welding in Vertical Position    | 2            |

|  |     |
|--|-----|
| WLD 118 Arc Welding in Overhead Position | 1   |
| MT 114 Basic Precision Measurement       | 1   |
| TMAT 101 Technical Mathematics           | 1.5 |
| WLD 210 Professional Seminar             | 0.5 |

#### Second Semester

|  |     |
|--|-----|
| WLD 109 Blueprint Reading for Welders  | 1   |
| WLD 110 Weld Testing and Preparation   | 0.5 |
| WLD 120 Introduction to GMAW           | 1   |
| WLD 121 GMAW with Spray Arc Process    | 3   |
| WLD 122 GMAW Short Circuit & Spray Arc | 2   |
| WLD 125 GTAW                           | 2   |
| MT 114 Basic Precision Measurement     | 1   |
| TMAT 101 Technical Mathematics         | 1.5 |
| WLD 210 Professional Seminar           | 0.5 |

Minimum total hours required for certificate 25

### Welding

Certificate Code: 5855

Contact [agriculture@bhc.edu](mailto:agriculture@bhc.edu) for information.

The Welding Certificate Program is designed to enable the graduate to succeed in employment as a welder in the industry. The graduate will be proficient in oxy-acetylene welding and cutting, arc welding, MIG, and TIG welding. Students receive various levels of welding proficiency after successfully completing tests which measure their welding skills. Technician-level skills are developed in courses such as blueprint reading and measurement. At the Quad Cities Campus, courses are taught at the United Township High School facilities.

#### Suggested Courses

##### First Semester

|  |   |
|--|---|
| WLDG 101 SMAW I                        | 3 |
| WLDG 102 SMAW II                       | 4 |
| WLDG 104 Math for Welders              | 2 |
| WLDG 105 Cutting Operations and Plasma | 1 |
| WLDG 109 Blueprint Reading for Welders | 3 |
| WLDG 110 Safety, Test and Preparation  | 2 |
| WLDG 210 Work Experience Seminar       | 2 |

##### Second Semester

|  |   |
|--|---|
| WLDG 108 Precision Measurement & Tools | 2 |
| WLDG 120 GMAW I                        | 3 |
| WLDG 121 GMAW II                       | 4 |
| WLDG 125 GTAW I                        | 3 |
| WLDG 220 Work Experience II            | 2 |

Minimum total hours required for certificate 31

**Wheel Alignment/Suspension Certificate**

Certificate Code: 5614

Contact [agriculture@bhc.edu](mailto:agriculture@bhc.edu) for information.

The Wheel Alignment/Suspension certificate program provides students with practical knowledge of the component parts as well as the diagnostic and repair procedure required to become an alignment-suspension specialist. Students completing this certificate program may be employed as entry-level alignment-suspension technicians in alignment-suspension shops, automotive repair businesses, or automotive dealerships. This program may be completed in one semester.

Enrollment in the Wheel Alignment/Suspension certificate program is limited. Students are required to provide their own basic set of tools. Information on admission requirements, required tools, and scholarship opportunities by emailing [agriculture@bhc.edu](mailto:agriculture@bhc.edu).

| <b>Spring Semester</b>                              | <b>Credit Hours</b> |
|---|---------------------|
| AUTO 115 Wheel Alignment & Suspension               | 4                   |
| MECH 203 Electrical Systems II                      | 3                   |
| MECH 108 Hydraulic Transmissions                    | 3                   |
| MECH 109 Power Trains                               | 3                   |
| MECH 211 Engine Repair II                           | 3                   |
| <i>Minimum total hours required for certificate</i> | <i>16</i>           |

## Transfer Programs

Students may complete coursework to prepare for transfer to a four-year college or university. Black Hawk College supports many majors through its general education offerings and majors courses frequently needed in the first two years of a bachelor degree.

The programs listed below are for a wide variety of transfer majors and many have a Sample Transfer Plan available at: [www.bhc.edu/transfer](http://www.bhc.edu/transfer). Students with other transfer goals in mind, or who are preparing to transfer to a specific transfer institution, should seek advising from Black Hawk College and the transfer school.

Agriculture (including Business, Education and Science), Anthropology, Art (including Graphic Design), Biological Sciences, Business (including Accounting, Economics, Finance, Human Resources, Management, Marketing, and Supply Chain), Chemistry, Pre-Chiropractic, Communication (Speech), Computer Science (including Information Systems, Networking, and Security), Criminal Justice/Law Enforcement, Pre-Dietetics/Nutrition, Early Childhood Education, Elementary Education, Pre-Engineering, English (including Literature and Writing), History, Mathematics, Pre-Medicine, Music (including Business, Performance & Education, and Therapy), Pre-Pharmacy, Philosophy, Physics, Pre-Physical Therapy, Political Science, Psychology, Social Work (including general social services), Sociology, Spanish, Sport and Fitness Management, Pre-Veterinary Medicine/Animal Science.

Transfer programs lead to an Associate in Arts (AA), an Associate in Science (AS), Associate in Science – Agriculture Transfer, or an Associate in Fine Arts (AFA) degree. These programs prepare students to transfer to four-year colleges or universities offering bachelor's degrees. Students preparing to transfer should be aware of the following:

Transfer programs lead to an Associate in Arts (AA), an Associate in Science (AS), or an Associate in Fine Arts (AFA) degree. These programs prepare students to transfer to four-year colleges or universities offering bachelor's degrees. Students preparing to transfer should be aware of the following:

### The Compact Agreement

Black Hawk College has an explicit agreement with a number of senior colleges and universities which simplifies the transfer from Black Hawk. According to the agreement, Associate in Arts or Associate in Science degree graduates from Black Hawk may enter these schools with junior status and the assurance that they have met all lower-division general education requirements of that school.

### Graduating at Black Hawk

Because of the Compact Agreement, all AA and AS students are encouraged to graduate from Black Hawk College before transferring to a four-year school. Students who do not graduate before transferring will not receive the transfer benefits of the Compact Agreement and may, as a result, transfer with the need to complete additional coursework on the freshman-sophomore level.

### Academic Advising

It is strongly recommended that students in the Transfer Programs ask an academic advisor for assistance in planning their course of study. Because four-year schools differ considerably in the courses which they require for specific majors, most students find that they really do need an advisor's help. To assist the academic advisor and further ensure ease in transfer, students should ideally make an early selection of the school to which they intend to transfer and become informed about that school's admission, curriculum and graduation requirements. While an academic advisor will assist students in selecting the proper courses for their major, students are responsible for knowing the requirements for graduation in their major, both at Black Hawk and at the four-year school of their choice.

### Degree Progress Reports

Degree planning resources are available in Advisement Services to help students prepare for graduation from Black Hawk College. Degree progress reports are available electronically through the College's student portal located at: [www.myblackhawk.bhc.edu](http://www.myblackhawk.bhc.edu).

### Associate in Arts

*Associate in Arts Code: 1145*

*Contact Persons: East Campus Advising Center, 309-854-1709, Rm. ECA-246; QC Campus, Advising Center, 309-796-5101, Bldg. 1*

Students who intend to transfer to a four-year college or university should meet with their academic advisor to select

courses appropriate for their major at a specific four-year college or university. Students who are undecided about their major or whose goals cannot be readily fulfilled by one of the other curricula outlined in this catalog should follow the curriculum model in this section. This suggested model provides a guideline for scheduling courses to better equip students who want to transfer and also receive an Associate in Arts degree at Black Hawk College.

The first two years of a baccalaureate degree at a four-year college or university are devoted primarily to general education courses. Usually a small number of introductory courses for a specific major are taken during the first two years. Academic advisors work closely with students and the four-year colleges and universities to assure that suitable courses are scheduled.

Students may begin their transfer planning by referring to the “Transfer Guides & Agreements” webpage on the Black Hawk College Website located at: [www.bhc.edu/academics/transfer-programs/guides-and-agreements/](http://www.bhc.edu/academics/transfer-programs/guides-and-agreements/). Students interested in other colleges or universities should contact the transfer institution or the Black Hawk College advising office.

Students completing the Associates in Arts degree will be able to:

- Apply scientific thinking skills through the study of physical and life sciences
- Apply quantitative skills through the study of mathematics
- Apply communication skills through the study of speech and writing
- Evaluate human experiences through the study of the humanities and fine arts
- Develop an appreciation of human continuity, diversity and change through the study of social and behavioral sciences

**Associate in Arts - Suggested Coursework for Transfer Students**

**Suggested Courses**

| <b>First Semester</b>                   | <b>Credit Hours</b> |
|---|---------------------|
| ENG 101 Composition I <i>or</i>         | 3                   |
| ENG 101C Composition I                  |                     |
| SPEC 101 Principles of Speech Communica | 3                   |
| Social and Behavioral Sciences          | 3                   |
| Mathematics                             | 3                   |
| Elective                                | 3                   |
| <br>                                    |                     |
| <b>Second Semester</b>                  |                     |
| ENG 102 Composition II                  | 3                   |
| <sup>1</sup> Physical Science           | 3-4                 |
| Fine Arts                               | 3                   |
| Electives                               | 6                   |
| <br>                                    |                     |
| <b>Third Semester</b>                   |                     |
| Humanities                              | 3                   |
| <sup>1</sup> Life Science               | 3-4                 |
| Social and Behavioral Sciences          | 3                   |
| Electives                               | 6                   |
| <br>                                    |                     |
| <b>Fourth Semester</b>                  |                     |
| Humanities <i>or</i> Fine Arts          | 3                   |
| Social and Behavioral Sciences          | 3                   |
| Non-Western Studies                     | 3                   |
| Electives                               | 5                   |

*Minimum total hours for degree*

60

<sup>1</sup>One science course must include a lab.

**Associate in Science**

*Associate in Science Code: 1645*

*Contact Persons: East Campus Advising Center, 309-854-1709, Rm. ECA-247; QC Campus, Advising Center, 309-796-5101, Bldg. 1*

Students who intend to transfer to a four-year college or university should meet with their academic advisor to select courses appropriate for their major at a specific four-year college or university. Students who are undecided about their major or whose goals cannot be readily fulfilled by one of the other curricula outlined in this catalog should follow the curriculum model beginning on this page. This suggested model provides a guideline for scheduling courses to better equip students who want to transfer and also receive an Associate in Science degree at Black Hawk College.

The first two years of a baccalaureate degree at a four-year college or university are devoted primarily to general education courses. Usually a small number of introductory courses for a specific major are taken during the first two years. Academic advisors work closely with students and the four-year colleges and universities to assure that suitable courses are scheduled.

Students may begin their transfer planning by referring to the “Transfer Guides & Agreements” webpage on the Black Hawk College Website located at: [www.bhc.edu/academics/transfer-programs/guides-and-agreements/](http://www.bhc.edu/academics/transfer-programs/guides-and-agreements/). Students interested in other colleges or universities should contact the transfer institution or the Black Hawk College advising office.

Students completing the Associate in Science degree will be able to:

- Apply scientific thinking skills through the study of physical and life sciences
- Apply quantitative skills through the study of mathematics
- Apply communication skills through the study of speech and writing
- Evaluate human experiences through the study of the humanities and fine arts
- Develop an appreciation of human continuity, diversity and change through the study of social and behavioral sciences

**Associate in Science - Suggested Coursework for Transfer Students**

**Suggested Courses**

| <b>First Semester</b>           | <b>Credit Hours</b> |
|---------------------------------|---------------------|
| ENG 101 Composition I <i>or</i> | 3                   |
| ENG 101C Composition I          |                     |

|   |     |
|---|-----|
| SPEC 101 Principles of Speech Communica | 3   |
| <sup>1</sup> Physical or Life Science   | 3-4 |
| Mathematics                             | 3   |
| Elective                                | 3   |

**Second Semester**

|                                       |     |
|---------------------------------------|-----|
| ENG 102 Composition II                | 3   |
| <sup>1</sup> Physical or Life Science | 3-4 |
| Mathematics                           | 3   |
| Humanities                            | 3   |
| Elective                              | 3   |

**Third Semester**

|                                       |     |
|---------------------------------------|-----|
| <sup>1</sup> Physical or Life Science | 3-4 |
| Social and Behavioral Sciences        | 3   |
| Electives                             | 9   |

**Fourth Semester**

|                                |   |
|--------------------------------|---|
| Fine Arts                      | 3 |
| Social and Behavioral Sciences | 3 |
| Non-Western Studies            | 3 |
| Electives                      | 5 |

*Minimum total hours for degree* 60

<sup>1</sup>One science course must include a lab.

**Agriculture Transfer**

*Associate in Science Code: 1519*

Contact [agriculture@bhc.edu](mailto:agriculture@bhc.edu) for information.

Students who plan to complete a bachelor's program with a major in agriculture are encouraged to enroll in the Agriculture Transfer Program at Black Hawk College East Campus.

All East Campus courses have been articulated with the four Illinois universities which offer degrees in agriculture including: Illinois State University (Normal), Southern Illinois University (Carbondale), Western Illinois University (Macomb), and University of Illinois (Champaign/Urbana). These articulation agreements allow students completing the associate degree in agriculture to continue their education at these four-year institutions without loss of credits.

Many BHC East Campus agriculture graduates have successfully transferred to universities across the country, such as Purdue, Iowa State, Michigan State, Oklahoma State, Kansas State, Colorado State, and Texas A & M.

Students should work closely with an academic adviser to plan a two-year program designed for successful transfer of credits.

**Suggested Courses**

| <b>First Semester</b>                   | <b>Credit Hours</b> |
|---|---------------------|
| AG 100 Introduction to Agriculture      | 1                   |
| ENG 101 Composition I <i>or</i>         | 3                   |
| ENG 101C Composition I                  |                     |
| *AG Electives                           | 4                   |
| Mathematics                             | 3                   |
| Physical <i>or</i> Life Science         | 4                   |
| <b>Second Semester</b>                  |                     |
| ENG 102 Composition II                  | 3                   |
| SPEC 101 Principles of Speech Communica | 3                   |
| *AG Electives                           | 4                   |
| Mathematics                             | 3                   |
| Physical <i>or</i> Life Science         | 4                   |

**Third Semester**

|                                 |   |
|---------------------------------|---|
| *AG Electives                   | 4 |
| Humanities                      | 3 |
| Computer Science                | 3 |
| Non-Western Studies             | 3 |
| Physical <i>or</i> Life Science | 3 |

**Fourth Semester**

|                                |   |
|--------------------------------|---|
| *AG Electives                  | 7 |
| Fine Arts                      | 3 |
| Social and Behavioral Sciences | 3 |
| Social and Behavioral Sciences | 3 |

*Minimum total hours required for degree* 64

\*A minimum of 19 elective hours in agriculture are required in the Agriculture Transfer Program. Suggested electives include: (fall semester) AG 280, AG 281, AG 285, or AG 287; (spring semester) AG 282, AG 283, HORT 284, AG 288, AG 289.

## Reaching Out to the Community

### Adult Education

#### General Educational Development (GED) Preparation.

GED students prepare to pass the high school equivalency (GED) test to earn their Illinois High School Diploma (previously called the Illinois High School Equivalency Certificate), develop academic skills to advance in employment, and/or prepare for college-level courses. Instruction is individualized to meet the needs of the student. Subjects include writing, reading, mathematics, social studies, science, and the United States and Illinois constitutions. For more information call the Outreach Center (309-796-8399), the Adult Learning Center (309-794-1072), or the Community Education Center (309-854-1875).

**English as a Second Language (ESL).** ESL classes offer non- or limited-English speaking adults the opportunity to learn English at a basic or intermediate level. For more information call the Outreach Center (309-796-8399), the Adult Learning Center (309-794-1072), or the Community Education Center (309-854-1875).

#### Optional Education Program (High School Credit).

Optional Education is a collaborative effort by the six Rock Island County public secondary school systems, Black Hawk College and the Regional Superintendent of Schools, to provide educational alternatives for truant and dropout youth. Students may earn high school credits leading to a diploma or prepare for GED testing. Classes are offered at the Outreach Center and the Adult Learning Center. Support Services include personal and vocational counseling, teen parent programs, and bus tickets. For more information call 309-796-8399.

### Adult Career Pathways

Adult Education provides opportunities for students to explore and prepare for a variety of career pathway areas towards training and post-secondary education leading to employment. Transitioning activities may include one on one and group advising, Black Hawk College campus visits and tours and special initiatives such as Bridge programs and the ICAPS programs.

**Bridge programs:** Classes within a Bridge program provides Adult Education students an opportunity to explore a specific career area and includes exposure to industry requirements, vocabulary, necessary basic skills in reading and math, industry guest speakers and facility tours. Students will have a better understanding of entry level careers and be better prepared to enter and succeed with training programs and college level courses.

#### Integrated Career and Academic Preparation (ICAPS)

**programs:** The ICAPS program provides career and personalized advising and support while students are enrolled in a career and technical certificate program.

Students attend program courses as a team and stay together throughout the duration of the program. College advisors work with students to provide additional career and employability training. Students also attend a support class along with their college courses.

### Sufficient Enrollment

Formation of classes depends upon sufficient enrollment. Black Hawk College reserves the right to cancel, combine or divide classes; to change the time, date or place of meeting; and to make other revisions in these courses which may become necessary, and to do so without incurring obligation.

### Professional and Continuing Education (PaCE)

**Professional Development.** Black Hawk College's Professional and Continuing Education courses are designed for professionals in careers for which certification and continuing education is beneficial and/or mandatory. To keep current in many professions, CEUs or CEs are required by the state or the credentialing entity. The Department is dedicated to providing courses and programs to meet those needs. For more information, call 309-796-8223 or visit [www.bhc.edu/pace](http://www.bhc.edu/pace).

**Human Resources** This offering is a professional development program to help prepare participants for the aPHR, PHR, and SPHR certification examinations.

**APA's PayTrain Program.** The APA's PayTrain Program is offered in partnership with the American Payroll Association and the Holmes Corporation. This non-credit program provides professional development for people who are working in or seeking to enter the payroll profession or related fields. The courses also provide an excellent review/preparation for the national FPC and CPP certification exams.

**Certified Quality Auditor.** This course is designed for professionals who desire to increase their expertise in the practices and principles of quality auditing, in preparing to take the Certified Quality Auditor (CQA) exam, or interested in continued professional development.

**Certified Quality Engineer.** This 36-hour instructor-led course covers the principles of product and service quality evaluation and control. Potential participants include professionals working in a quality-focused environment who want to gain comprehensive knowledge in quality engineering principles and practices, professionals in quality-focused organizations who do not have a formal quality engineering background, quality engineers who need to ensure quality compliance of systems, and products and services, or quality professionals who want to prepare for ASQ's CQE certification examination. See.

**Quality 101.** This course is perfect for newcomers or as a refresher for experienced employees. Quality 101 can lay the foundation for common quality practices organization-wide. This instructor-led course covers: quality concepts, benefits/philosophies, team roles/responsibilities, continuous improvement, process improvement, and customer-supplier relations. This program prepares individuals for ASQ's Certified Quality Improvement Associate (CQIA).

### Food Protection Manager Certification

Food protection manager classes use ServSafe (an ANSI-CFP accredited exam provider) and are designed to prepare students for the FSSMC examination in food service. Classes are available in English and Spanish instruction.

### Cannabis Certificate Programs

The PaCE Department has partnered with Green Flower to offer three certificates in the leading job sector of the cannabis industry – Advanced Manufacturing Agent, Advanced Dispensary Associate, and Advanced Cultivation Technician. These 8-week programs are offered online.

### Floral Design

This certificate is designed for a student to achieve a career path in the field of floral design. There are three classes that must be completed to obtain the certificate. In Basic Floral Design, learn about flower choices, different arrangements, and tools needed. In the second class, learn about line, form, proportion and color. In the final class, learn about advanced high-style designs.

### Health Care Careers

To meet the growing need for skilled health care professionals, courses are comprehensive, fast-paced, and are intended to prepare you for entry-level positions. Prerequisites for all PaCE Health Care Career programs: 18 years of age, high school diploma or GED.

**EKG Technician.** The class will include important background information on the 12-Lead EKG, including set-up in the office or hospital setting. You will learn about the anatomy of the heart physiology, and medical disease processes, medical terminology, medical ethics, and legal aspects of patient contact. Once this class is complete, the student can then take Telemetry & Holter Monitor for Beginners. *Required textbook must be purchased at the Black Hawk College Bookstore prior to the first class.*

**Pharmacy Technician.** This 60-hour course covers the major classifications of drugs as well as the brand and generic names of common drugs. Medical terminology related to the pharmacy will also be an integral part of the course. Comprehension of medication compounding and proper handling of intravenous and chemotherapy drugs will be achieved. Basic pharmacy math skills will be taught to help calculate and convert medication dosages, as well as I.V. drip rates. Other topics include prescription requirements and interpretation, inventory control, billing

procedures, medication dispensing, as well as the legal and moral obligation of a pharmacy and its personnel. *Required textbook must be purchased at the Black Hawk College Bookstore prior to the first class.*

**Phlebotomy Technician.** Train in the basic blood drawing procedures for both venipuncture and capillary puncture techniques. The class will address the proper handling, processing, and documentation of samples for laboratory testing. Class includes: OSHA guidelines and safety rules, anatomy and physiology of the circulatory system, and definitions/terms/abbreviations associated with basic phlebotomy techniques. Equipment, procedures, and precautions for skin puncture and venipuncture will be reviewed. Quality assurance and methods of quality control will be discussed. Upon completion, students will have an understanding of the skills, knowledge, and level of responsibility required to perform professionally and competently as entry-level phlebotomy/lab personnel. *Required textbook must be purchased at the Black Hawk College Bookstore prior to the first class.*

### Online Courses

For more information about our instructor-led online short courses and online career training programs through PaCE, call 309-796-8223 or visit [ed2go.com/Blackhawk](http://ed2go.com/Blackhawk) or [careertraining.ed2go.com/bhc](http://careertraining.ed2go.com/bhc).

### Technology

PaCE offers computer training for people of various skill levels and ages. From Windows, Microsoft Office (Word, Excel, Access, PowerPoint, and Publisher), photography, 3D printing, and iPad, a wide selection of day and evening classes are available. For more information, call 309-796-8223.

### Language

Offerings include beginning languages for travelers as well as for those wanting to increase their language skills in the workplace. Classes are available in Spanish and American Sign Language. For the health care professional and the legal professional, Spanish classes are offered.

### Community Education

Classes are available in the following areas: arts and crafts, at home, community health and wellness, genealogy, writing, dance and fitness, personal enrichment, and music. For more information, call 309-796-8223.

### Lifelong Learner

**Lifelong Learner Lunches:** Black Hawk College offers a luncheon series on various topics of interest held at area venues. Past lunch topics include River to River: Iowa's Forgotten Highway 6, Rock Island Rosies: Women Workers of WWII, and The Davenport Women. For more information call 309-796-8223.

### Seminars

Select from a variety of options and locations, these seminars cover a variety of topics such as The History of Shoes, The Warsaw Uprising of 1943, and Masters of the Italian Renaissance.

### CommUniversity

This program meets four Sunday afternoons in February and offers classes in areas such as arts/humanities, personal enrichment, and theology/spirituality. The PaCE Department offers this higher learning opportunity to the community (ages 18 and older). [www.bhc.edu/cu](http://www.bhc.edu/cu)

### College For Kids (CFK)

The 5-day program is designed for students who are entering sixth, seventh, eighth and ninth grades and score at the 90th percentile or above on one of the following: total math, total reading, science, social studies OR on the most recent ability test score. Students are identified by their schools using the CFK criteria. For more information, call 309-796-8223. [www.bhc.edu/cfk](http://www.bhc.edu/cfk)

### The Younger Generation

Throughout the year, classes are offered to assist students in preparing for the SAT or for taking on the responsibilities of babysitting. During the summer, Black Hawk College offers classes such as robotics, coding, and creative writing. For students entering 3<sup>rd</sup> – 5<sup>th</sup> grade, a four-day camp is available, offering a variety of subjects including fashion, art, science, and programming. Call 309-796-8223 for more information.

### Professional and Continuing Education (PaCE) Registration Procedures

For more information visit [www.bhc.edu/pace](http://www.bhc.edu/pace).

### Eligibility -- Who Can Enroll

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

### 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 it becomes necessary.

### Refund Policy

Emergency come up? Change your mind? Withdrawals must be completed by phone or in person at the PaCE Department (301 Avenue of the Cities, East Moline).

### Business Training Center (BTC)

**Workforce Improvement.** The Business Training Center is a comprehensive unit that enhances the economic well-being of our district by providing customized contract training, targeted to meet the unique business needs of the community. Staff and instructors at the BTC work closely with companies to identify specific workforce needs that bring greater efficiency and productivity to the workplace. By evaluating and prioritizing business challenges, staff design solutions customized to company needs in the form of training, consulting, coaching, assessments and audits.

Business Training Center trainers are experts in their subject matter areas and are skilled in creating interactive learning sessions. For business convenience, employers may choose to conduct training at their workplace or at a college location. Below are examples of topics frequently taught. Additional descriptions are available on the BTC website: [www.bhc.edu/btc](http://www.bhc.edu/btc).

**Computer Skills.** Microsoft Access, Excel, PowerPoint, Word, Publisher.

**CNC Production Machine Operator.** Individuals with shop floor experience can expand their education with this entry level 64-hour evening class focused on practical application of CNC operation.

**CWI Consulting, Testing or Training.** The Business Training Center offers weld certification testing to the welding procedure selected. We offer consulting in understanding the code book, writing PQR's, WPS's. We can also train new hires to your standard before they enter the shop floor.

For more information, call 309-796-5718 or visit the BTC website [www.bhc.edu/btc](http://www.bhc.edu/btc).

**Drinking and Wastewater Classes.** Participants gain knowledge and skills for working in the field of public water works and for completing the EPA exam and certification. Classes are held one night a week from 6 – 9 PM for 11- 14 weeks.

**Fork Truck Training.** This public class covers the safety and procedural aspects of fork truck driving along with driving practice. Certificate of Completion earned at end of this four-hour class.

**Leadership and Interpersonal Skills.** Developing talent and improving performance is accomplished through a series of sessions that begin with self-awareness. The DiSC Profile is typically used as a beginning point. A comprehensive leadership program is design around the following topics: new supervisory skills, coaching, personal accountability, team building, blending a multi-generational workforce, effective communication skills, decision making and problem solving, conflict resolution, giving feedback.

**Industrial Training.** Basic welding, advanced welding, CWI certification testing, blueprint reading, GD&T, ISO internal auditing, mistake proofing, root cause analysis, logistics, inventory control, APICS certifications, CNC, measurement tools, SPC, production math, math for welders.

**OSHA and Safety.** Hazardous material handling, 10-hour OSHA for general industry or construction, chemical spill response and refreshers, confined space, forklift safety, written policies and programs, creating a safety manual.

**Language Skills.** Sign Language, Workplace Spanish, German.

**Production MIG Welding.** The Business Training Center also teaches an award winning six-week Production MIG Welding class that prepares individuals for entry level employment in manufacturing fields. A new advanced welding program is also available.

## Course Descriptions

Courses listed in this catalog are those Black Hawk College plans to offer. Inclusion of a course description does not obligate the College to offer the course in any particular semester. Students should review the appropriate class schedule each semester for specific and current course offerings.

### Explanation of Course Listings

The first few letters, or **course prefix**, indicate the department in which the class is offered. A unique **course number** is assigned to each course offered. Courses numbered below 100 are considered remedial and those 100 or above are college level. Courses which include “C” as part of the number (example: MATH 108C) indicate courses in which the student must enroll in a corequisite support courses to be eligible for the college level class. **Lecture** hours per week refer to the normal number of 50-minute class meetings or equivalent for which the class meets each week during the semester. **Lab** hours per week refer to the normal number of 50-minute class meetings or equivalent for which the class meets in a laboratory setting each week during a 16-week semester.

Illinois Articulation Initiative (**IAI**) codes are included, where applicable, to indicate specific content areas for transferability. See Illinois Articulation Agreement (IAI) section in this academic catalog.

The **number in parentheses** indicates the academic level for which the course has been approved, based on the following:

1.1-Baccalaureate Transfer course

1.2-Career and Technical Education (CTE) course not intended for transfer. Course may transfer subject to the transfer institution’s policy.

1.4, 1.6, 1.7, 1.8-Developmental or General Studies course not intended for transfer and not applicable to CTE certificates or degrees.

## Accounting

### ACCT 101 Financial Accounting

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites: Eligibility to enroll in MATH 112 or consent of the instructor. Concurrent enrollment in ACCT 103 or ACCT 103 “C” or better.*

A course for the study of financial accounting principles that presents accounting as an information system used to analyze, record, and communicate financial information about business performance. Emphasis is on understanding and applying basic accounting principles and concepts guiding the reporting of business transactions for service and merchandising enterprises. Topics covered include the accounting cycle (transaction analysis, accruals and deferrals, preparation of financial statements including the income statement, statement of retained earnings, balance sheet, and statement of cash flows, and the closing process); internal controls; cash; recording and valuation of current and long-term receivables; merchandise inventory including perpetual and periodic systems and inventory valuation methods; long-term assets including property, plant and equipment, natural resources, and intangible assets; cost allocation methods related to long-term assets including depreciation, depletion, and amortization; current liabilities (accounts payable, unearned revenues, and short-term notes payable); long-term liabilities (notes and bonds payable and related interest expense); contingent liabilities; and stockholders’ equity including retained earnings and paid-in capital. IAI: BUS 903 (1.1)

### ACCT 102 Managerial Accounting

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites: ACCT 101 or ACCT 170 and ACCT 180*

*with a minimum grade of a “C”; ACCT 104 with a “C” or better or concurrent enrollment in ACCT 104.*

The study of managerial accounting principles that presents managerial accounting as an information system used by managers for planning, controlling and directing business operations in domestic and international manufacturing and service environments. Emphasis is on understanding and applying common managerial accounting practices and decision-making techniques that support the achievement of an organization’s financial goals and objectives. Topics covered include the role of managerial accounting in domestic and international settings, classification and analysis of costs (product, period, variable, fixed, mixed, opportunity, sunk and differential), costing systems (job-order, process, activity-based, variable, absorption, standard, just-in-time) cost-volume-profit relationships, break-even analysis, preparation and analysis of budgets (master budget with supporting schedules, flexible budget), standard costs and variance analysis, preparation and analysis of financial statements (pro forma Income Statement, pro forma Balance Sheet, and Statement of Cash Flows). IAI: BUS 904 (1.1)

**ACCT 103 Financial Accounting Lab****1 cr. h.;** 0 lecture hours; 2 lab hours per week.*Prerequisite: Concurrent enrollment in ACCT 101 or ACCT 101 "C" or better.*

Laboratory course accompanying ACCT 101 which provides a computerized learning environment to support the study of financial accounting principles. Emphasis is on understanding and applying basic accounting principles and concepts guiding the reporting of business transactions for service and merchandising enterprises to business problems using computer software. Completion of or concurrent enrollment in ACCT 101 is required. IAI: BUS 903 (1.1)

**ACCT 104 Managerial Accounting Lab****1 cr. hr.;** 0 lecture hours; 2 lab hours per week.*Prerequisite: Concurrent enrollment in ACCT 102 or ACCT 102 "C" or better.*

Laboratory course accompanying ACCT 102 which provides a computerized learning environment to support the study of managerial accounting principles. It presents managerial accounting as an information system used by managers for planning, controlling and directing business operations in domestic and international manufacturing and service environments. Emphasis is on understanding and applying common managerial accounting practices and decision-making techniques that support the achievement of an organization's financial goals and objectives using computer software. Completion of or concurrent enrollment in ACCT 102 is required. IAI: BUS 904 (1.1)

**ACCT 121 Accounting with QuickBooks I****2 cr. hrs.;** 1 lecture hour; 2 lab hours per week.

An introduction to the procedures and uses of QuickBooks software to account for the transactions of a business. (1.2)

**ACCT 123 Accounting with QuickBooks II****2 cr. hrs.;** 1 lecture hour; 2 lab hours per week.*Prerequisite: ACCT 121 "C" or better.*

An advanced study of the procedures and uses of QuickBooks software to account for the transactions of a business. (1.2)

**ACCT 170 Accounting Basics – Career I****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Basic principles, procedures, and methods of financial accounting. Provides accounting theory and practice as applied to proprietorships. Stresses use of accounting data in business decisions. With ACCT 171, ACCT 180, and ACCT 181, is designed for two-year career program students desiring to enter business occupations. (1.2)

**ACCT 171 Accounting Basics I - Lab****1 cr. hrs.;** 0 lecture hour; 2 lab hours per week.*Prerequisite: Completion of ACCT 170 "C" or better; or concurrent enrollment in ACCT 170.*

An introductory course which provides a computerized learning environment to reinforce the basic principles, procedures, and methods of financial accounting. Provides accounting theory and practice as applied to proprietorships

and partnerships. Stresses use of accounting data in business decisions. With ACCT 170, ACCT 180 and ACCT 181 is designed for two-year career program students desiring to enter business occupations. (1.2)

**ACCT 180 Accounting Basics - Career II****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.*Prerequisite: ACCT 170 and ACCT 171 "C" or better; and BUSN 160 recommended.*

Continues study of basic financial accounting principles and procedures as applied to corporations and partnerships. With ACCT 170, ACCT 171, and ACCT 181 is designed for two-year career program students desiring to enter business occupations. (1.2)

**ACCT 181 Accounting Basics II – Lab****1 cr. hrs.;** 0 lecture hour; 2 lab hours per week.*Prerequisite: ACCT 170 and ACCT 171 "C" or better; and BUSN 160 recommended. Concurrent enrollment in ACCT 180.*

Continues study of basic accounting principles and procedures as applied to corporations, partnerships, and manufacturing businesses. With ACCT 170, ACCT 171, and ACCT 180 is designed for two-year career program students desiring to enter business occupations. (1.2)

**ACCT 208 Intermediate Accounting****4 cr. hrs.;** 4 lecture hours; 0 lab hours per week.*Prerequisites: ACCT 101 "C" or better; or ACCT 170 and ACCT 180 "C" or better; or instructor consent.*

Comprehensive review of fundamental accounting principles and the conceptual framework, including the financial statements, time value of money, assets, liabilities and equity. Designed for students in the accounting career program. (1.2)

**ACCT 240 Internal Controls and Fraud****3 cr. hrs.;** 3 lecture hour; 0 lab hours per week.*Prerequisite: ACCT 101 & ACCT 103 "C" or better; or ACCT 180 & ACCT 181 "C" or better or instructor consent.*

This course is an introduction to internal control as a means to help ensure reliable financial reporting, compliance with laws and regulations, and effective and efficient operations. Discussions on fraud cases related to internal control deficiencies and the development of an anti-fraud program for small businesses will also be covered. (1.2)

**ACCT 250 Federal Income Tax****4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.*Prerequisite: ACCT 101 & 103 "C" or better; or ACCT 180 & 181 "C" or better; or instructor consent.*

Introduction to the federal income tax system and its laws and regulations applicable to individuals and businesses, including the preparation of paper and electronic tax returns. (1.2)

**ACCT 263 Accounting Internship****3 cr. hrs.;** 0 lecture hours; 15 lab hours per week.*Prerequisites: Instructor consent.*

A supervised work-experience program providing on-the-job training in a business firm for students enrolled in the Accounting AAS curriculum. (1.2)

### **ACCT 270 Data Analytics for Accounting**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites:* ACCT 170 and ACCT 180 “C” or better; and BE 146 “C” or better; or Instructor consent.

Data has proliferated in business and managers and accountants need to understand the implications for decision-making and tap into the data to provide better insights into a firm/client/customer/supplier, etc. This course is intended to provide students with an understanding of data analytic thinking and terminology as well as hands-on experience with data analytics tools and techniques. Students should leave this course with the skills necessary to translate accounting and business problems into actionable proposals that they can competently present to managers and data scientists. While there will be some use of tools in this course, the focus of this class is on concepts, not algorithms or statistical math. (1.2)

### **ACCT 290 Payroll Accounting**

**3 cr. hrs.;** 2 lecture hour; 2 lab hours per week.

*Prerequisites:* Concurrent enrollment in ACCT 170 and ACCT 171; or instructor consent.

This course covers payroll accounting systems with a review of the underlying theory and application of payroll taxes and related deductions and expenses. Completion of payroll forms (federal/state/local), and payroll laws and regulations of Illinois sales tax and sales tax forms is included. (1.2)

## **Agriculture**

### **AG 100 Introduction to Agriculture**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

A study of agriculture in our modern society. Emphasis on leadership development, educational goals and employment opportunities. Brief orientation to the College and agriculture division. (1.1)

### **AG 101 Introductory Ag Seminar**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

A study of the agricultural industries that are of service to farmers. Special reports on selected current topics. Part of class time will be utilized by visiting lecturers. Occasionally, a dinner meeting may be held. Required of all full-time agricultural students. (1.2)

### **AG 102 Ag Work Experience Seminar**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

A continuation of AG 101 with special emphasis on developing the work-education experience program. (1.2)

### **AG 107 Agri-Business Work Experience**

**7 cr. hrs.;** 0 lecture hours; 48 lab hours per week.

Eleven weeks of supervised training in an approved agricultural business. Emphasis is placed on organizing skill

development and documenting experiences in a workplace setting. Reports by the student and satisfactory job performance required for credit. (1.2)

### **AG 108 Agri Prod Work Exp**

**7 cr. hrs.;** 0 lecture hours; 48 lab hours per week.

Eleven weeks of supervised training in an approved agricultural production operation. Emphasis is placed on organizing skill development and documenting experiences in a workplace setting. Reports by the student and satisfactory job performance required for credit. (1.2)

### **AG 121 Introduction to Ag Economics**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

An introductory course covering selected agricultural economics principles and topics. Includes economic principles applied to agricultural problems; agriculture as a business; resource utilization; production principles; profit maximization; supply and demand principles; market structures and price determination; finance; and agricultural policy. Other topics covered are the world food situation and food production; agricultural trade; and the role of agriculture in economic growth. Special emphasis is placed on applying economic theories and principles to solving problems facing agricultural producers and agricultural industries. (1.2)

### **AG 122 Intro to Agriculture Mngt**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

*Prerequisite:* AG 121 or instructor consent.

The functions of management applied to the problems of agricultural supply and production businesses will be studied. Topics to be covered include resource analysis, budgeting, planning applied to agriculture production and agribusinesses, merchandise and inventory management, and labor management. The major focus of this class will be on planning and budgeting. (1.2)

### **AG 123 Agricultural Mathematics**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

The mathematical background needed for Agricultural Mechanics, Agricultural Business, and Agricultural Production. Includes calculations of land area; planting; fertilizer; chemical and herbicide application rates; storage capacity; material estimates; depreciation; ratios; mark-ups; production rates, and machinery operating costs. (1.2)

### **AG 125 Computers in Agriculture**

**1 cr. hr.;** 0.5 lecture hours; 1 lab hours per week.

An introductory course in the use of computers in agricultural situations. Emphasis will be placed on the type of computers used in agriculture, how these computers operate, and the types of computer software available for agricultural use. Students will learn to operate computers through hands-on classroom and laboratory experiences. (1.2)

### **AG 131 Soils and Soil Fertility**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

Basic course dealing with the formation, physical, chemical, colloidal, and biological properties of soils. Special emphasis is given to soil conditions that affect plant growth and crop yields. Laboratory practice in texture, structure and fertility. (1.1)

### **AG 132 Field Crop Science 1**

**1.5 cr. hrs.;** 1 lecture hours; 1 lab hours per week.

The study of botanical characteristics and cultural practices of commercially important Corn Belt crops, including quality improvements, seed purity, diseases, insects, weeds and crop production techniques during the preemergent stages Laboratory exercises focus on selected crop production and management practices. (1.1)

### **AG 133 Field Crop Science 2**

**2 cr. hrs.;** 1.5 lecture hour; 1 lab hours per week.

The study of botanical characteristics and cultural practices of commercially important Corn Belt crops, including quality improvements, seed purity, diseases, insects, weeds and crop production techniques during the post emergent stages. Laboratory exercises focus on selected crop production and management practices. Continuation of AG 132. (1.2)

### **AG 134 Field Crop Science 3**

**0.5 cr. hrs.;** 0.5 lecture hours; 0 lab hours per week.

The study of botanical characteristics and cultural practices of commercially important Corn Belt crops, including quality improvements, seed purity, diseases, insects, weeds, and crop production techniques during the pre-harvest stage. (1.2)

### **AG 135 Integrated Pest Management 1**

**1.5 cr. hrs.;** 1.5 lecture hours; 0 lab hours per week.

The study of the role of chemicals commonly used in agricultural production, including insecticides, herbicides, seed treatments and livestock chemicals. Emphasis is placed on the identification of weeds, insects and plant diseases, as well as prevention, control, and eradication of these problems. Laboratory exercises focus on weed and insect scouting, procedures used in handling and applying chemicals and comparisons of various pest management practices. (1.2)

### **AG 136 Integrated Pest Management 2**

**1 cr. hr.;** 0 lecture hours; 2 lab hours per week.

The study of the role of chemicals commonly used in agricultural production, including insecticides, herbicides, seed treatments and livestock chemicals. Emphasis is placed on the identification of weeds, insects and plant diseases, as well as prevention, control, and eradication of these problems. Laboratory exercises focus on weed and insect scouting, procedures used in handling and applying chemicals and comparisons of various pest management practices. (1.2)

### **AG 137 Integrated Pest Management 3**

**0.5 cr. hrs.;** 0.5 lecture hours; 0 lab hours per week.

The study of the role of chemicals commonly used in agricultural production, including insecticides, herbicides, seed treatments and livestock chemicals. Emphasis is placed on the identification of weeds, insects and plant diseases, as well as prevention, control, and eradication of these problems. Laboratory exercises focus on weed and insect scouting, procedures used in handling and applying chemicals and comparisons of various pest management practices. (1.2)

### **AG 138 Crop and Soil Mngt**

**3 cr. hr.;** 2 lecture hours; 2 lab hours per week.

This course provides students with an opportunity to gain experience in advanced crop and soil management. An emphasis will be placed on new technology and products that have been implemented into crop production. The application of geographical information systems and global positioning equipment in crop production and soil management will also be covered. (1.2)

### **AG 139 Crop & Soil Evaluation 2**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

*Prerequisite: AG 138 or instructor consent.*

Provides students an opportunity to gain experience in evaluating crops and soils. Selection will be based on marketing and/or production standards. A continuation of AG 138. (1.2)

### **AG 141 Animal Science**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

A comprehensive view of the livestock industry as a science. Study is based upon biological principles with application to modern livestock management practices for beef, swine, dairy cattle, sheep, and horses. Laboratory to supplement lectures and discussions. (1.2)

### **AG 142 Animal Nutrition**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Study of common feeds and their uses in animal nutrition including calculating rations for maintenance, growth and production. (1.2)

### **AG 147 Dairy Evaluation**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

Provides students an opportunity to gain experience in evaluating dairy cattle. Selection will be based on marketing and/or production standards. Consideration will be given to organizing and presenting oral reasons. (1.2)

### **AG 148 Livestock Evaluation 1**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

Provides students an opportunity to gain experience in evaluating livestock. Selection will be based on marketing and/or production standards. Consideration will be given to organizing and presenting oral awards. (1.2)

### **AG 149 Livestock Evaluation 2**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

*Prerequisite: AG 148 or instructor consent.*

Provides an opportunity to gain experience in evaluating livestock. Selection will be based on marketing and/or reasons. Continuation of AG 148 Livestock Evaluation I. (1.2)

### **AG 171 Materials Handling Equipment**

**2 cr. hrs.;** 1 lecture hour; 2 lab hours per week.

Mechanics of materials handling for chemicals, feeds and fertilizers; calibration of equipment; adjustment and maintenance of equipment with a special emphasis on small engines. Laboratory experiences will allow for actual experience. (1.2)

### **AG 172 Agricultural CDL Training**

**2 cr. hrs.;** 1 lecture hour; 2 lab hours per week.

Mechanics of materials handling for chemicals, feeds and fertilizers; calibration of equipment, and adjustment and maintenance of equipment. Special emphasis on small engines. Laboratory experiences will allow for actual experiences. (1.2)

### **AG 173 Ag Chem Equip Tech I**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

A course focusing on studies of dry fertilizer material equipment variations, calibration systems and methods, maintenance and service requirements, and actual operation of application equipment. (1.2)

### **AG 174 Ag Chem Equip Tech II**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

A course focusing on studies of liquid fertilizer and agricultural chemical application equipment, variations, calibration systems and methods, maintenance and service requirements, and actual operation of liquid application equipment. (1.2)

### **AG 200 Topics in Agriculture**

**0.5-3 cr. hrs.;** 0.5-3 lecture hours; 0 lab hours per week.

Designed to satisfy specific needs and interest of students in agriculture. Topics will vary and will be announced in advance. (1.2)

### **AG 201 Adv Ag Work Experience Seminar**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

*Prerequisite: AG 102 & AG 107 or AG 102 & AG 108, and concurrent enrollment in AG 207 or AG 208.*

Special emphasis on preparing for advanced training for final work-education experience and career planning. (1.2)

### **AG 202 Advanced Ag Seminar**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

*Prerequisites: AG 101, 102 and 201; or instructor consent.* Special emphasis will be given to definition and career explanation in the agribusiness field by students enrolled. (1.2)

### **AG 207 Adv Agri-Busin Work Experience**

**5 cr. hrs.;** 0 lecture hours; 48 lab hours per week.

*Prerequisites: AG 107 or AG 108; or instructor consent.*

Eight weeks of supervised training in an approved agricultural business with an emphasis on sales and management of agricultural supply business. Emphasis is placed on organizing skill development and documenting experiences in a workplace setting. Reports by the student and satisfactory job performance required for credit. (1.2)

### **AG 208 Adv. Ag Production Work Exp.**

**5 cr. hrs.;** 0 lecture hours; 48 lab hours per week.

*Prerequisite: AG 107 or 108; or instructor consent.*

Eight weeks of supervised training in an approved agricultural production operation with an emphasis on improvement of farm operations and problem areas. Emphasis is placed on organizing skill development and documenting experiences in a workplace setting. Reports by the student and satisfactory job performance required for credit. (1.2)

### **AG 211 Ag Salesmanship**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Study of the basic principles and theories of salesmanship with considerable emphasis given to the practical application. Role playing will be utilized to stress techniques. Sales aids, market promotion and advertising will be included. (1.2)

### **AG 214 Agriculture Tech & Info Mngt**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

A course focusing on new and existing technology in agriculture, the collection of agricultural information, with analysis and application to areas of agriculture production and agribusiness management. (1.2)

### **AG 222 Advanced Agriculture Mngt**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

*Prerequisite: AG 122; or instructor consent.*

A course dealing with management factors affecting profits in the operation of agribusinesses and farm production businesses. These factors include the keeping of records, analyzing records, income tax preparation and management, using credit to finance the business, using insurance in the business, calculating depreciation, and lease agreements. Experiences in making accounting entries and summarizing business records, as well as completing income tax forms will be provided. (1.2)

### **AG 223 Agriculture Marketing**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: AG 121 or instructor consent.*

A study of the food and input supply marketing systems with their associated sectors and costs. The problems of managing price risk, using market information, and dealing with government programs will be examined. Emphasis is placed on commodity marketing, current market conditions, price trends, selling alternatives, database marketing, and sources of market information. (1.2)

### **AG 224 Ag Law**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

A study of the laws that affect agricultural businesses in the context of labor, taxation, tenancy, liability and other areas. (1.2)

### **AG 225 Computer Applications in Agri**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

Use of computers in farm and agribusiness management with emphasis on commercially available software for accounting, budgeting, record keeping, and market analysis. (1.2)

### **AG 232 Forage Crops**

**3 cr. hrs.;** 2.5 lecture hours; 1 lab hours per week.

Examination of forage crops characteristics and ecology, grasslands of farm and range as related to animal production. (1.2)

### **AG 238 Crop and Soil Evaluation 3**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

Provides students an opportunity to gain experience in evaluating crops and soils. Selection will be based on marketing and/or production standards. A continuation of AG 139. (1.2)

### **AG 239 Crop and Soil Evaluation 4**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

Provides students an opportunity to gain experience in evaluating crops and soils. Selection will be based on marketing and/or production standards. A continuation of AG 238. (1.2)

### **AG 241 Artificial Insem of Cattle**

**1.5 cr. hrs.;** 1 lecture hour; 1 lab hour per week.

Theory and technology involved in artificial insemination, including semen collection techniques, evaluation of semen, processing of semen for storage, and insemination techniques. (1.2)

### **AG 242 Artificial Insem of Swine**

**1.5 cr. hrs.;** 1 lecture hour; 1 lab hour per week.

Theory and technology involved in artificial insemination, including semen collection techniques, evaluation of semen, processing of semen for storage and insemination techniques. (1.2)

### **AG 244 Swine Science**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite: AG 141 or AG 285.*

A basic course in swine production and management which includes selecting, breeding, feeding, managing and marketing of swine. Laboratory will provide hands-on experience to develop in-depth skills in the rapidly changing technology of the swine industry today. (1.2)

### **AG 245 Beef Science**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

A basic beef production and management course which includes the cow-calf and feedlot operations. Laboratory exercises to acquire and develop in-depth skills. (1.2)

### **AG 246 Meat Animal Evaluation**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite: AG 141 or AG 285.*

Live animal and carcass evaluation of meat animals; beef, swine and sheep. Students to acquire and develop in-depth skills in the laboratory. (1.2)

### **AG 247 Animal Health**

**2 cr. hrs.;** 1 lecture hours; 2 lab hours per week.

Animal diseases and parasites, their prevention and control. Man's susceptibility to disease. Federal and State regulations. (1.2)

### **AG 248 Livestock Evaluation 3**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

*Prerequisites: AG 148 and AG 149; or instructor consent.*

Provides students an opportunity to gain experience in evaluating livestock. Selection will be based on marketing and/or production standards. Consideration will be given to organizing and presenting oral reasons. (1.2)

### **AG 249 Livestock Evaluation 4**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

*Prerequisites: AG 148, AG 149, or AG 248.*

A continuation of AG 248; provides students an opportunity to gain experience in evaluating livestock. Selection will be based on marketing and/or production standards. Consideration will be given to organizing and presenting oral reasons. (1.2)

### **AG 272 Grain Drying and Handling**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

This course provides an introduction to the operation, adjustment and maintenance of grain drying equipment in the field. The development of a complete grain drying and handling system will also be covered along with the handling and processing of other common products and commodities. (1.2)

### **AG 273 Lawn & Garden Equipment Repair**

**4 cr. hrs.;** 2 lecture hours; 4 lab hours per week.

This course covers the operation and maintenance of consumer products in the agriculture industry. Topics to be covered include lawnmowers, lawn sweepers, lawn conditioning equipment, snow blowers, leaf blowers, tillers, weed eaters, and chain saws. Emphasis will be given to safety, operation, maintenance, and repair. (1.2)

### **AG 275 Field Machinery Operations I**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

Introduces the student to harvesting, tillage, and planting operations. Emphasis will be placed on theory, operation, maintenance and adjustment of the machines. (1.2)

### **AG 276 Field Machinery Operations II**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

A course that introduces the student to theory and maintenance of agricultural planting systems. It includes care, maintenance and calibration of field sprayers. (1.2)

**AG 280 Intro to Ag Education****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

An overview of the agricultural occupations program from the vocational agriculture teacher's role and responsibility in an educational system. Opportunities, methods of certification, and securing positions in the teaching profession; FFA will be an integral part. IAI: AG 911 (1.1)

**AG 281 Agricultural Economics****4 cr. hrs.;** 4 lecture hours; 0 lab hours per week.

An introduction to the principles of economics including production principles; production costs, supply and revenue; profit maximization; consumption and demand; price elasticity; market price determination; and competitive versus noncompetitive market models. These principles are applied to agriculture and the role of agriculture in the United States and world economies. Other topics include a survey of the world food situation; natural, human and capital resources; commodity product marketing; and agricultural problems and policies. IAI: AG 901 (1.1)

**AG 282 Introduction to Soil Science****4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

This course provides an introduction to the chemical, physical and biological properties of soils; the origin, classification, and distribution of soils and their influence on people and food production; the management and conservation of soils; and the environmental impact of soil use. IAI: AG 904 (1.1)

**AG 283 Field Crop Science****4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

This course provides an introduction to the basic principles of plant growth, including human and environmental influences and the theoretical and practical application of agronomic principles to crop production. Includes the historical and economic importance of crop plants for food, feed, and fiber; origin, classification, and geographic distribution of field crops; environmental factors and agronomic problems; crop plan breeding, growth, development, and physiology; cropping systems and practices; seedbed preparation, tillage, and crop establishment; pests and controls; and harvesting, storing and marketing practices. IAI: AG 903 (1.1)

**AG 285 Animal Science****4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

The application of the sciences of genetics, physiology, and nutrition to the improvement of the animal industries and an introduction to management and production practices. Includes animal breeds, breeding and selection; anatomy, physiology, nutrition, growth; environment, health and sanitation; products and marketing; production technology and economics; animal behavior; and current issues in animal science. IAI: AG 902 (1.1)

**AG 287 Introductory Ag Mechanics****4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

An introduction to agricultural power and machinery, agricultural electrification and applications, agricultural structures, and soil and water conservation. IAI: AG 906 (1.1)

**AG 288 Ag of Developing Countries****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Agriculture of Developing Countries is an examination of the critical role played by agriculture in the economic development of Third World Nations. Agricultural production systems, policies, and problems are evaluated in relation to the economic, social and political structures of selected countries and societies. (1.1)

**AG 289 Microcomputer Skills for Agri****3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

Introduction to computer hardware, file manipulation, printers and the use of word processing, electronic presentations and communications, graphics, spreadsheet, database management and web development software. Also includes solution of agriculture data-related problems and use of prepared software templates. IAI: AG 913 (1.2)

**Anthropology****ANTH 100 Intro. to Anthropology****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Introduction to the nature of humans and their development and relationship to the physical and social environment today and in the past. Surveys the major subfields of anthropology: cultural anthropology, physical anthropology, archaeology and linguistics. IAI: S1 900N (1.1)

**ANTH 101 Intro to Physical Anthropology****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

ANTH 101 explores human origins, the fossil record, human variation and adaptation, population genetics, and humankind's place in world ecology. IAI: S1 902 (1.1)

**ANTH 102 Intro to Cultural Anthropology****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

ANTH 102 offers an introduction to culture as an adaptive mechanism that provides for the survival of the human species. This course presents examples from both traditional and technologically advanced societies to demonstrate the diversity in our increasingly interconnected world. ANTH 102 encompasses globalization, social organization, political systems, technology, economics, religion and language as used by various peoples, both past and present. IAI: S1 901N (1.1)

**ANTH 103 Intro to Archaeology****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Introduces concepts, principles, and methods used to reconstruct cultural history and prehistory. Explores sequences of cultural development that have been learned through archeological analysis. IAI: S1 903 (1.1)

**ANTH 285 Cross-Cultural Women's Studies****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.*Prerequisite: Appropriate Reading placement score or REA 103 "C" or better.*

This course examines the position of women across the globe from an interdisciplinary perspective. Special attention will be paid to women's experiences of globalization, social class, sexuality, race, ethnicity, and gender-based discrimination. (1.1)

**ANTH 290 Special Topics in Anthropology****1-3 cr. hrs.;** 1-3 lecture hours; 0 lab hours per week.*Prerequisite: Instructor consent.*

Topics vary according to student interest and instructor availability. Examples of courses offered include: Linguistic Anthropology; World Culture Regions (e.g., Asia, Latin American, Africa); Native North American Cultures; Cross-Cultural Perspectives on Health and Medicine; Anthropology of Food & Nutrition; Gender and Culture. Students may take up to nine semester hours if the topic varies. (1.1)

**Art****ART 100 Art Appreciation****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

An introduction to the world of fine and applied arts. Students will learn the elements and principles of art and the media and processes used in various artforms. Great works of art are examined as expressions of a culture, a historical period, and as they relate to a common theme. IAI: F2 900 (1.1)

**ART 101 2-Dimensional Design****3 cr. hrs.;** 0 lecture hours; 6 lab hours per week.

Students learn basic elements and principles of visual design through the completion of a wide variety of two-dimensional projects. Emphasis on color theory, terminology, problem-solving and craftsmanship. IAI: ART 907 (1.1)

**ART 111 3-Dimensional Design****3 cr. hrs.;** 0 lecture hours; 6 lab hours per week.

Fundamentals of three-dimensional design are covered, utilizing a variety of materials. Projects examine these materials and probe the elements and principles of design as they relate to sculptural form, with an emphasis on terminology, problem-solving and craftsmanship. IAI: ART 908 (1.1)

**ART 121 Drawing I****3 cr. hrs.;** 0 lecture hours; 6 lab hours per week.

Study of basic drawing techniques using traditional drawing media such as pencil, ink, charcoal and ink wash. Emphasis is placed on the development of effective compositions, observational drawing skills, exploration of various drawing media and presentation of work. Course includes vocabulary development, critical analysis activities, and

reference to contemporary and historic models of drawing. IAI: ART 904 (1.1)

**ART 122 Drawing II****3 cr. hrs.;** 0 lecture hours; 6 lab hours per week.*Prerequisites: ART 121 "C" or better; or instructor consent.*

Students will continue to build on observational drawing skills with emphasis on color and self-expression. Various drawing media will be utilized, such as soft pastels, oil pastels, pen and ink, watercolor and other traditional drawing media. IAI: ART 905 (1.1)

**ART 131 Type and Digital Layout****3 cr. hrs.;** 0 lecture hours; 6 lab hours per week.

The history and study of typography is examined, with emphasis on the development of skills using the text layout program Adobe InDesign. Content development and the organization of visual information through effective use of design elements and principles are also important aspects in this course. (1.2)

**ART 190 Introduction to Computer Art****3 cr. hrs.;** 0 lecture hours; 6 lab hours per week.

An introduction to computer applications in the Adobe Creative Suite. A computer software based approach to visual image manipulation and generation, including the integration of computer hardware, software, and peripheral devices as tools to create and combine traditional and contemporary visual ideas as applied to art and design. (1.2)

**ART 200 Special Topics in Art****1-3 cr. hrs.;** 1-3 lecture hours; 2-6 lab hours per week.

Concepts vary each semester. This course will workshop special topics in art and design as optional electives. Each offering may emphasize a different medium, technical process, or explore a focused area of art history. Examples of offerings include cartooning or gender in art history. (1.1)

**ART 201 Life Drawing****3 cr. hrs.;** 0 lecture hours; 6 lab hours per week.*Prerequisite: ART 122 "C" or better; or instructor consent*

The development of figure drawing skills with emphasis on scale and proportion, value and modeling using various media, techniques and individual approaches. An appreciation of the human form through the study of human anatomy and structure. (1.1)

**ART 211 Painting****3 cr. hrs.;** 0 lecture hours; 6 lab hours per week.*Prerequisite: ART 101 "C" or better; or instructor consent*

ART 211 is a beginning level painting class where students will learn the technical craft of painting. Students will gain experience with painting mediums in acrylic paint. Other painting media will be used as time allows. Emphasis will be placed on the technical aspects of painting, attention to 2-D design concepts, color theory and planning and execution of a painting. (1.1)

**ART 212 Advanced Painting**

**3 cr. hrs.;** 0 lecture hours; 6 lab hours per week.

*Prerequisite:* ART 211 "C" or better; or instructor consent

Students will build additional technical skills in painting. Students will gain experience with painting mediums in acrylic paint or other painting media as permitted. Emphasis will be placed on advanced techniques and personal expression, series research and development. Students will be challenged to develop their ability to critique work and articulate the ideas behind their work. (1.1)

**ART 213 Digital Photography**

**3 cr. hrs.;** 0 lecture hours; 6 lab hours per week.

This course offers students of all levels a working knowledge of digital photography. Students will develop an understanding of operating a digital camera and explore photographic methods as they relate to digital images, develop their creative expression through photography, use relevant software for image modifications, and learn to value the contributions of photography to our global society. (1.2)

**ART 215 Digital Imagery**

**3 cr. hrs.;** 0 lecture hours; 6 lab hours per week.

Fundamentals of working with raster imagery are explored using the computer. Emphasis is placed on proficiency with various tools and features in software programs such as Adobe Photoshop. Students learn to create work for print and web publication, as well as for creative self-expression. Work with digital devices such as scanners, printers and digital cameras is also included. (1.2)

**ART 217 Digital Drawing**

**3 cr. hrs.;** 0 lecture hours; 6 lab hours per week.

Fundamentals of vector-based drawing are explored using the computer. Emphasis is placed on proficiency using various tools, creating imagery used for graphic design, web publishing and illustration with software such as Adobe Illustrator. Basic design principles and printing and reproduction requirements are also emphasized. (1.2)

**ART 232 The Photographic Series**

**3 cr. hrs.;** 0 lecture hours; 6 lab hours per week.

*Prerequisite:* ART 213 "C" or better; or instructor consent.

This course explores working in a variety of photographic genres that may include landscape, street, portraiture, documentary, and conceptual among others. Students will work to develop a completed photographic series on a topic of their choice. Instruction will focus on idea development, capture, critique, and theory. (1.1)

**ART 233 Studio Lighting**

**3 cr. hrs.;** 0 lecture hours; 6 lab hours per week.

*Prerequisite:* ART 213 "C" or better; or instructor consent.

This course offers students a working knowledge of studio lighting techniques related to digital photography. Students will develop an understanding of the technical operation of a variety of lighting equipment. They will complete

assignments related to portraiture, product and editorial photography in a studio setting. (1.2)

**ART 234 Digital Video and Editing**

**3 cr. hrs.;** 0 lecture hours; 6 lab hours per week.

*Prerequisite:* ART 213 "C" or better; or instructor consent.

This course offers students a working knowledge of digital video techniques with a single lens reflex camera. Students will develop an understanding of the technical operation of camera and audio equipment, as well as digital editing software such as Adobe Premiere. Students will also learn to optimize video for a variety of outputs. (1.2)

**ART 235 Website Design for Artists**

**2 cr. hrs.;** 0 lecture hours; 4 lab hours per week.

Introduction to designing a website and related social media content geared towards small businesses and freelance artists and designers. Students will explore a variety of pre-built website templates and learn to work with different graphic formats. This includes publishing screen-based content without writing code. (1.2)

**ART 246 Graphic Design**

**3 cr. hrs.;** 0 lecture hours; 6 lab hours per week.

*Prerequisite:* ART 101 or instructor consent.

Examination of skills, techniques, and tools of the advertising and commercial arts. Projects provide experience in techniques and design elements as applied to graphic design. (1.2)

**ART 247 Motion Graphics**

**3 cr. hrs.;** 0 lecture hours; 6 lab hours per week.

*Prerequisite:* ART 215 or ART 190 "C" or better; or permission of the instructor.

This course explores effective visual communication using motion graphics. Student will integrate typography, illustration, photography, video, and audio in time-based media compositions. Motion theory, fundamentals of design, concept development, and rendering graphics for multiple outputs will be emphasized. Software such as Adobe After Effects will be explored. (1.2)

**ART 248 Production and Prepress**

**3 cr. hrs.;** 0 lecture hours; 6 lab hours per week.

*Prerequisite:* ART 190 "C" or better; or ART 130 "C" or better.

Fundamentals of graphic design are further explored with strong emphasis on editorial design. Students will work with digital drawing, imagery and text layout software. Particular emphasis is placed on setting up electronic files for print, prepress considerations, paper selection and commercial printing requirements. Includes layout and production work on student art publication *ArtFusion* with an on-site press check. (1.2)

**ART 271 Ceramics**

**3 cr. hrs.;** 0 lecture hours; 6 lab hours per week.

Introduction to ceramic processes and techniques. Students will learn hand and wheel methods of clay construction and

examine clay bodies, glazes, decoration methods and kiln firing. (1.1)

### **ART 272 Advanced Ceramics**

**3 cr. hrs.;** 0 lecture hours; 6 lab hours per week.

*Prerequisite:* ART 271.

Advanced exploration of ceramic processes and techniques. Students will expand their knowledge of throwing and decorative techniques, glaze composition, and kiln firing. Emphasis on individual expression and creativity. (1.1)

### **ART 281 History of Western Art I**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Survey of Western art and architecture from the Ancient World to the Gothic Age. Historical developments of Western art are emphasized. IAI: F2 901 (1.1)

### **ART 282 History of Western Art II**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Survey of Western art and architecture from the Renaissance through the Twenty First Century. Historical developments of Western art are emphasized. IAI: F2 902 (1.1)

### **ART 285 Survey of Asian Art**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Survey of aesthetics and art forms of Asia within social, historical, and philosophical contexts. Emphasis is on India, China, and Japan. IAI: F2 903N (1.1)

### **ART 286 Survey of Non-Western Art**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Survey of the art of Non-Western cultures from ancient traditions through the postcolonial period. Explores the historical context of works of architecture, sculpture, painting, and craft from Sub-Saharan Africa, Asia, Oceania, and the Americas. IAI: F2 903N (1.1)

### **ART 299 Art/Design Internship**

**2-3 cr. hrs.;** 0 lecture hours; 10-15 lab hours per week.

*Prerequisite:* Instructor consent and completed at least 30 credit hours in Art Transfer AA/AFA or Visual Communications AAS degree.

This course is for the art or design student with an interest in graphic design, photography, web design, museum work, art education, or other art/design related careers. They will gain experience related to supervised work experience in preparation for future employment in an art/design position.(1.2)

## **Astronomy**

### **ASTR 101 Astronomy: The Solar System**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

For non-science majors. The solar system: structure and motions of the planets, comets and meteors, and origin and evolution of the solar system. IAI: P1 906L (1.1)

### **ASTR 102 Astronomy: Stars and Galaxies**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

For non-science majors. Stars: distances, motions, dimensions, structure, origin and evolution. Structure of the Milky Way and other galaxies. Structure and origin of the universe. IAI: P1 906L (1.1)

## **Automotive/Agriculture Technology**

### **AUTO 100 Vehicle Maint & Repair I**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

A fundamental course in general vehicle maintenance and repair. Students learn to use basic auto and truck repair terminology, tools and techniques utilized in automotive dealerships and service facilities. The course provides both a general orientation to the vehicle service industry and develops salable vehicle maintenance skills. (1.2)

### **AUTO 101 Vehicle Maint & Repair II**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

A fundamental course in general vehicle maintenance and repair. Students learn to use basic auto and truck repair terminology, tools and techniques utilized in automotive dealerships and service facilities. The course provides both a general orientation to the vehicle service industry and develops salable vehicle maintenance skills. (1.2)

### **AUTO 107 Engine Performance I**

**4 cr. hrs.;** 2 lecture hours; 4 lab hours per week.

A study of today's automotive ignition, fuel delivery, air induction, and emissions systems integrated under a computerized control system. (1.2)

### **AUTO 115 Wheel Alignment & Suspension**

**4 cr. hrs.;** 2 lecture hours; 4 lab hours per week.

A study of suspension systems and repair. Principles of wheel alignment, repair, and adjustment. (1.2)

### **AUTO 207 Engine Performance II**

**2 cr. hrs.;** 0 lecture hours; 4 lab hours per week

*Prerequisite:* AUTO 107 or instructor consent.

A detailed study of today's computer-controlled systems and how they interrelate. Emphasis on diagnosis and test procedures and how they relate to drivability problems. Continuation of AUTO 107 Engine Performance I.(1.2)

### **AUTO 299 ASE Review**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

Review course to prepare for the ASE exams. Sample questions, reasons behind the answers, and test-taking techniques will be covered. (1.2)

## **Biology**

### **BIOL 100 Introduction to Biology**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

Introductory biology course intended for non-science majors. This course provides an introduction to important biological principles including: chemistry of life, molecular

biology, cell structure and function, cell division, cell metabolism, genetics and heredity, organismal structure and function, diversity, evolution and ecology. IAI: L1 900L (1.1)

### **BIOL 101 General Human Biology**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

Introductory biology course intended for non-science majors. Current biological principles are stressed, using the human as the primary organism of study. Topics include scientific literacy, cell and molecular biology, human structure and function, human genetics and heredity, diseases of the human, human development, evolution and ecology. IAI: L1 904L (1.1)

### **BIOL 105 General Biology I**

**5 cr. hrs.;** 4 lecture hours; 3 lab hours per week.

*Prerequisite: Students must be eligible for (as determined by appropriate placement score or other assessment) or concurrent enrollment in Math 103 or higher and English 101 or higher.*

For science and pre-professional majors and those with strong interest in science. This course includes the principles of cellular and molecular biology, including the chemistry of life, metabolism, photosynthesis, classical and molecular genetics, genetic regulation, and cellular reproduction. IAI: L1 910L; BIO 910 (1.1)

### **BIOL 106 General Biology II**

**5 cr. hrs.;** 4 lecture hours; 3 lab hours per week.

*Prerequisite: BIOL 105 or instructor consent.*

For science and pre-professional majors and those with strong interest in science. This course includes principles of organismic population and community biology including reproduction, development, homeostasis, behavior, ecology, and evolution. IAI: L1 910L; BIO 910 (1.1)

### **BIOL 120 Nutrition**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Reviews the principles of nutritional science, the steps of scientific method applied to nutrition research, and the current nutritional concepts and controversies. Topics include digestion, absorption, and functions of macronutrients and micronutrients; diet analysis; malnutrition; under-nutrition; and nutritional needs of pregnancy, infancy and other stages of life. (1.1)

### **BIOL 145 Anatomy - Physiology I**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

*Prerequisite: Students must complete both #1 & #2 below, or have instructor approval.*

*1. Biology 100, 101, or 105 "C" or better or appropriate Biology Competency Exam score and Chemistry 101 or 110 "C" or better or appropriate Chemistry Competency Exam score.*

*2. Appropriate reading placement score or REA 103 "C" or better and appropriate math placement score or MATH 070 "C" or better or MATH 078 "C" or better, and appropriate*

*writing placement score or ENG 091 "C" or better or COMM 105 "C" or better.*

A systematic study of the anatomical-physiological aspects of the human body. Topics include homeostasis, biomolecules, cytology, histology, as well as integumentary, skeletomuscular, nervous and endocrine systems. IAI: BIO 920 (1.1)

### **BIOL 146 Anatomy - Physiology II**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

*Prerequisite: BIOL 145 "C" or better.*

Continuation of BIOL 145. Systematic study of cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems. Fluids, electrolytes, acid-base balance, metabolism, and human development are also studied. IAI: BIO 920 (1.1)

### **BIOL 150 Medical Terminology**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: REA 103 "C" or better; or appropriate reading placement score.*

This course presents the principles of medical word construction through identification of root words, prefixes, suffixes, combining forms, and methods of building medical terms. Emphasis is placed on correct medical word spelling, pronunciation and definition, while introducing terminology specific to various body systems. The course is intended to prepare students to classify medical information for use in medical coding, billing, and reporting. (1.2)

### **BIOL 190 Animal Diversity**

**4 cr. hrs.;** 2 lecture hours; 4 lab hours per week.

This course is first and foremost an introduction to scientific inquiry through selected concepts in animal biology. This course is a survey of the animal kingdom from an evolutionary perspective. We will address topics such as cell and molecular biology, morphology, taxonomy, growth, function, animal genetics and heredity evolution and ecology, and reproduction using non-human animals as model organisms. Biological issues with personal and social implications are integrated throughout the course. There are no prerequisites for this course, but a prior high school biology course is assumed. IAI: L1 902L (1.1)

### **BIOL 200 Environmental Bio-Human Impact**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

An introduction to scientific principles in ecology and environmental biology. Topics include population growth, biodiversity, evolution, ecosystems, human demographics, and food production, with an emphasis on humans' impact on the biosphere and the health of organisms within the biosphere. IAI: L1 905 (1.1)

### **BIOL 201 Environmental Bio-Diversity**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

An introduction to scientific principles in ecology and environmental biology. Topics include evolution, biodiversity, ecosystem structures, impact of human

population on ecosystems, habitat destruction, extinction, pesticides, and energy use. IAI: L1 905 (1.1)

### **BIOL 207 Selected Topics in Biology**

**1-2 cr. hrs.;** 1-2 lecture hours; 0-2 lab hours per week.

This course is designed to satisfy specific needs or interests of students in the biological sciences. This course can be taken to: (1) provide students with library research skills on topics of special interest; (2) provide students an opportunity to obtain college credit for structured biological field trips with a qualified instructor and (3) provide students with the chance to study selected biological topics. The course may be repeated for a maximum of six credit hours if the topic varies. All offerings must be approved in advance by the majority of the tenured faculty of the Biological Sciences Department. (1.1)

### **BIOL 211 General Botany**

**4 cr. hrs.;** 2 lecture hours; 4 lab hours per week.

This course is an introduction to scientific inquiry through select concepts in botany. Topics include cell and molecular biology, plant structure and function, plant physiology and growth, plant genetics and heredity, plant classification and life cycles, evolution, and ecology. Integrated throughout the course are biological issues with personal and social implications. There are no prerequisites for the course, but it is helpful to have taken a prior high school biology course. IAI: L1 901L (1.1)

### **BIOL 250 Genetics**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

An introduction to the principles of Mendelian and non-Mendelian genetics, immunogenetics and population genetics. Cell and molecular biology, biotechnology, genetic diseases and genetic counseling are also covered. IAI: L1 906 (1.1)

### **BIOL 251 Genetics Laboratory**

**1 cr. hr.;** 0 lecture hours; 2 lab hours per week.

*Prerequisite: BIOL 250 or concurrent enrollment in BIOL 250.*

Laboratory course accompanying BIOL 250 to satisfy general education requirements in life science. This course will cover fundamental principles in genetics including cell and molecular biology, chromosome structure and function, inheritance, population genetics and evolution, DNA structure and function, bioinformatics and biotechnology. Completion of or concurrent enrollment in BIOL 250 is required. IAI: L1 906L (1.1)

### **BIOL 261 Microbiology**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

*Prerequisite: BIOL 105 or 145 or instructor consent.*

The study of microorganisms including historical background, morphology, physiology, growth, identification, genetics, control, immunology and diseases. Laboratory is emphasized. (1.1)

### **BIOL 295 Research in Biology**

**1-3 cr. hrs.;** 0 lecture hours; 3-9 lab hours per week.

*Prerequisites: BIOL 105 "C" or better and prior consultation with instructor, and completed contract and consent of a majority of the Biology faculty.*

Provides experimental exploration of an authentic scientific research topic under the supervision of a faculty member. This laboratory course is designed to teach the principles and practice of modern experimental biology. Before registering, students must submit to the Department of Natural Sciences & Engineering for review a proposal for accomplishing a defined research task and a contract with the instructor that outlines requirements and expectations. Credit is contingent on the submission of a final report. (1.1)

## **Business**

### **BUSN 110 Introduction to Business**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Basic course introducing major kinds of business organizations and forms of ownership. Study of vocabulary and functions of activities such as financing, marketing, management, personnel administration, and international business. (1.2)

### **BUSN 116 Business Relations**

**3 cr. hr.;** 3 lecture hour; 0 lab hours per week.

Business Relations will provide students with specific professional etiquette skills such as business introductions, professional attire, dining etiquette, running successful meetings, communicating with others in professional matter, and specific professional skills on how to develop and grow business relations. (1.2)

### **BUSN 118 Small Business Simulations**

**3 cr. hr.;** 3 lecture hour; 0 lab hours per week.

This course is an online simulation that provides starting and future entrepreneurs the opportunity to encounter business decision making of managing personnel, marketing product, and managing cash flow. (1.2)

### **BUSN 121 Small Business Mgmt**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Hands-on course designed to prepare the student for possible ownership of their own small business. Topics to be covered include market research, financing, organization structure, management skills, and marketing procedures. Also, skills and time requirements needed to own and operate your own business. Students will be provided an opportunity to produce a business plan that would fit their current or future business needs. (1.2)

### **BUSN 160 Business Math I**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: Appropriate placement score.*

A short review of basic math concepts and their application to actual business problems. Covers insurance, interest calculations, merchandising discounts, taxes, dividends and basic statistical measures. (1.2)

**BUSN 195 Personal Finance****3 cr. hr.;** 3 lecture hour; 0 lab hours per week.

This is a comprehensive study of personal financial literacy. Students learn how to make informed financial decisions related to budgeting, saving, banking, credit and debt, insurance, investments, retirement and saving plans. Using the Dave Ramsey curriculum, students will focus not only on personal finance concepts and knowledge, but also practical application that leads to behavior change. (1.2)

**BUSN 200 Special Studies****1-3 cr. hrs.;** 1-3 lecture hrs.; 0 lab hours per week.*Prerequisite: Department Chairperson consent.*

Independent study or group study designed to fit the needs of individual students. Workshops, seminars and selected course work offered to a unique group of students may be offered within this course. (1.2)

**BUSN 210 Financial Institutions & Markets****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Overview of relationships between financial institutions, markets and investments. Analyzes the relationships between institutions, markets, government regulation and business cycles. (1.2)

**BUSN 215 Personal Investing****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

This is an introductory personal investment course which will introduce students to the financial markets, stocks, bonds, mutual funds, IRAs and money markets. Students will become familiar with investment and financial terminology, understand the basic tools of investing, and get practical experience in establishing, monitoring, and managing a personal portfolio via an online trading simulation. (1.2)

**BUSN 220 Business Math II****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.*Prerequisite: BUSN 160 or instructor consent.*

An advanced introduction survey of mathematics (basic algebra and statistics) as used in complex business problems and situations. The emphasis will be on problem identification analysis and the application of and use of quantitative tools and techniques to solve them. (1.2)

**BUSN 230 Principles of Marketing****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

An in-depth analysis of major contemporary marketing concepts and practices. Covers marketing environments and trends, product development, pricing practices, distribution networks and relationships with advertising agencies and sales forces. (1.2)

**BUSN 236 Introduction to Advertising****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.*Prerequisites: BUSN 110 "C" or better, and BUSN 230 "C" or better; or instructor consent.*

Advertising is one of the most interesting and creative fields of business. Topics in this course include overview of

advertising principles, language of advertising, the role of advertising in integrated marketing communications, consumer behavior, creative strategies, and types of media. IAI: MC 912 (1.1)

**BUSN 238 Salesmanship****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.*Prerequisites: BUSN 110 and BUSN 230 or instructor consent.*

Analyzes activities and processes of the professional sales presentation including prospecting, approaching, demonstration, meeting objections, and closing a sale. Studies characteristics and attributes of successful sales professionals. (1.2)

**BUSN 240 Principles of Management****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.*Prerequisite: BUSN 110 recommended.*

A detailed study of the basic functions and processes of management in a typical organizational setting. Includes coverage of planning, organizing, directing, and controlling, with emphasis on communication, leadership, group dynamics, and motivation. (1.2)

**BUSN 241 Intro to Supply Chain Management****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

This course will give students an overview of the field of logistics, as well as information and skills specific to computerized inventory management. Topics include an overview of supply chain management and related terminology, warehouse and transportation operations, typical warehouse management software, and warehousing technologies – including radio frequency and basic accounting and economic principles. (1.2)

**BUSN 242 Principles of Supervision****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Course deals with the responsibilities of the supervisor or leader in the industrial and administrative environment. Leadership qualities, human relations skills, motivation, communication, training techniques, and problem of the work group are discussed. (1.2)

**BUSN 243 Developing Team Skills****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

A basic course introducing the team dynamics such as the formation of teams, stages of team development, strengths and weaknesses of teams and the practical application to team skills. (1.2)

**BUSN 245 Business Entrepreneurship****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

A highly motivational hands-on course designed to prepare the beginning entrepreneur to establish, operate and maintain his or her own business with emphasis on each student's personal needs. Students will do preliminary research, write a business plan, analyze financial needs and sources, prepare organization, managerial, and marketing plans. (1.2)

**BUSN 245A Purchasing the Small Business****1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

This course provides preparation for decision making about purchasing a small business or franchise. Students will explore strategies for purchasing a small business or franchise. (1.2)

**BUSN 245B The Business Plan****1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

This course provides preparation for decision making about purchasing a small business or franchise. Students will explore strategies for purchasing a small business or a franchise. (1.2)

**BUSN 245C Financial Statement Analysis****1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

This course provides skills used to understand and apply accounting principles in a small business environment. Students will explore, compile, evaluate, and analyze financial statements. Students will learn to read and interpret annual reports. (1.2)

**BUSN 247 Internship****3 cr. hrs.;** 0 lecture hours; 15 lab hours per week.*Prerequisite: Department Chair consent.*

A supervised work experience providing on-the-job training in a business firm for students enrolled in various business career curricula. (1.2)

**BUSN 249 Seminar****1 cr. hr.;** 1 lecture hour; 0 lab hours per week.*Prerequisite: Concurrent enrollment in BUSN 247.*

Provides intensive review and evaluation of on-the-job experience. (1.2)

**BUSN 250 Human Resource Management****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.*Prerequisites: BUSN 110, BUSN 240, and BUSN 242 recommended.*

Basic understanding of current practice in the field. Covers staffing, development, methodology, labor relations, and wage and salary administration. (1.2)

**BUSN 251 Organizational Behavior****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Organizational behavior is a field of study that seeks to understand, explain, and improve human behavior in organizations. Topics include communications, motivation, group dynamics, leadership, power, and organizational design and development. (1.2)

**BUSN 252 Pay & Benefits Administration****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Examination of the total compensation package including wages, executive salaries, pensions, insurance, cafeteria/multi-employer plans and other benefits. A look at historical perspective, current status and future trends in compensation management. (1.2)

**BUSN 260 Business Financial Management****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.*Prerequisites: ACCT 170 and ACCT 171.*

Introductory course in financial management, stressing an understanding of business finance, allocation of funds within a business and raising of funds. (1.2)

**BUSN 266 Business Policy and Ethics****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

An introduction to ethical decision making in business. Special attention is given to making informed ethical decisions on a daily basis. Models of ethical and unethical decision making are analyzed. (1.2)

**BUSN 270 Intro to International Business****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

This course provides an overview and a basic understanding of current world activities, practices, and governmental aids and barriers to international trade. Exploration of various economic, geographic, political, and cultural differences affecting international trade. (1.2)

**BUSN 272 International Marketing****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Students will learn of the challenges posed when marketing in the international marketplace and how marketers approach and solve them. Topics covered will include market entry strategies, effects of culture on marketing, product design, sales, and analysis of foreign markets. There will be a strong emphasis on exporting. (1.2)

**BUSN 280 Intro to E-Commerce****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

This course presents a comprehensive summary of the nature and environment of electronic commerce. Topics include designing the digital enterprise, customer empowerment, e-Commerce models, the e-Commerce business plan, e-Commerce trends, governmental influences, and defining a cyber community. (1.2)

**BUSN 284 Marketing for E-Commerce****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

This course provides an awareness of marketing issues, trends, and barriers in a digital environment. Web page design, trends, and practices will be explored. Students will design a digital marketing plan for a business and design web pages for simulated small businesses. (1.2)

**Business Education****BE 100 Work Environment Orientation****2 cr. hrs.;** 2 lecture hours; 0 lab hours per week.

This course is intended to introduce the facts, skills, strengths, and career goals for the business work environment necessary for success in the Business Education curricula. (1.2)

**BE 101 Office Accounting****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Designed as an introductory accounting course for business students with emphasis on the accounting cycle and small business transactions in a user-oriented environment for students with little computer experience. (1.2)

### **BE 105 Business Presentation Skills**

**2 cr. hrs.;** 2 lecture hours; 0 lab hours per week.

This course is intended to include features of current Windows-based presentation graphics software, assembly of presentation equipment, and preparation for utilizing presentation and communication strategies effectively in business scenarios. (1.2)

### **BE 106 Records Management**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Management of records using ARMA rules. Emphasis is on current business practices, systems, supplies, and computers in records control, retrieval, disposal, and database management. (1.2)

### **BE 110 Data Entry Applications**

**1 cr. hrs.;** 1 lecture hours; 0 lab hours per week.

This course is designed to teach data entry skills, to help the student develop dexterity and accuracy in keyboarding numeric and alphanumeric characters, and to help the student become familiar with common data entry procedures. (1.2)

### **BE 112 Document Editing/Proofreading**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Development of proofreading and editing skills with focus on accuracy and excellence in written communication. (1.2)

### **BE 127 Microsoft Outlook**

**1 cr. hrs.;** 1 lecture hours; 0 lab hours per week.

This course will prepare students for the Microsoft Office Specialist certification exam in Outlook. Topics include managing the Outlook environment, creating and formatting content, working with tasks, notes, and journal entries, and managing e-mail, contacts, and calendar objects. (1.2)

### **BE 141 Computerized Keyboarding I**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Keyboard mastery and document formatting using a current word processing software package. (1.2)

### **BE 142 Computerized Keyboarding II**

**4 cr. hrs.;** 4 lecture hours; 0 lab hours per week.

*Prerequisites: BE 141 "C" or better; or instructor consent.*  
Speed and accuracy building in producing business documents. (1.2)

### **BE 143 Keyboarding Speed & Accuracy**

**2 cr. hrs.;** 2 lecture hours; 0 lab hours per week.

*Prerequisite: BE 141.*

This course is for students who wish to increase keyboarding speed and improve accuracy. (1.2)

### **BE 145 Microsoft Word**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Students learn word processing software most commonly found in area offices. (1.2)

### **BE 145A Microsoft Word I**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

Students learn word processing software most commonly found in area offices. (1.2)

### **BE 145B Microsoft Word II**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

Students learn word processing software most commonly found in area offices. (1.2)

### **BE 145C Microsoft Word III**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

Students learn word processing software most commonly found in area offices. (1.2)

### **BE 146 Microsoft Excel**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Use of current spreadsheet software on microcomputers. (1.2)

### **BE 153 Warehouse Management Systems**

**2 cr. hrs.;** 2 lecture hours; 0 lab hours per week.

*Prerequisites: BE 110 and BE 141 or instructor consent.*

This course will introduce the students to software used in warehouse operations. Topics include functions and capabilities of Warehouse Management System (WMS) software, WMS software selection, and hands-on use of WMS software. (1.2)

### **BE 163 Microsoft PowerPoint**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

Includes features of current Windows-based presentation graphics software. (1.2)

### **BE 180 Business Communications**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: Appropriate placement score; or instructor consent.*

Techniques of effective written communications for business. This will include psychology of communicating with customer service emphasis, focus on international communications, and accuracy and conciseness needed for in-house e-mail. (1.2)

### **BE 243 Computerized Keyboarding III**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: BE 142 "C" or better; or instructor consent.*

Skill building and integration of production work typically found in today's offices. (1.2)

### **BE 247 Advanced Info Processing Applications**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites: BE 145 and BE 146; or instructor consent.*

Use of software that can be integrated to perform applications which may include word processing, spreadsheets, databases, and presentation programs. (1.2)

### **BE 261 Seminar**

**1 cr. hrs.;** 1 lecture hour; 0 lab hours per week.

*Prerequisites:* Concurrent enrollment in BE 265; or instructor consent.

Discussion of internship activities, challenges, team opportunities and problems. (1.2)

### **BE 264 Microsoft Access**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Use of current database software on microcomputers. (1.2)

### **BE 265 Internship**

**3 cr. hrs.;** 3 lecture hours; 15 lab hours per week.

*Prerequisite:* Instructor consent.

Supervised field program providing work experience in offices for students enrolled in office careers. (1.2)

### **BE 299 Independent Study**

**1-4 cr. hrs.;** 1-4 lecture hours; 0 lab hours per week.

*Prerequisite:* Instructor consent.

Designed to fit the needs of individual students or groups. (1.2)

## **Business Law**

### **BL 150 Legal Terminology**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

The legal terminology course introduces students to legal terms contextualized within the legal field. Emphasis is on definitions, spelling, and pronunciation of legal terms. Law procedures and practical application of the legal terms are studied. (1.2)

### **BL 201 Business Law I**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

A general survey of the basic principles, systems and practices of American law including government agencies and regulation, alternative dispute resolution, torts, employment law, bankruptcy, international law, and consumer protection. (1.2)

### **BL 202 Business Law II**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

An intensive analysis of law as used in business. Topics include contract law, commercial paper, sales law, partnership and corporation law, and real property transfers. (1.2)

## **Carpenter Apprenticeship**

### **CA 101 Carpenter Apprenticeship**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite:* Employment as a carpenter apprentice in a formally organized carpenter apprentice training program.

Regional variations and job-site problems: safety and first aid in construction and welding; hand tools and materials of the trade; trade terminology, and trade mathematics.

### **CA 102 Carpenter Apprenticeship**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite:* CA 101 or equivalent.

Methods of fastening, materials of construction, carpentry science, layout foundations and elementary forming principles; trade mathematics.

### **CA 103 Carpenter Apprenticeship**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite:* CA 102 or equivalent.

Preparing for the job, safety, leveling instruments, foundation and framework, wall and floor framing, and trade mathematics.

## **Chemistry**

### **CHEM 101 General Chemistry I**

**4 cr. hrs.;** 3 lecture hours; 3 lab hours per week.

*Prerequisite:* One year of high school chemistry or CHEM 110; or completion of MATH 112 or MATH 112C with a "C" or better, MATH 118 with a "C" or better, or MATH 123 with a "C" or better; or by Algebra assessment.

For science and pre-professional majors and those with strong interest in science. This course includes the fundamental principles of stoichiometry, periodicity, atomic structure, and thermochemistry with applications to gases, liquids, solids and solutions. IAI: P1 902L; CHM 911 (1.1)

### **CHEM 102 General Chemistry II**

**4 cr. hrs.;** 3 lecture hours; 3 lab hours per week.

*Prerequisite:* CHEM 101.

Continuation of CHEM 101. Equilibrium calculations, electrochemistry, acid-base theory, coordination compounds, inorganic chemistry. IAI: CHM 912 (1.1)

### **CHEM 110 Introduction to Chemistry**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

Introduction to the fundamental principles of chemistry with applications to gases, liquids, solids and solutions. Also includes nomenclature of inorganic compounds. Credit for this course will not be counted toward graduation if the student also completes CHEM 101. IAI: P1 902L (1.1)

### **CHEM 111 Principles of Organo-Bio-Chem**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

*Prerequisite:* CHEM 101 or CHEM 110 or 2 semesters of high school chemistry or instructor's consent.

Fundamental principles of structure and reactions of organic chemicals, sources and uses. Structures and reactions of biochemicals, and metabolism. IAI: P1 904L (1.1)

### **CHEM 203 Organic Chemistry I**

**5 cr. hrs.;** 4 lecture hours; 3 lab hours per week.

*Prerequisite:* CHEM 101.

Topics include structure, bonding, molecular properties, reactivity and nomenclature of alkanes, cycloalkanes, alkenes, and alkynes; stereochemistry, alkyl halides, reaction mechanism, nucleophilic substitution and elimination, conjugated dienes, benzene, aromaticity and electrophilic and nucleophilic aromatic substitution.

IAI: CHM 913 (1.1)

### **CHEM 204 Organic Chemistry II**

**5 cr. hrs.;** 3 lecture hours; 6 lab hours per week.

*Prerequisite: CHEM 203.*

Continuation of CHEM 203. Topics include mass spectrometry; IR, NMR, and UV spectroscopy, bonding, molecular properties, reactivity and nomenclature organometallic compounds, alcohols, phenols and ethers, aldehydes and ketones, carboxylic acids and derivatives, dicarbonyl compounds, amines, carbohydrates, amino acids and proteins, heterocyclic compounds and nucleic acids.

IAI: CHM 914 (1.1)

### **CHEM 206 Basic Biochemistry**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: CHEM 102 "C" or better; or instructor consent.*

Introduction to structure and chemistry of proteins, carbohydrates, lipids, nucleic acids and enzymes, metabolism and related areas of nutrition, drugs, genetics, and tissue interaction. (1.1)

### **CHEM 295 Research in Chemistry**

**1-3 cr. hrs.;** 0 lecture hours; 3-9 lab hours per week.

*Prerequisites: CHEM 101 "C" or better, prior consultation with instructor, completed contract and consent of a majority of the Chemistry faculty.*

Provides experimental exploration of an authentic scientific research topic under the supervision of a faculty member. This laboratory course is designed to teach the principles and practice of modern experimental chemistry. Before registering, students must submit to the Department of Natural Sciences and Engineering a contract with the instructor for accomplishing a defined research task. Credit is contingent on the submission of a final report. (1.1)

## **College Experience and Success**

### **CES 100 College Experience and Success**

**1-3 cr. hrs.;** 1-3 lecture hours; 0 lab hours per week.

This course is a general elective intended to serve students who wish to better understand the college systems which promote academic success. In addition, this course is designed to help students improve study skills and gain confidence in the areas of information retention, written expression and test taking. Finally, students will explore choices they need to make which impact college success, and assist in improving their personal motivation toward scholastic endeavors. (1.1)

### **CES 101 College Success – Transferring**

**1 cr. hr.;** 1 lab hour; 0 lecture hours per week

This course is a general elective intended to serve students who wish to better understand the college systems which promote academic and personal success as they transfer to senior institutions. (1.1)

## **Communications**

### **COMM 100 Communication Skills**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

COMM 100 is a communications course with a concentration on developing skills in reading, writing, speaking, and listening. (1.2)

### **COMM 105 Essentials of English**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites: Appropriate placement score; or Academic ESL Coordinator consent; or ENG 091 "C" or better.*

COMM 105 is a review of key concepts in writing. Students review grammar, sentence structure and punctuation and apply their knowledge of these skills by completing a variety of writing assignments on several topics and disciplines. The major objective of Communications 105 is to help students write clearly, correctly, and confidently, so they will succeed in other college courses and in their professions. (1.2)

## **Computer Networking**

### **NETW 120 Basic Computer Networks**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

An introductory course in networking for the technical student. Includes basic network hardware, software, troubleshooting, and maintenance. (1.2)

### **NETW 125 Introduction to Networks**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

This course introduces the architecture, structure, function, and components of the Internet and other computer networks. Students achieve a basic understanding of how networks operate and how to build simple local area networks (LAN), perform basic configurations for routers and switches, and implement Internet Protocol (IP). (1.2)

### **NETW 145 Switching, Routing & Wireless**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

*Prerequisite: NETW 125 "C" or better.*

This course covers the architecture, components, and operations of routers and switches in a small network and introduces wireless local area networks (WLAN) and security concepts. Students learn how to configure and troubleshoot routers and switches for advanced functionality using security best practices and resolve common issues with protocols in both IPv4 and IPv6 networks. (1.2)

### **NETW 167 PowerShell**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites: ITS 112 "C" or better or instructor consent.*

The student will learn techniques for creating customized scripts in the Windows environment. This course provides

students with the skills to read, write, maintain, and debug PowerShell scripts used for system administrative tasks. (1.2)

### **NETW 170 Intro to Information Security**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites:* NETW 120 or NETW 125 “C” or better, or instructor consent.

An introduction to the topics, technologies and terminology associated with network information security. This course is a prerequisite for related courses of the Computer Information Technology program. (1.2)

### **NETW 210 Windows Workstation**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite:* NETW 120 OR NETW 125

This course provides the knowledge and skills necessary to implement, administer, and troubleshoot information systems that incorporate Microsoft Windows Workstation. (1.2)

### **NETW 215 Windows Server**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite:* NETW 120 or NETW 125 “C” or better.

This course provides the students with the knowledge and skills necessary to implement, administer, and troubleshoot information systems that incorporate Microsoft Windows Server. (1.2)

### **NETW 251 SharePoint Administration**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite:* NETW 120 or NETW 125 “C” or better; or instructor consent.

This is a course in the basic installation, configuration and maintenance of Microsoft SharePoint, from the administrator perspective. (1.2)

### **NETW 255 Advanced Networking/N+ Prep**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite:* NETW 120 or NETW 125 “C” or better or instructor consent.

A capstone course on computer networking hardware and software, providing hands-on as well as classroom experience, with an emphasis on preparing the student for the Comp TIA Network+ certification exam. Students will take the CompTIA exam as a requirement for course completion. (1.2)

### **NETW 265 Enterprise Net.Sec./Automation**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

*Prerequisites:* NETW 125 and NETW 145 “C” or better.

This course describes the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. The course emphasizes network security concepts and introduces network virtualization and automation. Students learn how to configure, troubleshoot, and secure enterprise network devices and understand how application programming interfaces (API) and

configuration management tools enable network automation. (1.2)

### **NETW 274 Ethical Hacking/Security+ Prep**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite:* NETW 170 “C” or better or instructor consent.

A course on the issues, procedures and techniques involved in “ethical hacking” and penetration testing, the process of testing a computer network for vulnerabilities for the purpose of strengthening its protections. This course also serves to prepare the student for the CompTIA Security+ certification exam. Students will take the CompTIA exam as a requirement for course completion. (1.2)

### **NETW 280 CISCO CCNA Security**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite:* NETW 170 “C” or better or instructor consent and NETW 145 “C” or better or instructor consent.

This course focuses on the utilization of hardware and software components to create a perimeter of defense around a local area network. Students will learn how to effectively identify security goals and create a security policy. Security components discussed include firewalls, packet filtering, authentication, proxy servers, encryption, bastion hosts, virtual private networks, log file maintenance and intrusion detection systems. (1.2)

### **NETW 285 Cisco IV/CCNA Prep**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisites:* NETW 125, NETW 145, NETW 265 “C” or better.

This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IPSec and virtual private network (VPN) operations in a complex network. Students will be presented with various network scenarios, questions and answers encountered on the CCNA exam. (1.2)

### **NETW 290 IT Internship**

**3 cr. hrs.;** 0 lecture hours; 15 lab hours per week.

*Prerequisites:* ITS 116 and ITS 112 and NETW 120 “C” or better and instructor consent.

Supervised field program providing work experience directly related to the student’s area of concentration. On-the-job experience is required of all program graduates. (1.2)

## **Computer Programming**

### **CIP 101 Computer Logic & Design**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite: MATH 078 “C” or better; or appropriate placement score.*

An introduction to computational thinking. Students will learn to analyze problems and apply the three basic programming structures (sequence, decision, and repetition) and top-down design to develop a solution. Students will also learn how information is stored including base 2 and hexadecimal numbering systems and how data is used in computing. Students will develop algorithms to solve a problem and write programs to implement. (1.2)

### **CIP 104 Intro to Comp Programming**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: CIP 101 or concurrent enrollment in CIP 101 recommended.*

This course teaches the student the use of key structured programming statements and the use of a programming language in writing microcomputer application programs. Proper programming design, structure, and logic are emphasized. (1.2)

### **CIP 150 Secure Coding**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours

*Prerequisite: CIP 101 or CS 105*

This course covers security vulnerabilities of programming in weakly typed languages like C and in more modern languages like Java. Common weaknesses exploited by attackers are discussed, as well as mitigation strategies to prevent those weaknesses. Students practice programming and analysis of software systems through testing and static analysis. (1.2)

### **CIP 170 Web Page Development**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

The student will learn web site development with the three methods that have been used since web design first began: hand-coding HTML using a text editor; using a WYSIWYG editor; and using a Content Management System. The student will learn how to stay current on W3C standards for web page development. Topics include: basic web design using HTML and Cascading Style Sheets, page-layout techniques, graphics, search engine optimization, and media. Students will create a multiple-page website. (1.2)

### **CIP 170A Web Page Development I – HTML/CSS**

**2 cr. hrs.;** 2 lecture hours; 0 lab hours per week.

The student will learn website development with how Web design first began: hand-coding HTML using a text editor. Students will also format web pages with cascading style sheets using a text editor. Topics include: design principles, formatting web pages with cascading style sheets, server-side vs. client-side technologies, testing web pages with multiple web browsers. In addition, the student will learn how to stay current on W3C standards for web page development. (1.2)

### **CIP 182 JavaScript**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites: CIP 170 or CIP 170A and CIP 101 or CIP 104; concurrent enrollment in CIP 185 recommended.*

This course will provide students with the knowledge and skills needed to develop web applications using client-side scripting with JavaScript. Students will learn code placement, events and event handlers, functions and parameters, attributes, JavaScript objects, methods, and arrays. Additional topics covered include DOM, validation, objects, cookies and jQuery. (1.2)

### **CIP 190 Team MS Office/SharePoint**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

This course introduces Cloud computing applications with the Microsoft Office 365 documents, SharePoint, Outlook, and Lync; creating and managing SharePoint web sites, creating and sharing documents created in Office 365. (1.2)

### **CIP 201 Microsoft Project**

**1 cr. hr.;** 1 lecture hours; 0 lab hours per week.

*Prerequisite: Working knowledge of Microsoft Windows OS.*

Develop an understanding of and ability to use Microsoft project in managing projects. Case studies will be Information Technology focused projects. (1.2)

### **CIP 214 C Programming**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

The student will learn to write programs using the C programming language for applications in engineering and cybersecurity. (1.2)

### **CIP 217 Advanced C# Programming**

**4 cr. hrs.;** 4 lecture hours; 0 lab hours per week.

*Prerequisites: CIP 214.*

This course uses the C# programming language to create web applications (ASP.NET), Windows Store/Phone Apps (mobile development), and games. Topics for server-side ASP.NET applications include web and validation controls, user management and authentication, state management, and development of database-driven web applications. Topics in phone app development include XAML, and sound. Game development topics include understanding game loops, mouse and keyboard input, sprites, animation, object behaviors, sound, scrolling, collision detection, transformations and events. (1.2)

### **CIP 220 Intro to Assured Software Eng**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: CS 121.*

This course covers the basic principles and concepts of assured software engineering; system requirements; secure programming in the large; modeling and testing; object-oriented analysis and design using the Unified Modeling Language (UML); design patterns; frameworks and Application Programming Interfaces (APIs); client-server architecture; user interface technology; and the analysis, design and programming of extensible software systems. (1.2)

### **CIP 227 Database Management**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: CIP 101 or CS 105 or CS 121.*

Relational database concepts are introduced. Topics covered are data modeling using ER diagrams and normalization, database creation in Microsoft SQL Server. Students will use Structure Query Language (SQL) creating tables, views, stored procedures and triggers, and selection. Database Administration concepts include security, backup and restore. Students completing this course will be prepared to take the Microsoft Technology Associate Database Fundamentals Exam. (1.1)

### **CIP 228 Web Database Programming**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites: CIP 227 and CIP 182 or instructor consent.*

Student taking this course will create dynamic, interactive web pages, incorporating data from a database. Topics include creating a simple database; connecting a server-side database to a web page; viewing, sorting, updating, and searching a database through the client-side interface; and maintaining site security through user logins. Students will build an e-commerce/shopping cart application to add to their portfolio. Students should get some experience in using API's such as Google's Maps API. (1.2)

### **CIP 240 Mobile Application Development**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week

*Prerequisite: CS 121*

This course covers the fundamental programming principles for mobile devices. The software architecture and user experience considerations underlying handheld software applications and their development environments will be investigated. Concepts will be reinforced by hands-on programming assignments, which will be run on a current mobile platform. (1.2)

### **CIP 250 Java Programming Fundamentals**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites: CIP 104 or instructor consent.*

This course is designed to teach the student the fundamentals of the Java programming Language and Java programming for the Web. Students will create Java programs, containing fundamental control structures, event handling, objects, I/O, and applet development. (1.2)

### **CIP 260 Systems Design and Development**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: Instructor consent.*

This course is designed to guide the student through the five stages in the evolution of a system. Effective use of management sciences in meeting the needs of business systems through class projects and an off-campus project. (1.2)

### **CIP 270 Field Project**

**3 cr. hrs.;** 3 lecture hours; 3 lab hours per week.

*Prerequisite: GPA 2.5 or better or instructor consent.*

For Computer Information Processing students in their last semester of the program. The students obtain employment in an approved Computer Information Processing position

to gain on-the-job experience. Field Project can be a paid or non-paid field work experience in business and/or industry within the student's area of study. Instructor approval of the internship site must be completed prior to registering for this course. (1.2)

### **CIP 299 Independent Study**

**0.5-3 cr. hrs.;** 0.5-3 hours lecture; 0 lab hours per week.

*Prerequisite: Department Chair or Lead Instructor consent.*

Independent study or group study designed to fit the needs of the students. (1.2)

## **Computer Science**

### **CS 090 Basic Computer Orientation**

**1 cr. hrs.;** 1 lecture hours; 0 lab hours per week.

Students will explore and develop an understanding of the key components of technology that affect both in-class and online student achievements. The course also facilitates the development of basic proficiency in the use of Canvas, the BHC online learning management system. (1.4)

### **CS 100 Intro to Computers**

**3 cr. hrs.;** 3 lecture hours; 1 lab hour per week.

*Prerequisite: Appropriate placement score or REA 098 "B" or better.*

Introduction to computer concepts, computer applications, and the impact of computers on society. Applications include problem solving methods, word processing, spreadsheet, database, and presentation graphics software. Basic Algebra or equivalent is recommended. (1.2)

### **CS 105 Computer Science: Principles**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite: MATH 078 or appropriate placement score.*

This course introduces students to the central ideas of computing and Computer Science, instills ideas and practices of computational thinking, and has students engage in activities that show how computing and Computer Science change the world. Students will learn that computing is both a creative and computational activity. Topics covered include abstraction, choosing computing tools to solve problems or express creativity, exploring patterns in "big data" in computer, developing algorithms to solve a problem and writing a program to implement an algorithm. This course is not programming-language specific. This course is an introductory course for both CS and non-CS-majors. (1.1)

### **CS 121 Intro to Computer Science**

**4 cr. hrs.;** 4 lecture hours; 0 lab hours per week.

*Prerequisites: Appropriate placement score or MATH 086 or 090 or 091 "C" or better; and CS 105 or instructor consent. Recommended co-requisite: MATH 112 or MATH 112C, MATH 118, Math 124, or Math 131.*

This course provides a disciplined approach to problem-solving and algorithm development using a high-level object-oriented language. Includes sequence, selection, and repetition control structures; program design, coding,

debugging, testing and documentation; arrays, records, files, and concepts in agile and test-driven development. IAI: CS 911 (1.1)

### CS 225 Computer Science II

**4 cr. hrs.;** 4 lecture hours; 0 lab hours per week.

*Prerequisite:* CS 121 “C” or better.

Topics include: object-oriented programming principles (classes, constructors, overloaded and overriding methods, inheritance, interfaces, polymorphism), abstract data types; data structures (files, sets, pointers, lists, stacks, queues, trees); program verification and complexity; recursion; dynamic concepts – memory, scope, block structures; text processing; searching and sorting algorithms; generics. Implementation is in a high-level object-oriented language. IAI: CS 912 (1.1)

### CS 227 Database Management Systems

**3 cr. hrs.;** 3 lecture hours; 0 lab hour per week.

*Prerequisite:* CIP 101 or CS 105 or CS 121

This course provides the student with database system concepts. Topics introduced include: conceptual, logical and physical designs, Entity Relationship (ER), ER diagramming, ER mapping, normalization, SQL, core DBMS functions, transaction management, triggers, views, stored procedures, and indexes. Several types of database systems will be reviewed with the focus of study on relational database systems. Students will design and build databases using SQL Server. (1.1)

### CS 252 Data Structures

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisites:* CS 225 and MATH 161 “C” or better.

Includes: various algorithmic paradigms, recurrence relations; complexity analysis; advanced algorithms for sorting, searching and string processing; advanced abstract data types - sets, graphs, heaps, hash tables; random number generation, object-oriented programming. (1.1)

### CS 260 Systems Design and Development

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites:* CIP 214 or CS 225.

This course is designed to guide the student through the development of a system using current design methodologies. Students learn effective use of project management in meeting the needs of business systems through a class project and an off-campus project. (1.1)

## Court Reporting Technology

### CRT 105 Realtime Theory I

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite:* Instructor consent.

Students in this course study the fundamentals of realtime writing including steno machine setup, keyboard configuration, and beginning machine shorthand steno theory. Students will be tested weekly. Speeds for this course range from 30 to 80 words per minute. (1.2)

### CRT 110 Realtime Theory II

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite:* CRT 105 “C” or better.

Students in this course learn advanced steno theory concepts including strokes for realtime punctuation and capitalization, questions and answer designations, homonym differentiation, and skills for writing complex number configurations. Students will be tested weekly. Speeds for this course range from 50 to 100 words per minute. (1.2)

### CRT 115 Intro to Speed/Theory Review

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite:* CRT 110 “C” or better.

Students in this course will learn basic computer-aided transcription skills and apply what they learned in a lab setting, writing realtime dictation and preparing transcripts. Speeds for this course range from 60 to 100 words per minute. (1.2)

### CRT 120 Speedbuilding I

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite:* CRT 115 “C” or better

Students in this course will develop dictation speed up to 120 words per minute for two-voice testimony, 100 words per minute for jury charge, and 80 words per minute for literary. A minimum of two five-minute tests must be transcribed at 97% accuracy for each dictation area. (1.2)

### CRT 125 Court Reporting Tech/CAT

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite:* CRT 110 “C” or better.

Students in this course will learn computer-aided transcription skills and apply what they learn in a lab setting, writing realtime dictation and editing commands to prepare transcripts. (1.2)

### CRT 140 Speedbuilding II

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

Students in this course will develop dictation speed up to 140 words per minute for two-voice, 120 words per minute for jury charge, and 100 words per minute for literary. A minimum of two five minute tests must be transcribed at 97% accuracy for each dictation area. (1.2)

### CRT 150 CRT Medical Terminology

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

This course presents the construction of medical words by identifying the roots, prefixes, suffixes, and combining terms. Correct spelling, pronunciation and definition of medical terms will be studied. This course is intended to prepare students in the court reporting program. (1.2)

### CRT 160 Speedbuilding III

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite:* CRT 140 “C” or better.

Students in this course will develop dictation speed up to 160 words per minute for two-voice testimony, 140 words per minute for jury charge, and 120 words per minute for

literary. A minimum of two five-minute tests must be transcribed at 97% accuracy for each dictation area. (1.2)

### **CRT 180 Speedbuilding IV**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite:* CRT 160 “C” or better.

Students in this course will develop dictation speed up to 180 words per minute for two-voice testimony, 160 words per minute for jury charge, and 140 words per minute for literary. A minimum of two five-minute tests must be transcribed at 97% accuracy for each dictation area. (1.2)

### **CRT 200 Speedbuilding V**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite:* CRT 180 “C” or better.

Students in this course will develop dictation speed up to 200 words per minute for two-voice, 180 words per minute for jury charge, and 160 words per minute for literary. A minimum of three five-minute tests must be transcribed at 97% accuracy for each dictation area. (1.2)

### **CRT 225 Speedbuilding VI**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite:* CRT 200 “C” or better.

Students in this course will develop dictation speed up to 225 words per minute for two-voice testimony, 200 words per minute for jury charge, and 180 words per minute for literary. A minimum of two five-minute tests must be transcribed at 97% accuracy for each dictation area. (1.2)

### **CRT 230 CRT Proofreading Skills**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

This course teaches punctuation and word usage as related to realtime writing and transcript production. Students learn, practice, and improve the proofreading skills required of transcriptionists and realtime reporters. (1.2)

### **CRT 240 Courtroom Procedures**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

This course focuses on the role of the court reporter in the courtroom, in depositions, marking and handling of exhibits and notes, and speaker identifications and interruptions. The course includes realtime in the courtroom and transcript preparation. (1.2)

### **CRT 265 Court Reporting Internship**

**3 cr. hrs.;** 0 lecture hours; 15 lab hours per week.

*Prerequisite:* CRT 225 “C” or better.

The course is designed to help the student project a positive, professional image, and give them tools necessary to design a portfolio. The internship also includes a minimum of 40 hours of actual writing time. (1.2)

## **Criminal Justice**

### **CRJU 104 Police Administration**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

To provide an analysis of accepted administrative methods as applied to police staff functions such as: Personnel

Management, Budget Control, Internal Controls, Planning and Research, Records and Communications, Housing and Materials, Federal Assistance and Law Enforcement Planning, and Government Setting for Police Work. (1.2)

### **CRJU 109 Police Community Relations**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

A study of the development of police community relations as both a tool for the street officer and on administrative philosophy of management. Included is an in-depth study of community oriented policing. (1.2)

### **CRJU 151 Criminal Justice System**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

A survey and analysis of the criminal justice system, including an historical and philosophical overview of the development, with special emphasis on the system’s primary components and the relationship of these components in the administration of criminal justice in the United States. IAI: CRJ 901 (1.1)

### **CRJU 152 Criminology**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite:* SOC 101 or instructor consent

This course provides an overview of the field of criminology. Student will be introduced to the multi-disciplinary study and analysis of the nature, causes, and control of crime; measurement of crime; and the interactive roles of the system, victim, and offender. IAI: CRJ 912 (1.1)

### **CRJU 153 Survey of Corrections**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

An overview and analysis of the United States correctional system: history, evolution, and philosophy of punishment and treatment; operation and administration in institutional and non-institutional settings; and issues in constitutional law. IAI: CRJ 911 (1.1)

### **CRJU 245 Applied Forensics**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

Applied Forensics Theory will be a hands-on course where basic crime scene techniques are taught. It will involve intensive, hands-on work necessary to meet lab requirement. An understanding of proper search and seizure techniques, rules and regulations, and Constitutional laws that govern crime scene investigations and evidence gathering will also be included. (1.2)

### **CRJU 247 Juvenile Delinquency**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite:* CRJU 152 or instructor consent.

An overview and analysis of the juvenile justice system in the United States including the history and the philosophies of society’s reaction to juvenile behavior and problems. Interaction among the police, judiciary, and corrections are examined within the context of cultural influences. Introduces theoretical perspectives of causation and control. IAI: CRJ 914 (1.1)

**CRJU 253 Probation and Parole**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite:* CRJU 153

To provide student with an overview of probation and parole; the decision-making process, the parolee and the Parole Board, evaluating parole. With the increasing prison population in our society, more emphasis in the future will be placed on increased use of probation and parole as the only viable solution. Any serious student studying the criminal justice system must gain a broad-based knowledge of the probation and parole process. (1.2)

**CRJU 254 Criminal Investigation I**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Introduction to various law enforcement investigation techniques emphasizing crime scene investigation. (1.2)

**CRJU 255 Criminal Law**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite:* COMM 100 and POLS 122

Study of development of the federal Constitution and the history of the Bill of Rights; includes in-depth study of first eight Amendments to the Constitution. (1.1)

**CRJU 257 Ethics in Criminal Justice**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite:* CRJU 109; and COMM 100 or ENG 101C or ENG 101; or instructor consent

This course will examine the ethical responsibilities of police officers and other criminal justice professionals and the moral and ethical dilemmas faced by them. (1.1)

**CRJU 271 Internship in Criminal Justice**

**3 cr. hrs.;** 1 lecture hour; 10 lab hours per week.

Provides a supervised work experience in one or more of various agencies in the criminal justice system. (1.2)

**CRJU 295 Topics in Criminal Justice**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Topics vary according to student interest and instructor availability. Examples of offerings include: Intro to court systems, policing special populations, police report writing, problem solving/critical thinking. Students may take up to six semester hours if the topic varies. (1.2)

**Early Childhood Education****ECE 100 Intro to Early Childhood**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites:* REA 098 and ENG 091 "C" or better; or appropriate placement score.

This course provides a general overview of the history, the present and future outlook of early childhood education. Students study types of early childhood programs, develop techniques and observational skills for working with young children and families, and investigate early childhood career paths. 10 hours of observation in a licensed early childhood setting are required. *A current physical, TB test, background check and/or fingerprinting may be required.*

**ECE 115 Infant/Toddler Development**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites:* REA 098 and ENG 091 "C" or better; or appropriate placement score.

This course focuses on the physical, social, emotional, cognitive, language, and literacy development of infants and toddlers. Knowledge of typical and atypical development is fundamental for implementing best practices in infant-toddler care and education. 10 hours of observation in a licensed early childhood setting are required. *A current physical, TB test, background check and/or fingerprinting may be required.* (1.2)

**ECE 200 Growth & Devel of Young Child**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites:* REA 098 and ENG 091 "C" or better; or appropriate placement score.

A foundation course in theory and principles of the developmental continuum\*, including an in depth study of physical, social/emotional, cognitive, language, and aesthetic development; an examination of current research and major developmental theories. *\*Encompassing birth through age eight and may include pre-adolescents.* IAI: ECE 912 (1.1)

**ECE 201 Health, Safety & Nutrition**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week

*Prerequisites:* REA 098 and ENG 091 "C" or better; or appropriate placement score.

This course provides an overview of the health, safety and nutritional needs of young children and early childhood practices to ensure children's health and well-being in group settings. Content includes roles and responsibilities of adults in meeting children's diverse needs, the promotion of healthy life style practices, understanding common childhood illnesses and injuries, meeting health, nutrition and safety standards, and planning culturally and nutritionally appropriate meals in a variety of early childhood settings. *A current physical, TB test, background check, and/or fingerprinting may be required.* (1.2)

**ECE 202 Observ/Assessment Y.C**

**3 cr. hrs.;** 1 lecture hours; 4 lab hours per week.

*Prerequisite ;* ECE 200 "C" or better.

This course is a study of a variety of informal and formal observation and assessment techniques used in early childhood classrooms and how to use the information to inform the instructional process. Legal, ethical and external factors on assessment will be covered along with appropriate strategies for engaging families in the assessment process. 60 hours of lab work will be required in a licensed early childhood setting. *A current physical, TB test, background check, and/or fingerprinting may be required.* (1.2)

**ECE 203 Curricu for Early Child Prog**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites:* REA 098 and ENG 091 "C" or better; or appropriate placement score.

This course studies the principles involved in planning, implementing and evaluating developmentally appropriate curriculum for young children. The course focuses on relationships among developmental theory, philosophy, and practice. Development of curriculum based on the needs and interests of young children including those who are culturally, linguistically, and ability diverse. The analysis of a wide range of early childhood curriculum models is emphasized. 10 hours of supervised experience in a licensed early childhood program will be required during the semester. A current physical, TB test, background check and/or finger printing may be required. (1.2)

### **ECE 204 ECE Practicum I**

**3 cr. hrs.;** 1 lecture hours; 10 lab hours per week.

*Prerequisite: ECE 200 “C” or better and ECE 202 “C” or better and instructor consent.*

This course emphasizes practical application of developmentally appropriate early childhood education principles, theories, and practices in a practicum setting. Students will work with young children and families in an early childhood setting under the supervision of a cooperating teacher and college instructor. 150 hours of lab work will be required in a licensed early childhood setting. A current physical, TB test, background check, and/or finger printing may be required. (1.2)

### **ECE 205 Lang Dev & Activ for Young Chi**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites: REA 098 and ENG 091 “C” or better; or appropriate placement score.*

This course studies the techniques and methods of encouraging communication skills in young children. Overview of language development, children’s literature and developmentally appropriate language activities in the early childhood setting. (1.2)

### **ECE 214 ECE Practicum II**

**3 cr. hrs.;** 1 lecture hours; 10 lab hours per week.

*Prerequisite: ECE 204 “C” or better and instructor consent.*

This course deals with the development, implementation, and evaluation of developmentally appropriate practice in the early childhood setting. Emphasis will be on curriculum and lesson planning, teaching, classroom management, guiding of children’s behavior, and professionalism. Students will work under the supervision of a cooperating teacher and college instructor. 150 hours of lab work will be required in a licensed early childhood setting. A current physical, TB test, background check, and/or finger printing may be required. (1.2)

### **ECE 215 Infant/Toddler Curriculum**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites: REA 098 and ENG 091 “C” or better; or appropriate placement score.*

This course details how to organize a high-quality early childhood program for infants and toddlers including: routines, activities, learning environment, guidance,

health/safety issues, families, and assessment. 10 hours of supervised experience in a licensed early childhood program will be required during the semester. A current physical, TB test, background check and/or finger printing may be required. (1.2)

### **ECE 220 Admin/Sup/EC Prog**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites: REA 098 and ENG 091 “C” or better; or appropriate placement score.*

This course examines the management processes of planning, staffing, record keeping, budgeting, purchasing, and monitoring for quality. Formulation of policy statements, philosophy, programming, planning, evaluation and working with parents will be included. Students will become familiar with computer usage, licensing standards, accreditation, community resources and professional organizations for early childhood programs. (1.2)

### **ECE 222 Child, Family, and Community**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites: REA 098 and ENG 091 “C” or better; or appropriate placement score.*

This course focuses on the child in the context of family, school and community. The course will examine the interplay of diverse cultures, lifestyles, language and communication with the role of school and other community institutions. Students will gain an understanding of their professional role in supporting practices that strengthen respectful family/child relationships through effective use of community and family resources. (1.2)

### **ECE 224 Methods of Guiding Child Behavr**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites: REA 098 and ENG 091 “C” or better; or appropriate placement score.*

An exploration of guidance strategies for promoting prosocial behaviors in young children. Emphasis will be on positive guidance principles and techniques along with cultural influences and family involvement. Observation in an early childhood education setting may be required. A current physical, TB test, background check and/or fingerprinting may be required. (1.2)

### **ECE 225 Math & Science for Young Child**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites: REA 098 and ENG 091 “C” or better; or appropriate placement score.*

This course introduces the theory and practice related to the curricular areas of math and science for young children. Emphasis will be placed on the development and evaluation of developmentally appropriate activities and instructional materials. (1.2)

### **ECE 299 Indep Study Early Childhood Ed**

**1-4 cr. hrs.;** 1-4 lecture hours; 0 lab hours per week.

*Prerequisite: Instructor consent.*

This course is designed to fit the needs of each student. Workshop and seminars may be offered for credit under ECE 299. (1.2)

## Economics

### **ECON 150 Consumer Economics**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Study which leads to the understanding of financial management principles relating to individuals. Discusses receipts of income, personal goal setting, and budgeting. Also, individual spending in such areas as shelter, risk coverage, taxes and the investment of discretionary funds to further an individual's asset holdings. (1.1)

### **ECON 221 Principles of Macroeconomics**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Study of the basic macro-economic principles of a capitalistic market economy, its strengths and weaknesses including supply and demand, prices, role of government, national income measurement and determination, money, banking, monetary and fiscal policies, inflation and unemployment, international trade and payments. IAI: S3 901 (1.1)

### **ECON 222 Principles of Microeconomics**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Study of the basic micro economic principles of a capitalistic economy emphasizing supply and demand, prices, elasticity, competitive forms in product and resource markets, government and business relationships, poverty, and agriculture. IAI: S3 902 (1.1)

### **ECON 270 Global Business Today**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

This is an introduction to the global economy and especially the actions of governments and how they impact international trade and countries' development. Other topics include how differences in politics, law and culture can impact economic development. (1.1)

## Education

### **EDUC 103 Foundations of Education**

**2 cr. hrs.;** 1 lecture hour; 2 lab hours per week.

*Prerequisites: Completion of Grow Your Own Teacher program coursework as documented by the official transcript of a high school within District 503.*

Students will assess their career interest in the teaching profession while examining the professional activities of teachers. Lab hours will include thirty hours of supervised experience in a public or private school setting and are required for this course. Background checks required. (1.1)

### **EDUC 104 Foundations of Teaching I**

**1 cr. hr.;** 1 lecture hour; 0.5 lab hours per week.

*Prerequisites: EDUC 103; Completion of Grow Your Own Teacher program coursework as documented by the official transcript of a high school within District 503.*

Students will apply teaching and learning theories to create effective learning activities. Lab hours will include sixteen hours of supervised experience in a public or private school setting and are required for this course. Background checks are required. (1.1)

### **EDUC 105 Foundations of Teaching II**

**1 cr. hr.;** 1 lecture hour; 0.5 lab hours per week.

*Prerequisites: EDUC 103 and EDUC 104; Completion of Grow Your Own Teacher program coursework as documented by the official transcript of a high school within District 503.*

This course is a continuation of Foundations of Teaching I. Students will assess their career interest in the teaching profession while learning to create effective learning activities. Classroom management strategies will also be studied. Lab hours will include sixteen hours of supervised experience in a public or private school setting and are required for this course. Background checks are required. (1.1)

### **EDUC 202 Multicultural/Soc Found of Ed**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

A study of the social, linguistic, and cultural factors that affect the educational experiences, practices, and environments in America. This course broadens students' understanding of the diverse nature of the contexts that either enhance or negate one's educational experiences. (Grade of "C" required for transfer into Ed programs, Field Experience: 10 hours required.) (1.1)

### **EDUC 210 The Exceptional Child**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites: REA 098 and ENG 091 "C" or better; or appropriate placement score.*

This survey course provides an overview of educational and evidence-based strategies supporting children with exceptional cognitive, social, physical, and emotional needs. Identification, intervention, strategies, methods, and programs to meet the needs of children are presented. Study of applicable federal and state laws and requirements conducted, including: Individuals with Disabilities Education Act, Individualized Family Service Plan, Individualized Educational Programs, and inclusive programming. (1.1)

## Emergency Medical Services

### **EMS 100 EMT-Basic**

**8 cr. hrs.;** 6 lecture hours; 4 lab hours per week.

*Prerequisite: Student is at least 18 years of age; high school diploma or GED; MATH 078 or appropriate placement score; or consent of EMS program director. Concurrent enrollment in EMS 102.*

Prepares individuals to provide basic emergency care at the scene of an accident or illness and to stabilize and transport the patient to a facility providing definitive healthcare. The course will include the treatment of common medical emergencies and trauma injuries as well as the roles and

responsibilities of emergency medical technicians (EMT-B). Upon satisfactory completion of the EMS 100 and EMS 102 courses, the student will be eligible to take the National Registry Exam. (1.2)

### **EMS 102 EMT – Basic Clinical**

**1 cr. hr.;** 0 lecture hours; 2 lab hours per week.

*Prerequisite:* Concurrent enrollment in EMS 100.

The student in this course will have clinical and field experiences under the direction of experienced preceptors. The student is required to complete a minimum number of hours and patient contacts. This includes twenty-four hours in the Emergency Department and twenty-four hours of ride time with an ambulance service. This course is designed to augment each phase of the didactic material presented in EMT-Basic (EMS 100). (1.2)

### **EMS 110 Paramedic Theory I**

**7 cr. hrs.;** 6 lecture hours; 2 lab hours per week.

*Prerequisite:* EMS 100 and 102; student holds current Illinois EMT Basic Licensure or NREMT-Basic certification with eligibility for Illinois EMT Basic Licensure; MATH 078 or appropriate placement score; COMM 100 or ENG 101; or consent of EMS program director. Concurrent enrollment in EMS 114.

Prepare individuals to complete preparation for paramedic certification. This eight-week course includes the roles and responsibilities of the paramedic, blood borne pathogens, documentation & communication in EMS, medical records & HIPAA policies, Medical/Legal/Ethical considerations, anatomy and physiology of cells, tissues, muscular system, respiratory and cardiovascular systems, techniques for administration of medications and fluid resuscitation and an in-depth look at assessment and interventions for respiratory and cardiovascular conditions. Cardiac electrophysiology and EKG interpretation are also included. (1.2)

### **EMS 112 Paramedic Theory II**

**8 cr. hrs.;** 7 lecture hours; 2 lab hours per week.

*Prerequisite:* EMS 110 “C” or better; current CPR card (Healthcare Provider). Concurrent enrollment in EMS 114.

Prepare individuals to complete preparation for paramedic certification. This eight-week course includes a variety of medical and surgical emergencies as well as emergency conditions related to the cardiac, respiratory, neurological, skeletal and integumentary systems. Advance Cardiac Life Support Certification will be included. Competency in traumatic injuries include assessments, interventions, and certification in International Trauma Life Support. (1.2)

### **EMS 114 Paramedic Clinical I**

**3 cr. hr.;** 0 lecture hours; 9 lab hours per week.

*Prerequisite:* Concurrent enrollment in EMS 110 and 112; Current AHA CPR card (Healthcare Provider).

The student in this course will have field and clinical experiences under the direction of experienced qualified preceptors. The student is required to complete a minimum number of hours in assigned environments. This includes fifty-two hours in the Emergency Department, sixteen hours

in a critical care/intensive care unit, four hours with cardiopulmonary/respiratory therapy staff, and twelve hours in the operating room/surgery, two hours in the Cardiac Cath Lab, two hours at the Burn/Wound Center and 50 hours of field (ambulance) experience. This course is designed to augment each phase of the didactic material presented in EMS 110: Paramedic Theory I and EMS 112: Paramedic Theory II. (1.2)

### **EMS 210 Paramedic Theory III**

**7 cr. hrs.;** 6 lecture hours; 2 lab hours per week.

*Prerequisite:* EMS 110 and EMS 112 “C” or better; EMS 114; and a current AHA CPR card (Healthcare Provider). Concurrent enrollment in EMS 214

Prepare individuals to complete preparation for paramedic certification. This eight-week course includes a variety of medical emergencies including assessment and management related to shock & resuscitation, fluid and electrolyte imbalance, hematology & blood disorders, endocrine disorders, immunology/anaphylaxis, gastrointestinal disorders, genitourinary disorders, toxicology/poisoning, infectious diseases, psychiatric/behavioral emergencies, drug and alcohol abuse, obstetrics, and newborn care. (1.2)

### **EMS 212 Paramedic Theory IV**

**7 cr. hrs.;** 6 lecture hours; 2 lab hours per week.

*Prerequisite:* EMS 210 “C” or better; current AHA CPR card (Healthcare Provider). Concurrent enrollment in EMS 214

Prepares individuals to complete preparation for paramedic certification. This eight-week course includes a variety of emergency responses and management related to neonatal resuscitation, the care of the pediatric patient, certification in Pediatric Advanced Life Support, adult lifespan development, care of the geriatric patient, sensory impairments, home care, domestic violence, abuse and assault of children and adults, care of patients with special challenges, EMS research, cultural care, HazMat awareness, workforce safety and wellness, stress management, multiple casualty incident, rescue triage, incident management, terrorism and disasters, and summative evaluations. (1.2)

### **EMS 214 Paramedic Clinical II**

**4 cr. hrs.;** 0 lecture hours; 12 lab hours per week.

*Prerequisite:* Current AHA CPR card (Healthcare Provider); Concurrent enrollment in EMS 210 and EMS 212

The student in this course will have field and in-hospital experiences under the direction of experienced preceptors. The student is required to complete a minimum number of hours of experience. This includes 68 hours in the Emergency Department, 16 hours in a critical care/intensive care unit, 4 hours with cardiopulmonary/respiratory therapy staff, 12 hours in the operating room/surgery, 16 hours in Obstetrics and Neonatal units, 16 hours in the psychiatric units, and 50 field hours. This course is designed to augment each phase of the didactic material presented in EMS 110,

112, 210, & 212. This course is also designed to act as a continuum of clinical/field experience from EMS 114. (1.2)

### **EMS 216 Paramedic Clinical III**

**5 cr. hrs.;** 0 lecture hours; 15 lab hours per week.

*Prerequisite:* EMS 210 and EMS 212 “C” or better; EMS 214; current AHA CPR card (Healthcare Provider).

The student in this course will have advanced field level experiences under the direction of qualified, experienced preceptors. During this course the student will continue field hours until a minimum of 300 hours has been reached within the program with an ambulance service under the direction of assigned preceptors. This course is competency based, and may result in the extension of clock hours to meet all clinical/field competencies & objectives. (1.2)

## **Engineering Technology**

### **ENGT 100 Intro to Engineering Tech**

**1 cr. hrs.;** 1 lecture hours; 0 lab hours per week.

This course is an overview of the field of Engineering Technology as a career. Students will be introduced to three subfields of Engineering Technology: 1) Manufacturing, 2) Mechanical, 3) Electrical. Additional topics covered: main branches of engineering, types of manufacturing systems, technician roles and skills, flow charts, block diagrams, problem solving, brainstorming, communication, teamwork, professionalism, job interview skills, resume writing, professional societies, AAS degree requirements, university matriculation, and examples of local industries. (1.2)

### **ENGT 101 Blueprint/Schematic Reading**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

Course focuses on basic interpretation and understanding of architectural, electrical, hydraulic and pneumatic, mechanical, and welding drawing/schematics. Studies provide students with basic knowledge to decipher different types of symbols found on prints and schematics. (Class may be broadened to unique and specific fields of study depending on the student preference or career field.) (1.2)

### **ENGT 102 Introduction to 2D-CAD**

**2 cr. hrs.;** 1 lecture hour; 2 lab hours per week.

This course provides a basic study of drafting terminology and graphic illustration techniques as used in various engineering and technology careers. Students will increase skill development using software such as Mechanical Desktop’s graphics, AutoCAD 2002. This course will focus on command/icon skills utilization in designing and modifying graphic illustrations. Students will demonstrate skills that range from basic to intermediate drawing menu/icon commands as used in varied industrial field drawing designs. (1.2)

### **ENGT 103 Fundamentals of DC Circuits**

**3 cr. hrs.;** 2 lecture hour; 2 lab hours per week.

This course is an introductory course in direct current (DC) circuit concepts. Topics include atomic theory, series, parallel and combination circuits, Ohm’s law, capacitance

and inductance. Additional topics include: powers of 10, engineering notation, metric prefixes, multimeter usage, circuit simulation software, resistor color code, electrical safety, AWG conductor size calculation using NEC charts, batteries, and an introduction to AC waveforms (RMS vs peak, frequency vs period, and oscilloscope usage). (1.2)

### **ENGT 104 Fundamentals of Machining**

**2 cr. hrs.;** 2 lecture hours; 0 lab hours per week.

This course will expose engineering technology students to the activities within a machine shop. An overview of the various machines used in a typical manufacturing process will be discussed and demonstrated. (1.2)

### **ENGT 105 PC Applications in Technology**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

A course designed for developing computer communicating information skills in an Engineering Technology career environment. Course focuses on needed computer operator skills; usage of current computer operating systems software and utilities; Microsoft’s Office application software Word, Excel, and Internet Explorer; Productivity software: Outlook; and Simulation software Automation Studio. (1.2)

### **ENGT 106 Sustainable Energy Systems I**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites:* Concurrent enrollment in MATH 123 and ENGT 103.

This course investigates the currently available forms of alternative and sustainable/renewable energies. Power, conversion and efficiency are introduced and applied to solar, hydro, photovoltaic, tidal wind and bio energy generation processes. Integration of alternative energy generation to conventional systems is also included. (1.2)

### **ENGT 107 Blueprint Reading for Machinists**

**2 cr. hrs.;** 2 lecture hours; 0 lab hours per week.

This course presents basic math, lines, multi-view drawings, symbols, various schematics and diagrams, dimensioning techniques, section views, auxiliary views, threads and fasteners, and sketching typical to all shop drawings. (1.2)

### **ENGT 120 Introduction to Nanomaterials**

**2 cr. hrs.;** 1 lecture hours; 2 lab hours per week.

This is an introductory level course on nanotechnology and nanomaterials. Students learn about the structure and properties relationships, fabrication, applications, current roles in technology, and the future impact on the industry. (1.2)

### **ENGT 130 Introduction to Biomaterials**

**2 cr. hrs.;** 1 lecture hours; 2 lab hours per week.

An introductory course designed to introduce students to the various classes of materials used in humans and other biological systems, relationships between structure, properties and functional behavior, manufacturing processes and material biocompatibility. (1.2)

**ENGT 150 Hydraulics/Pneumatics****3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.*Prerequisite: MATH 123 “C” or better or equivalent or instructor consent.*

This course is a study of hydraulic and pneumatic component systems and their use for power transmission and control purposes. (1.2)

**ENGT 163 Fundamentals of AC Power****3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.*Prerequisites: MATH 123 and ENGT 103.*

An intermediate circuit analysis course involving alternating current (AC) electrical concepts. Topics include AC voltage, phase and frequency considerations; transformers, residential and commercial power distribution; three-phase power and loads; power control components and frequency drives. (1.2)

**ENGT 168 Logic Systems I****3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

An introductory course on integrated and programmed logic components and related systems. Topics include number systems, conversions, Boolean algebra, K-maps, gates and inverters, counters and registers, memory and data acquisition circuits. Multisim software is used to assist the design and analysis of logic circuits. (1.2)

**ENGT 170 Engineering Materials****3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.*Prerequisite: MATH 123 “C” or better or equivalent or instructor consent.*

A course in basic materials of engineering which includes ferrous and non-ferrous metals, heat treatment of metals, plastics, rubber, and inorganic non-metallic materials used in industry. (1.2)

**ENGT 172 AutoCAD I – 2D Graphics****3 cr. hrs.;** 1 lecture hour; 4 lab hours per week.*Prerequisites: ENGT 101 and ENGT 102 “C” or better or instructor consent.*

A course in graphical illustration applications directed to the intermediate and advanced study of 2D mechanical illustrations, terminology, and techniques using Mechanical Desktop’s graphics computer aided drafting software AutoCAD 2002 or newer. Studies progress from basic three view orthographic drawings to more advanced aux views, section views, true shape, and basic descriptive geometry. (1.2)

**ENGT 180 Introduction to Machine Shop****3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.*Prerequisite: ENGT 104.*

This is the introductory machine shop course. Topics will include shop safety, proper care and usage of hand tools, setup and usage of saws and drill presses, basic layout procedures, and the correct application of rules, calipers, and micrometers. (1.2)

**ENGT 186 Introductory CNC****3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.*Prerequisite: ENGT 104 “C” or better or instructor consent.*

This is the first course in a three course sequence in computerized numerical control. The principles, techniques, and elementary applications of CNC will be explored. Some programming and laboratory experience will be obtained. Machine safety issues will be addressed. (1.2)

**ENGT 187 Basic CNC Operation****1 cr. hr.;** 0 lecture hours; 2 lab hours per week.*Prerequisites: ENGT 186 or concurrent enrollment.*

This course teaches the basic setup processes involved in the operation of CNC machines which include, among others, the use of wigglers, set blocks, feelers, set bars and other devices to establish the accurate location of the part, changing cutter offsets to accurately modify the machining to hold tight tolerances, the correct use of digital probes for tool setting on a CNC lathe and mill, and the unique safety features on CNC machines and how and why they can be safely bypassed during setup. (1.2)

**ENGT 190 Engineering Tech Practicum****2 cr. hrs.;** 2 lecture hours; 0 lab hours per week.*Prerequisite: Successful completion of first year courses in the electrical engineering track of ENGT.*

An internship course to be performed during or between the freshman and sophomore years and upon completion of the first year degree requirements. Students are expected to locate and materially participate in an employment environment related to their chosen field of study. The internship requires periodic discussions of text, student journals, employment experiences and problem-solving concepts. Eighty hours of intern employment equals one academic credit hour. (1.2)

**ENGT 206 Sustainable Energy Systems II****3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.*Prerequisite: ENGT 106.*

Follow-up course to Sustainable Energy Systems I, Sustainable Energy Systems II investigates alternative renewable energies. Power, conversion and efficiency are reviewed and applied to tidal, wind and geothermal energy processes. Biomass products and processes are explored, and integration of alternative generation to conventional systems is considered. (1.2)

**ENGT 210 Mechatronics I****3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.*Prerequisites: MATH 123 and ENGT 103.*

This course is an introduction to the components and concepts of industrial instrumentation, closed-loop control, engineering mechanisms and measurement of physical variables using conventional and contemporary technologies. Coursework is consistent with preparation for the ISA Certified Control System Technician (CCST) examination. Project and task-oriented lab experiments utilize LabVIEW software. (1.2)

**ENGT 215 Experimental Testing Systems****3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisites: MATH 123 and ENGT 163.*

This course is an investigation into the principles and procedures of experimental testing for function and reliability. Fixture design considerations, sensor specifications, data acquisition hardware integration, measurement system calibration and statistical data analysis topics are included. (1.2)

### **ENGT 218 Programmable Logic Controllers**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

An advanced logic systems course involving Programmable Logic Controllers (PLCs) for measurement, computation and control. Topics include hardware systems for the purposes of data acquisition, programmable control and micro controlling. (1.2)

### **ENGT 222 Auto CAD II – 3D Graphics**

**3 cr. hrs.;** 1 lecture hours; 4 lab hours per week.

*Prerequisite: ENGT 172 or GE 101 “C” or better or instructor consent.*

A course in graphical illustration designed for studies which develop skills in illustrating 3D Mechanical drawings. Studies include intermediate and advanced skill development for 3D mechanical illustration, terminology and techniques using Mechanical Desktop’s graphics CAD software AutoCAD 2002 or newer. Studies progress from basic wireframe and surface models to solid modeling and rendering. (1.2)

### **ENGT 224 Computer Programming**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite: MATH 223.*

Acquaints students with the use of microcomputers by programming in Visual Basic and Visual C++ languages. Includes problem solving techniques using arrays, branching methods, loops, subprograms, and parameter passing. (1.2)

### **ENGT 226 3D-CAD Modeling with Creo**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

Beginning 3-D Modeling using Creo, covering the areas of constraint based sketching, extruding, feature construction tools, revolved features, drawing and section views. (1.2)

### **ENGT 231 CNC Lathe Setup and Operation**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite: ENGT 186.*

This manufacturing course covers the setup and operation of a Computer Numerical Control (CNC) turning center. Topics include tooling, work-holding devices, setup documentation, tool compensations. Upon completion, the student will be able to setup and operate a CNC turning machine to produce a simple part. Shop safety and quality principles are given special emphases throughout the course. (1.2)

### **ENGT 232 CNC Mill Setup and Operation**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite: ENGT 186.*

This manufacturing course covers the setup and operation of a Computer Numerical Control (CNC) machining center. Topics include tooling, work-holding devices, setup documentation, tool compensations. Upon completion, the student will be able to setup and operate a CNC machining center to produce a simple part. Shop safety and quality principles are given special emphases throughout the course. (1.2)

### **ENGT 236 CNC Manual Programming**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite: ENGT 231 and ENGT 232.*

Manual programming procedures for Computer Numerical Control (CNC) machining centers and turning centers. Includes positioning and coordinate systems, part programming, tooling selection, diagnosis and correction of programming errors, and finished part inspection. (1.2)

### **ENGT 256 Energy Systems Practicum**

**2 cr. hrs.;** 2 lecture hours; 0 lab hours per week.

*Prerequisite: Successful completion of first year sustainable energy certificate courses.*

This is an internship course to be performed upon or near graduation from the Sustainable Energy certificate program. Students are expected to locate and materially participate in an employment experience related to alternative or sustainable energy generation. The internship requires periodic discussions of student journals, employment experiences, problem solving experiences and system design or analysis applications. Eighty hours of intern employment equals one academic credit hour. (1.2)

### **ENGT 260 Mechatronics II**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisites: MATH 223 and ENGT 210.*

A continuation of the Mechatronics course offered in the third semester. This course involves a study of close-loop controllers, multi-loop systems, PLC’s, and human-machine interfaces. The course focuses upon continuous control mode algorithms, multi-loop configurations and HMI/MMI using commonly available software. Loop analysis, tuning, and troubleshooting is emphasized during task-oriented lab experiments. The ISA-CCST emphasis is also continued from the previous course. (1.2)

### **ENGT 263 Topics in Engineering Tech**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: Instructor consent.*

This is a study of new and evolving technologies in engineering. Current topics include locating and learning new technologies, technological trends, micro-electro-mechanical sensors (MEMS), nano-scale technologies, autonomous systems and alternative energies. (1.2)

### **ENGT 268 Engineering Technology Project**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisites: Instructor consent.*

This is a final semester course involving the design, assembly and testing of an original engineering project. The student is expected to actively participate in a hands-on,

team-oriented project design. The course requires a one-hour weekly team meeting. (1.2)

**ENGT 270 Statics & Strength of Material**

**4 cr. hrs.;** 4 lecture hours; 0 lab hours per week.

*Prerequisite: MATH 123 “C” or better or equivalent or instructor consent.*

Study of static force systems, calculations of centroids, centers of gravity, friction, moments of inertia, shear moment diagrams, properties of materials. Determining stress and strain of materials when loaded in tension, compression, shear or torsion, and combined loadings. (1.2)

**ENGT 272 Advanced 2D-CAD**

**2 cr. hrs.;** 0 lecture hours; 4 lab hours per week.

*Prerequisite: ENGT 172 “C” or better.*

A projects course in specific and unique graphical illustration applications directed to the advanced study of 2D illustration terminology and techniques using Mechanical Desktop’s graphics computer aided drafting software AutoCAD. Areas of studies will be determined by instructor and student depending upon the student’s chosen career field of expertise. Course may also be a continuation course for students who have experience in a career-specific field who need further studies in drafting or in their related field. (1.2)

**ENGT 274 CAD Design and Modeling Proj**

**3 cr. hrs.;** 0 lecture hours; 6 lab hours per week.

*Prerequisite: ENGT 226 “C” or better.*

A projects course in specific and unique graphical illustration applications directed to the advanced study of 3D illustration terminology and techniques using Creo computer aided drafting software. Areas of studies will be determined by instructor and student depending upon the student’s chosen career field of expertise. Course may also be a continuation course for students who have experience in a career specific field who need further studies in drafting or in their related field. (1.2)

**ENGT 276 Advanced 3D-CAD**

**3 cr. hrs.;** 1 lecture hour; 4 lab hours per week.

*Prerequisite: ENGT 226 “C” or better.*

This is a second course in the study of 3D design and modeling with Creo. The course introduces students to some more advanced features, commands and functions in Creo parametric. The topics include sheet metal, sweeps, and blends. (1.2)

**ENGT 280 Precision Measurement**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

This course covers the use of precision measuring instruments. Emphasis is placed on the inspection of machined parts and use of a wide variety of measuring instruments. Upon completion students should be able to demonstrate correct care and use of measuring instruments. The course also includes an introduction to statistical process control. (1.2)

**ENGT 283 GD&T Interpretation**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite: ENGT 101.*

This course is designed to give the student a working knowledge of applied GD&T and the understanding of how it relates to machining. Shop safety and quality principles are given special emphases throughout the course. (1.2)

**ENGT 286 Advanced CNC with CAM**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite: ENGT 236.*

During this third course of CNC operations, the student will be acquainted with computer aided manufacturing programming. The students will define an object, determine the sequence of operations and cutter path, and produce the part. (1.2)

**ENGT 290 Engineering Tech Internship**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

An internship course to be performed upon or near graduation from the engineering technology program. Students are expected to locate and materially participate in an employment experience related to their chosen field of study. The internship requires periodic discussions of student journals, employment experiences, problem solving experiences and system design or analysis applications. Eighty hours of intern employment equals one academic credit hour. (1.2)

**English**

**ENG 051 Corequisite for Comp I**

**1 cr. hr.;** 0 lecture hours; 2 lab hours per week.

*Prerequisite: Appropriate placement score or instructor consent Concurrent enrollment in ENG 101C required.*

ENG 051 is a corequisite support course for ENG 101. ENG 051 will provide students with the skills necessary for academic writing. The course will focus on grammar, MLA format, and other conventions of academic writing. (1.4)

**ENG 091 Writing Fundamentals**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

English 091 emphasizes strategies for organization and development of paragraphs and short essays and focuses on improving grammar, writing, and independent-learning skills for academic writing. (1.4)

**ENG 099 Reading and Writing Essentials**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: Appropriate placement score in reading and writing.*

English 099 will provide students with skills necessary for academic reading and writing. The course will focus on academic writing and critical reading skills, grammar fundamentals, and MLA and APA documentation. (1.4)

**ENG 101 Composition I**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites: Writing = Appropriate placement scores in writing; or academic ESL Coordinator consent; or ENG 091 “C” or better; or COMM 105 “C” or better AND Reading = Appropriate placement score in reading; or REA 103 “C” or better; or concurrent enrollment in REA 103.*

The first of two courses in the college’s composition sequence, English 101 introduces students to process-oriented writing and provides students with a variety of inventional, organizational, and editorial strategies to utilize in various writing contexts. Through diverse writing assignments, including at least one research-based essay demonstrating the ability to select, evaluate, document, and interact effectively with sources, students will engage with topics in which they will explore writing as a means of self-discovery and effective communication of ideas, and they will produce texts that inform and persuade the reader of the writer’s aims through clear and effective support. English 101 requires students to read and think critically, and it emphasizes using appropriate style and voice as well as the conventions of standard English and academic citation. IAI: C1 900 (1.1)

### **ENG 101C Composition I**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: Concurrent enrollment in ENG 051.*

The first of two courses in the college’s composition sequence, English 101C introduces students to process-oriented writing and provides students with a variety of inventional, organizational, and editorial strategies to utilize in various writing contexts. Through diverse writing assignments, including at least one research-based essay demonstrating the ability to select, evaluate, document, and interact effectively with sources, students will engage with topics in which they will explore writing as a means of self-discovery and effective communication of ideas, and they will produce texts that inform and persuade the reader of the writer’s aims through clear and effective support. English 101C requires students to read and think critically, and it emphasizes using appropriate style and voice as well as the conventions of standard English and academic citation. IAI: C1 900 (1.1)

### **ENG 102 Composition II**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: English 101C or ENG 101 “C” or better.*

The second of two courses in the one-year composition sequence, English 102 continues cultivating students’ skills in process-oriented writing. It requires students to read, think, and write critically, emphasizing analytical and persuasive writing. Students will critique a variety of texts effectively, including academic discourse, and they will complete a documented, multi-source project in one or two papers for a combined final draft total of at least 2,500 words. IAI: C1 901R (1.1)

### **ENG 132 Technical Writing**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites: COMM 100 and appropriate placement score; or COMM 100 and COMM 105; or ENG 101C or ENG 101 “C” or better; or BE 180 or instructor consent.*

ENG 132 teaches students to apply the principles of successful professional communication to workplace writing tasks. Students also practice collaborative writing strategies. Assignments replicate typical business communications, including, for example, e-mail correspondence, memos, formal reports, abstracts, fact sheets, instructions, and proposals.(1.1)

### **ENG 190 Introduction to Literature**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites: Appropriate placement score in Reading; REA 103 “C” or better; or concurrent enrollment in REA 103.*

ENG 190 offers an introduction to works of poetry, drama, and fiction in order to develop the reader’s interpretive skills. The course is designed to promote an awareness of excellence in literature as well as an appreciation of diversity. As such, it will prepare students for other literature offerings. IAI: H3 900 (1.1)

### **ENG 205 Studies in Literature**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: ENG 101C or ENG 101 “C” or better.*

English 205 is an intensive study of a genre, group of authors, or a single major writer. Images of Women in Literature, Psychology and Literature, Science Fiction/Fantasy, Detective Fiction, Dystopian Literature, Biblical Images in Literature, Gothic and Horror, and the Works of Stephen King are among the offerings.(1.1)

### **ENG 206 Ethnic American Literature**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: ENG 101C or ENG 101 “C” or better.*

ENG 206 is an introduction to the literary and cultural traditions of two or more ethnic American cultures, such as Native American, African American, Asian American, and Hispanic American, and to general issues of cultural marginalization of ethnic groups in the American experience. IAI: H3 910D (1.1)

### **ENG 207 Introduction to Women Writers**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: ENG 101C or ENG 101 “C” or better.*

ENG 207 is an examination of various types of literary works in the context of culture, society, and sexuality. Literature of self-definition, identification, protest, and occupation is all included. IAI: H3 911D (1.1)

### **ENG 210 Introduction to Fiction**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: ENG 101C or ENG 101 “C” or better.*

ENG 210 focuses on the reading and discussion of representative short stories and novels from a range of literatures, with some attention to critical work on fiction. IAI: H3 901 (1.1)

**ENG 214 Modern American Literature****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.*Prerequisite: ENG 101C or ENG 101 “C” or better.*

ENG 214 is a survey of representative works illustrating the development of American Literature from the Civil War to the present with an emphasis on major literary movements understood in relation to their intellectual, social, and political contexts. IAI: H3 915 (1.1)

**ENG 217 African and Caribbean Literature****3 cr. hrs.;** 3 lecture hours; 0 lab hours.*Prerequisite: ENG 101C or ENG 101 “C” or better.*

ENG 217 is an introduction to the literature in English by writers from non-Western cultures- African and the Caribbean - with an emphasis on the intellectual, social and political contexts of their works. IAI: H3 908N (1.1)

**ENG 218 Latin American Lit-Translation****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.*Prerequisite: ENG 101C or ENG 101 “C” or better.*

ENG 218 is an introduction to the literatures in translation of Latin American countries, including at least three of the following: Mexico, Peru, Colombia, Argentina, Puerto Rico, Cuba, Uruguay, Chile and Brazil. The course emphasizes literature as an expression of culture, and it satisfies the non-Western requirement. Works not originally written in English will be studied in translation. IAI: H3 908N (1.1)

**ENG 219 Asian Literature****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.*Prerequisite: ENG 101C or ENG 101 “C” or better.*

ENG 219 is an introductory course in Asian literature written in English or in translation. Students read, discuss, analyze, and write about works from a variety of periods and social contexts from one or more of these areas: Asia, the Asian subcontinent, and/or the Middle East. The emphasis is on literary interpretation and analysis of poetry, drama and fiction. The course satisfies the college’s Non-Western graduation requirement. IAI: H3 908N (1.1)

**ENG 221 Survey of British Literature****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.*Prerequisite: ENG 101C or ENG 101 “C” or better.*

English 221 is a survey of representative works illustrating the development of British Literature from its beginnings to the present with an emphasis on major literary movements understood in relation to their intellectual, social, and political contexts. IAI: H3 912 (1.1)

**ENG 223 Introduction to Shakespeare****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.*Prerequisite: ENG 101C or ENG 101 “C” or better.*

ENG 223 is an introduction to Shakespeare’s works by genre (comedy, history, tragedy and non-dramatic poetry). The course will focus on Shakespeare’s work in the context of his own time as well as our own. IAI: H3 905 (1.1)

**ENG 231 Fiction Writing****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

ENG 231 explains the structure and elements of fiction and the writing process, and the course has students produce fully-developed works of fiction and demonstrate an understanding of the critical terminology of the creative writer. (1.1)

**ENG 232 Poetry Writing****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

ENG 232 will explore the structure and elements of poetry and the writing process; students will produce fully developed works of poetry and demonstrate an understanding of the critical terminology of the creative writer. (1.1)

**ENG 240 Children’s Literature****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.*Prerequisite: ENG 101C or ENG 101 “C” or better.*

ENG 240 is a study of formal and thematic elements of several genres of children’s literature (fables, fairy tales, nursery rhymes, poetry, picture books, plays, novels, etc.). IAI: H3 918 (1.1)

**ENG 250 Film as Literature****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.*Prerequisite: ENG 101C or ENG 101 “C” or better.*

ENG 250 is a study of formal, thematic, and/or historical relationships between literary and cinematic forms, including examination of adaptations and influences that demonstrate the strengths of each artistic medium. IAI: HF 908 (1.1)

**English as a Second Language****ESL 051 Foundations I****4 cr. hrs.;** 4 lecture hours; 0 lab hours per week.*Prerequisite: ESL Program Coordinator consent and concurrent enrollment in ESL 051A.*

This course lays the foundations for the reading, writing, grammar and listening/speaking/ skills that students need to do well in academic and vocational programs. Students learn the grammar of the simple sentence and learn to write sentences and paragraphs. They develop vocabulary related to the readings. Students also complete writing and speaking activities related to the readings. (1.4)

**ESL 051A Foundations I Online****1 cr. hr.;** 1 lecture hour; 0 lab hours per week.*Prerequisite: Appropriate placement score; concurrent enrollment in ESL 051.*

This course is the online component associated with ESL 051 Foundations I. It is designed to reinforce the reading, writing, grammar, and listening/speaking skills taught in ESL 051. Students practice the grammar of the simple sentence and write sentences and paragraphs using the vocabulary related to the readings. Students also complete writing and research activities related to the readings. (1.4)

**ESL 053 Foundations II**

**4 cr. hrs.;** 4 lecture hours; 0 lab hours per week.

*Prerequisite:* ESL Program Coordinator consent and concurrent enrollment in ESL 053A.

This course is intended for the student who has limited proficiency in reading and writing English. Since the course takes the reading to write approach, the reading provides the ideas, vocabulary and language structure that students will use when they write. Basic reading comprehension, vocabulary skills and dictionary skills will be taught. The themes of the readings will progress from the everyday world of the student to the world in general. Students will learn to write sentences and guided and unguided paragraphs. (1.4)

**ESL 053A Foundations II Online**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

*Prerequisite:* Appropriate placement score; concurrent enrollment in ESL 053.

This course is the online component associated with ESL 053 Foundations II. It is designed to reinforce the reading and writing skills taught in Foundations II. Students will further develop basic reading comprehension, vocabulary skills and dictionary skills. Students will write sentences, guided and unguided paragraphs. (1.4)

**ESL 062 Intermediate Grammar**

**4 cr. hrs.;** 4 lecture hours; 0 lab hours per week.

*Prerequisite:* ESL Program Coordinator consent and concurrent enrollment in ESL 062A.

This course gives an overview of the simple English sentence. This course will help students understand the system of the English language and the rules that govern the system. Grammar will be taught in a holistic context. In other words, each grammar point will be taught within a thematic unit. Students will practice the grammar through a series of written and oral projects that form part of each unit. (1.4)

**ESL 062A Intermediate Grammar Online**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

*Prerequisite:* ESL Program Coordinator consent and concurrent enrollment in ESL 062.

This is the online component associated with ESL 062 Intermediate Grammar. This course, in conjunction with ESL 062 Intermediate Grammar, gives an overview of the structure of the simple English sentence; it concentrates on the noun phrase and the verb phrase. This course helps students understand the system of the English language and the rules that govern the system. Grammar is taught in a holistic context. In other words, each grammar point is taught within a thematic unit; students learn the vocabulary associated with the theme and practice the grammar through a series of online exercises and activities including quizzes and discussion boards. (1.4)

**ESL 064 Intermediate Reading**

**4 cr. hrs.;** 4 lecture hours; 0 lab hours per week.

*Prerequisite:* ESL Program Coordinator consent and concurrent enrollment in ESL 064A.

This course is designed to develop vocabulary and reading skills at the intermediate level. Students will improve comprehension by learning to process sentence patterns that combine ideas, by reading for the main idea and the supporting details. Student will reinforce comprehension and retention of ideas through outlining and summarizing. Students will also expand their vocabulary by learning to use context and by learning word families and affixation. An introduction to library resources is also part of this course. (1.4)

**ESL 064A Intermediate Reading Online**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

*Prerequisite:* ESL Program Coordinator consent and concurrent enrollment in ESL 064.

This course is the online component associated with ESL 064 Intermediate Reading. It is designed to reinforce the reading, vocabulary and research skills taught in ESL 064. Students will practice reading for the main idea, reading for specific information, and reading for comprehension. They will also practice the techniques needed to retain information from the reading by writing outlines and summaries. They will learn how to find the meaning of vocabulary through context. Students will practice online research skills and online reading software. (1.4)

**ESL 066 Intermediate Writing**

**4 cr. hrs.;** 4 lecture hours; 0 lab hours per week.

*Prerequisite:* ESL Program Coordinator consent and concurrent enrollment in ESL 066A.

In this course, students will master the paragraph and learn the structure of the essay. Since good writing results from working through a process that begins with exploration of ideas and ends with editing, students will learn the steps of process writing and also practice the mechanics that will produce an acceptable final product. (1.4)

**ESL 066A Intermediate Writing Online**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

*Prerequisite:* ESL Program Coordinator consent and concurrent enrollment in ESL 066.

This course is the online component associated with ESL 066. This course is designed to introduce the process of academic writing in English to advanced beginning and intermediate ESL students. Students will master different kinds of paragraph writing, learn the structure of the essay and practice the skills necessary for academic writing. Because good writing results from working through a process that begins with the exploration of ideas and ends with editing, students will learn all the necessary steps of process writing and will then practice the mechanics that produce an acceptable final product. (1.4)

**ESL 068 Intermediate Oral Skills**

**4 cr. hrs.;** 4 lecture hours; 0 lab hours per week.

*Prerequisite:* ESL Program Coordinator consent and concurrent enrollment in ESL 068A.

The principal objectives of this course are to improve the listening and speaking skills of international students and non-native speakers of English so they can function effectively and comfortably in situations beyond the basic survival setting and to prepare them for the more specific listening and speaking tasks required in the academic setting. Students will learn to discuss topics important to well-educated people and to present persuasive opinions about them. Students will listen to lectures and learn how to take notes. They will engage in a wide variety of problem solving activities that will help refine their analytical skills. Students will learn how to give informative, persuasive, and demonstration speeches. They will develop academic vocabulary related to the lecture themes and refine their pronunciation. (1.4)

### **ESL 068A Intermed. Oral Skills Online**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

*Prerequisite:* Appropriate placement score; concurrent enrollment in ESL 068.

This course is the online component associated with ESL 068 Intermediate Oral Skills. It is designed to reinforce the listening, speaking, and note taking skills taught in ESL 068. Students will discuss current topics and present opinions about them. Students will listen to lectures and practice taking notes. They will develop basic online research skills and work on pronunciation through appropriate software. (1.4)

### **ESL 070 Communication Skills**

**4 cr. hrs.;** 4 lecture hours; 0 lab hours per week.

*Prerequisite:* ESL Program Coordinator consent and concurrent enrollment in ESL 070A.

This course is intended for students who want to improve their pronunciation and to increase knowledge of the conventions of communication in English. Students will study individual vowel and consonant sounds as well as the stress and intonation patterns of English. Students will learn how individual sounds become altered in the stream of speech. In addition, students will learn how to open, control, and close conversations. They will learn how to thank, express anger, give compliments, etc., and to participate effectively in daily conversation. Students will practice their newly acquired skills while exploring the community. This class will benefit most those students with a strong commitment to work constantly to improve their pronunciation. (1.4)

### **ESL 070A Communication Skills Online**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

*Prerequisite:* ESL Program Coordinator consent and concurrent enrollment in ESL 070.

This course is the online component associated with ESL 070 Communication Skills. It is designed to reinforce the vocabulary development, the conversation skills and public speaking skills taught in ESL 070. Students will extend their learning of colloquial English by visiting websites each week. They will prepare for conversations and speaking assignments through exploration of websites and online

library resources. They will participate in online discussions through the course discussion board. (1.4)

### **ESL 072 Advanced Grammar**

**1 cr. hrs.;** 1 lecture hours; 0 lab hours per week.

*Prerequisite:* ESL Program Coordinator consent and concurrent enrollment in ESL 072A and COMM 105.

This course continues to build the notion of language as a structure system and continues to teach the rules that operate within the system. Students will review the noun phrase and verb phrase, but will focus on how the English language shows relationships among idea units. Sentence types, clause types, sequencing of tenses, and connecting words are studied in detail. Students will continue to learn structures in context. (1.4)

### **ESL 072A Advanced Grammar Online**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

*Prerequisite:* ESL Program Coordinator consent and concurrent enrollment in ESL 072 and COMM 105.

This course is the online component associated with ESL 072 Advanced Grammar. This course, in conjunction with ESL 072, continues to build the concept of language as a structured system and to illustrate the rules that operate within the system. Students will review the noun phrase and the verb phrase and will focus on how the English language shows relationships among the idea units. Sentence types, clause types, tense sequences, and connecting words are studied in detail. Students will learn structures in context. Students will complete online exercises, quizzes and online discussions to practice targeted structures. (1.4)

### **ESL 074 Advanced Reading**

**4 cr. hrs.;** 4 lecture hours; 0 lab hours per week.

*Prerequisite:* ESL Program Coordinator consent and concurrent enrollment in ESL 074A.

This course is designed to give students extensive practice reading unmodified college texts and essays. It continues to increase the length and complexity of reading required of students both inside and outside of class. Particular attention is paid to text structure and organization. Students are required to participate in discussions in which they critically analyze the author's approach to the articles they read. Students continue to develop vocabulary in much the same way as outlined in Reading I. They are particularly encouraged to develop a personal inventory of vocabulary based on extensive reading passages. (1.4)

### **ESL 074A Advanced Reading Online**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

*Prerequisite:* ESL Program Coordinator consent and concurrent enrollment in ESL 074.

This course is the online component associated with ESL 074 Advanced Reading. It is designed to reinforce the reading, vocabulary and research skills taught in ESL 074. Students will practice reading unmodified college texts and essays. The length and complexity of reading required of students will continue to increase. Students will pay particular attention to text structure and organization.

Students will participate in online discussion in which they critically analyze authors' approaches to their topics. These online discussions will also analyze various aspects of the novel read in ESL 074. Students will develop a personal inventory of vocabulary based on extensive reading. Students will increase their online database and Internet research skills, and test-taking skills. (1.4)

### **ESL 076 Advanced Writing**

**4 cr. hrs.;** 4 lecture hours; 0 lab hours per week.

*Prerequisite:* ESL Program Coordinator consent and concurrent enrollment in ESL 076A.

In this course, students will acquire the level of writing they need to succeed in their studies in college. By the end of the course, students should be able to write well-organized essays that are largely free of errors common of non-native speakers of English. Students will continue to work through the writing process, and learn how to write the research paper. (1.4)

### **ESL 076A Advanced Writing Online**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

*Prerequisite:* ESL Program Coordinator consent and concurrent enrollment in ESL 076.

This is the online component associated with ESL 076 Advanced Writing. This course in conjunction with ESL 076 prepares the student to write at the College level. Students will write well-organized essays that are mostly free of errors typical of non-native speakers of English. Students will learn how to work through the writing process. In addition, students will learn how to write a research paper and to become proficient in word processing. Students will also use Internet resources to practice editing skills and to work through the drafting process. (1.4)

### **ESL 078 Advanced Oral Skills**

**1 cr. hrs.;** 1 lecture hours; 0 lab hours per week.

*Prerequisite:* ESL Program Coordinator consent and concurrent enrollment in ESL 078A and COMM 100.

This course is designed to teach international students and non-native speakers of English the listening/speaking skills and strategies needed to participate fully and successfully in the college classroom. Students will practice listening strategies to help them understand and recall lectures. Speaking activities include small group discussions, role-playing simulation, games and debates, and speeches. Special activities include films, videotaping of activities and guest speakers. Students will continue to work on pronunciation. (1.4)

### **ESL 078A Advanced Oral Skills Online**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

*Prerequisite:* ESL Program Coordinator consent and concurrent enrollment in ESL 078 and COMM 100.

This course is the online component associated with ESL 078 Advanced Oral Skills. This course is designed to teach non-native speakers of English the listening and speaking skills needed to participate fully and successfully in the college classroom. Students will practice listening strategies

to help them understand and recall lectures. They will listen to reports and lectures online. They will learn to predict information to be found on tests. Speaking activities will include small group discussions, role-plays, simulations, debates and speeches of varying lengths. They will develop online research skills to help them prepare for these class activities. Students will continue to work on pronunciation through appropriate software. (1.4)

## **Equine**

### **EQ 101 Introductory Equine Seminar**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

A study of equine industry. Special reports on select current topics. Part of class time will be utilized by visiting lecturers. Occasionally a dinner meeting may be held. Required of full-time equine students. (1.2)

### **EQ 102 Horse Science Work Exper Semin**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

Continuation of EQ 101 with special emphasis on developing the work-education experience program. (1.2)

### **EQ 109 Equine Work Experience**

**5 cr. hrs.;** 0 lecture hours; 48 lab hours per week.

*Prerequisites:* Completion of 22 semester hours in Equestrian/Horse Science curriculum (that includes EQ 151 & EQ 161) or instructor consent.

Eight weeks of supervised training in an approved equine business. Emphasis is placed on organizing skill development experiences in a workplace setting. Reports by the student and satisfactory job performance required for credit. (1.2)

### **EQ 120 Western Show Team I**

**2 cr. hrs.;** 1 lecture hour; 2 lab hours per week.

*Prerequisite:* EQ 161 "C" or better; or instructor consent.

A continuation of technical development of western horsemanship skills for competitions in Intercollegiate Horse Show Association events. Emphasis will be on Regional through National Level competitions. (1.2)

### **EQ 121 Hunt Seat Show Team I**

**2 cr. hrs.;** 1 lecture hour; 2 lab hours per week.

The EQ 121 class is designed to progress riders on the equestrian team specifically in the English Division. This class gives students the preparation to compete in competitive, English equestrian events hosted regionally. Furthermore, the course helps achieve success at the regional level by building strength in the student's riding position and learning the fundamentals of hunter seat competition. Students learn the essential components of riding a course of eight fences, which include rhythm, direction, pace, and stride count. (1.2)

### **EQ 151 Horse Production & Management**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

An introductory course on equine reproduction. Emphasis will be on dentistry, genetics, stallion and mare reproductive

anatomy and physiology, foaling, foal care and general breeding farm management. (1.2)

### **EQ 152 Farm Machinery Operations**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

This course is designed to provide individual machinery operation instruction to students that desire to increase their knowledge and improve their skills operating machinery commonly used on a horse farm/ranch. (1.2)

### **EQ 154 Horse Equipment & Facilities**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

Students will learn principles of planning for equine facilities, design and construction. Students will also learn to recognize, evaluate and select a variety of horse equipment. (1.2)

### **EQ 158 Horse Evaluation I**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

Provides students an opportunity to gain experience in evaluating horses. There will be time spent on developing and presenting oral reasons. (1.2)

### **EQ 159 Horse Evaluation II**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

*Prerequisite: EQ 158 or instructor consent.*

Provides students an opportunity to gain experience in evaluating horses. Time will be spent on developing and presenting oral reasons. (1.2)

### **EQ 161 Western Horsemanship**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

*Prerequisite: Consent of instructor.*

The principles and methods of western horsemanship will be studied including developing communication between rider and horse, proper positioning of the rider, process of aids and cues, and equitation guidelines. (1.2)

### **EQ 167 Colt Training**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite: Satisfactory completion of 15 credit hours in horse/Horse Science curriculum or instructor consent.*

Fundamentals of horse handling and training will be covered, including taking an unbroken colt through the paces of groundwork, breaking, and the basic foundation work under saddle. (1.2)

### **EQ 168 Horsemanship Lessons**

**1 cr. hr.;** 0.5 lecture hour; 1 lab hours per week.

*Prerequisites: EQ 161 and instructor consent.*

Small group riding lessons developed to improve horse and rider communication, balance, strength, and relaxed concentration. (1.2)

### **EQ 201 Adv Horse Sci Work Exper Semin**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

*Prerequisite: EQ 102 and 109.*

A study of equine industry. Special reports on select current topics. Part of class time will be utilized by visiting

lecturers. Occasionally a dinner meeting may be held. Required of full-time equine students. Special emphasis on preparing for advanced training for final supervised work-education experience and career planning. (1.2)

### **EQ 209 Adv Horse Science Work Experie**

**5 cr. hrs.;** 0 lecture hours; 48 lab hours per week.

*Prerequisites: EQ 109 and EQ 201*

Eight weeks of supervised training in an approved equine business with an emphasis on developing advanced skills in the equine industry. Emphasis is placed on organizing skill development and documenting experiences in a workplace setting. Reports by the student and satisfactory job performance required for credit. (1.2)

### **EQ 220 Western Show Team II**

**2 cr. hrs.;** 1 lecture hour; 2 lab hours per week.

*Prerequisite: EQ 161 "C" or better or instructor consent.*

A continuation of technical development of western horsemanship skills for competitions in Intercollegiate Horse Show Association events. Emphasis will be on Regional through National Level competitions. (1.2)

### **EQ 221 Hunt Seat Show Team II**

**2 cr. hrs.;** 1 lecture hour; 2 lab hours per week.

*Prerequisite: EQ 161 "C" or better or instructor consent.*

EQ 221 is an extension of EQ 121; the course continues to grow equestrian student's competitiveness and knowledge in the hunter seat events of riding. The class gives students a more significant opportunity to perform and qualify for events such as regionals, zones, and nationals in the Intercollegiate Horse Show Association (IHSA). Students learn about preparation and training of the English horse to transition these horses from solely flat horses to competitive horses in the over fence events. Furthermore, this class increases the equestrian student's strength of position by highlighting the rider's proper leg position, base of support, balance, and upper body, which are all essential parts to equitation and a smooth course of fences. (1.2)

### **EQ 253 Horse Health Care**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

A study of the methods of prevention and control of typical equine diseases and parasites. Also included will be treatment of common injuries and congenital disorders. (1.2)

### **EQ 254 Stable Management**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

A study of equine laws, taxes, advertising, buying, selling, insurance, accounting and records as related to the equine industry. Emphasis will be placed on how to achieve a profitable and functional operation in the equine industry as a breeder, trainer or stable manager. (1.2)

### **EQ 258 Horse Evaluation III**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

*Prerequisites: EQ 158 and 159.*

Provides students an opportunity to gain experience in evaluating horses. Time will be spent on developing and presenting oral reasons. (1.2)

### **EQ 259 Horse Evaluation IV**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

*Prerequisites:* EQ 158 and 159.

Provides students an opportunity to gain experience in evaluating horses. Time will be spent on developing and presenting oral reasons. (1.2)

### **EQ 261 Western Horsemanship II**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

*Prerequisite:* EQ 161 or instructor consent.

A second level course in western horsemanship. Students will advance their foundation horsemanship skills by incorporating dressage and advanced riding maneuvers into event specific disciplines in the western horse industry. (1.2)

### **EQ 262 English Equitation**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

*Prerequisite:* EQ 161 or instructor consent.

The principles and methods of hunt seat equitation will be studied including developing communication between rider and horse, proper positioning of rider, process of aids and cues, and equitation guidelines. (1.2)

### **EQ 263 Methods Teaching Horsemanship**

**2 cr. hrs.;** 1 lecture hour; 2 lab hours per week.

Methods of Teaching Horsemanship is an introduction to the theory of teaching horsemanship. Analysis of objectives and the development of lesson plans for youth and adults; beginning, intermediate and advanced riders will be covered. (1.2)

### **EQ 264 Show Horse Training**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

*Prerequisites:* EQ 161, EQ 262, instructor consent.

Students will use procedures learned in all previous equitation courses to select, prepare, train and compete on a horse in Horse Show events. (1.2)

### **EQ 266 Horse Show Preparation and Management**

**2 cr. hrs.;** 1 lecture hour; 2 lab hours per week.

*Prerequisite:* EQ 161 or instructor consent.

Complete preparation of the horse for the show ring, consisting of grooming, mane pulling, braiding mane and tail, clipping and bandaging. Basic leather care and correct appointments will also be explained. (1.2)

### **EQ 267 Farrier Science**

**2 cr. hrs.;** 1 lecture hour; 2 lab hours per week.

A study of equine industry. Special reports on select current topics. Part of class time will be utilized by visiting lecturers. Occasionally a dinner meeting may be held. Required of full-time equine students. Comprehensive study of the horse's foot, its function, anatomy, care, shoeing, related problems and techniques of corrections. (1.2)

### **EQ 268 Intermed Horse Train & Develop**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours.

*Prerequisites:* EQ 161 and 262 or instructor consent.

The study of early training of a horse beginning with groundwork and translating it into riding. Emphasis is placed on developing a knowledge and use of transition training and developing the horse through body control and resistance free training. No more than 3 credit hours will apply toward the AAS degree. (1.2)

### **EQ 269 Performance Horse Training**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

*Prerequisite:* EQ 161, EQ 262, or instructor consent.

Students will use procedures learned in all previous equitation courses to select, train and compete in performance events. (1.2)

## **General Engineering**

### **GE 101 Engineering Graphics/Geometry**

**3 cr. hrs.;** 1 lecture hour; 4 lab hours per week.

*Prerequisite:* Math 116 or MATH 118; or instructor consent.

Introduction to basic graphing concepts including use of equipment, orthographic projection, geometric construction, and pictorial representation. Applications of orthographic projection of the engineering design process, introduction to computer-aided graphing using personal computers. IAI: EGR 941 (1.1)

### **GE 201 Analytical Mechanics Statics**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite:* MATH 124 and PHYS 201; or instructor consent.

Vector and calculus approach to principles of statics.

IAI: EGR 942 (1.1)

### **GE 202 Analytical Mechanics Dynamics**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite:* GE 201.

Vector and calculus study of the displacement velocity and acceleration of particles and rigid bodies. IAI: EGR 943 (1.1)

### **GE 205 Strength of Materials**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite:* GE 201.

The study of the stress and strain of deformable bodies due to external loading. Such includes tension, compression torsion, transverse buckling, bending, combined loading and deflection. IAI: EGR 945 (1.1)

### **GE 271 Electrical Circuits**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

*Prerequisite:* Phys 202 and Math 226

An introduction to engineering circuit analysis and design including basic laws and concepts of linear circuits, the resistor, the capacitor and inductor, AC circuits, and the operational amplifier. (1.1)

## General Technology

### GT 200 Independent Study

**1-3 cr. hrs.;** 0 lecture hours; 3-9 lab hours per week.

*Prerequisites:* Sophomore standing and permission of instructor.

Experiences in open laboratory setting. Development of peer teaching, technical communication, and lab analysis skills. (1.2)

## Health

### HEAL 102 Foundations of Wellness

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

This course will introduce students to achieving health equity, managing stress, healthy food choices and ability to evaluate healthy relationships. Current issues in society today will be discussed, such as preventing violence, communication, and overdose. In addition, chronic health diseases and family history are discussed and a plan for prevention is developed. The student will complete a personal wellness plan. (1.1)

### HEAL 200 First Aid

**1-3 cr. hrs.;** .5-2 lecture hours; 1-2 lab hours per week.

Methods and skills of emergency care for the ill or injured victim. May be repeated twice. Variable credit as follows: 1.0-Cardio-Pulmonary Resuscitation and Standard First Aid; 3.0-Cardio-Pulmonary Resuscitation, Advanced First Aid and Emergency Care Red Cross certification upon successful completion of course. (1.2)

## Health Information Management

### HIM 110 Human Anatomy & Disease

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

This course is designed to provide the student with the basic understanding of human anatomy and physiology.

This course will prepare the health information management student to perform in their unique healthcare setting. (1.2)

### HIM 147 Medical Assisting Clin Tech I

**4 cr. hrs.;** 2 lecture hours; 4 lab hours per week.

*Prerequisite:* Admission to Medical Assisting program.

This course presents a basic introduction to the profession of Medical Assisting and to the healthcare environment. Specifically, this course will introduce the student to basic aseptic technique, gloving and gowning, vital signs, height/weight, Snelling vision screenings, patient interviewing and positioning and injections (intradermal, intramuscular, and subcutaneous). (1.2)

### HIM 150 Technical Medical Terminology

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week. This course is designed to provide the student with the basic principles of medical word construction by identifying word roots, prefixes, suffixes, and combining terms. Correct spelling, pronunciation and definition of medical terms will be

studied. This course is intended to prepare students in the Health Information Management Programs. (1.2)

### HIM 156 Intro to Health Insurance

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Introduce students to health insurance industry; present step-by-step procedures for generating, processing, and submitting health insurance claims to commercial, private, and governmental health insurance programs. (1.2)

### HIM 200 Adv Medical Terminology

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite:* BIOL 150 "C" or better.

Building a strong medical vocabulary, emphasis on extensive medical specialties- anatomy, diagnostic and treatment procedures, progress of student from word recognition to usage in medical reports. (1.2)

### HIM 247 Medical Assisting Clin Tech II

**4 cr. hrs.;** 2 lecture hours; 4 lab hours per week.

*Prerequisite:* HIM 147 "C" or better.

This course presents advanced Medical Assisting skills including urinalysis, electrocardiography, basic blood collection methods (syringe, vacuum tube, capillary puncture). (1.2)

### HIM 249 Management of Health Info

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Create an understanding of management principles as they apply to various health information management settings. The student will see the health information manager job as that of a broker - including data capture, analysis, integration, and information dissemination in the health information area. Each major management function is addressed: planning, organizing, leading, and controlling. (1.2)

### HIM 251 Medical Office Procedures

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite:* BIOL 150 "C" or better; or instructor consent.

Administration of the medical office; insurance, professional and business records. (1.2)

### HIM 252 Pharmacology Terminology

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Emphasis is on spelling, abbreviations, pronunciation, drug names and references and bodily effects of drugs. Drug classifications. (1.2)

### HIM 254 Law Liability & Medical Ethics

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

A careful examination of health legislation and health policy implementation. Student will become aware of legal aspects of handling information and ethics involved in management of medical information. Case studies will be used to provide problem solving. (1.2)

**HIM 255 Mgmt of Elec. Health Records****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Administration of the medical office work flow using electronic medical record simulation. Hands on computer experience with simulated electronic medical record applications via internet access. Students will gain knowledge and understanding of how accounts receivable, billing, collections and medical office work flow are electronically performed. (1.2)

**HIM 257 Proced & Diagnosis Coding I****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.*Prerequisite: HIM 150 or concurrent enrollment.*

Coding (CPT-4) (ICD-10) is the translation of diagnoses, procedures, services and supplies into numeric/alphanumeric components for statistical reporting and reimbursement. (1.2)

**HIM 258 Proced & Diagnosis Coding II****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.*Prerequisites: HIM 257 “C” or better; or instructor consent.*

Advanced coding (CPT-4) (ICD-10) including surgical, inpatient, out-patient, multiple diagnoses, and procedures. (1.2)

**HIM 259 Proced & Diagnosis Coding III****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.*Prerequisites: HIM 257 and HIM 258*

Coding (CPT-4, ICD-10 and HCPCS) is the translation of diagnoses, procedures, services, and supplies into numeric/alphanumeric components for statistical reporting and reimbursement. This course will address APC and DRG coding for the inpatient setting. (1.2)

**HIM 261 Seminar****1 cr. hr.;** 1 lecture hour; 0 lab hours per week.*Prerequisite: Instructor consent and concurrent enrollment in HIM 265.*

Discussion of internship activities, challenges, team opportunities and problems. (1.2)

**HIM 265 Internship****3 cr. hrs.;** 0 lecture hours; 40 lab hours per week.*Prerequisites: Instructor consent; concurrent enrollment in HIM 261; and all HIM required courses “C” or better.*

Supervised field program, providing work experience in offices for students enrolled in Health Information Management. (1.2)

**History****HIST 105 US History to 1877****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Surveys the history of the United States from the discovery of America through 1877, including settlement and Westward expansion, the development of the American government, the growth of the American economy, the evolution of an American style of life and thought, the

development of sectionalism culminating in the Civil War, and concluding with the failure of Reconstruction. IAI: S2 900 (1.1)

**HIST 106 US History Since 1877****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Examines history of the United States from the end of Reconstruction in 1877 through the present, including the rise of the U.S. as a major world power, the continued growth and development of the federal government, efforts to improve the status of minorities and women, growth of the economy, and the changing pattern of American life. IAI: S2 901 (1.1)

**HIST 115 World History to 1500****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

An introduction to the history of world societies to 1500, emphasizing social and political institutions, economics, thought, and culture as well as cross-cultural contacts. (1.1)

**HIST 116 World History since 1500****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

An introduction to the history of world societies from 1500 to the present, emphasizing social and political institutions, economics, thought, and culture as well as cross-cultural contacts. (1.1)

**HIST 125 Western Civilization I****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Surveys the foundations of Western civilization in the ancient near east and the Greco-Roman world, and traces the transmission of ideas from these early cultures to the Medieval world, from the first feudal monarchies to the Protestant Reformation. Among the cultures studied are those of Mesopotamia, Egypt, Greece, Rome, North Africa, the Middle East and Europe. IAI: H2 901 (1.1)

**HIST 127 Western Civilization II****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Surveys expansion of Western Civilization since the 17<sup>th</sup> century. Examines the age of kings, the French Revolution and Napoleon, the development of nationalism and industrialism, and the rising tide of violence in the 20<sup>th</sup> century. Particular emphasis is given to the spread of Western ideas and institutions throughout the world. IAI: H2 902 (1.1)

**HIST 141 History of Asia to 1500****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Surveys the foundations of Asian Civilizations beginning with its origins in the River Valleys of India and China. Particular emphasis is given to the development of major Asian societies, noting the creation of stable political and economic systems, and the stimulation of significant cultural achievements. Among the cultures studied are those of India, China, and Japan. IAI: S2 920N (1.1)

**HIST 142 History of Asia since 1500****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Surveys that continued development of Asian Civilizations in the modern period, noting not only the richness of its cultural achievements, but also the impact of and the responses to the Western imperial presence. Particular emphasis is given to the gradual transformation of Asian societies and the variety of influences which led to political independence in the 20th century. Among the cultures studied are those of India, China, and Japan. IAI: S2 920N (1.1)

### **HIST 151 History of the Middle East Since 1700**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Surveys Middle Eastern civilization with an emphasis on the period between 1700 and the present. Includes an examination of political, economic, social and religious development and the current condition of the Middle East. IAI: S2 920N (1.1)

### **HIST 190 A History of American Labor**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

This course is a survey of the lives and work of American working people, from the colonial era to the present, and includes an examination of the origins and development of labor unions in the United States. (1.1)

### **HIST 200 African-American History**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: HIST 105 or HIST 106 recommended.*

This course is a survey of the major themes, issues, events, and debates in African-American history from African roots to the present. S2 923D (1.1)

### **HIST 205 Topics in History**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Intensive study of particular topics in history. Topics will vary and will be announced in advance: history of presidential greatness, survey of crime and punishment, the holocaust, Vietnam conflict. This course may be repeated once (up to 6 hrs.) provided that different topics are considered. (1.1)

### **HIST 210 Dir Study in History**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

*Prerequisite: Instructor consent.*

Offers serious student an opportunity to probe more deeply into an area of history in which there is a particular interest. Offered in conjunction with a regularly scheduled class and meets for one additional hour per week. (1.1)

### **HIST 222 Comparative Religions**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

This course compares and contrasts the great religions of the world from the scholarly point of view as they emerged in Asia and developed throughout the world; the course focuses on their beliefs, practices, and work of inspiration. IAI: H5 904N (1.1)

### **HIST 254 American Civil War**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: HIST 105 recommended.*

Surveys the origins, development, and consequences of the American Civil War from the Sectionalist period to the beginning of the Reconstruction with specific emphases on selected topics such as the movement toward national abolition, the evolution of military technology, and coverage of the different theatres of combat. (1.1)

### **HIST 265 World War II**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Surveys the origins, development, and consequences of World War II from the end of World War I to the beginning of the Cold War with specific emphases on selected topics such as the rise of fascism, the evolution of armored fighting vehicles (AFV's), and coverage of the different theatres of combat. (1.1)

## **Honors**

### **HONR 200 Honors Seminar**

**1 cr. hrs.;** 1 lecture hours; 0 lab hours

HONR 200 prepares students to participate in the Honors Program and complete the required academic research-based Independent Study project(s) and service project needed to fulfill requirements of the Honors Program. The class will focus on topics and skills related to leadership and academic research. (1.1)

### **HONR 205 Honors Independent Study**

**1-3 cr. hrs.;** 0-3 lecture hours; 0-9 lab hours

*Prerequisite: HONR 200 "C" or better or instructor consent.*

HONR 205 is the Independent Study course designed for students to fulfill the required academic research-based Independent Study project(s) requirements of the Honors Program. The student will work closely with an instructor within their research area to do academic research and produce a project related to their chosen topic. (1.1)

## **Horticulture**

### **HORT 191 Beginning Floral Design**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

The principles of design using flowers and foliage are discussed with emphasis on how these principles of design impact everyday life. (1.2)

### **HORT 192 Landscape Design**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

The basic appearance, presentation, and placement of ornamental horticulture plants in the landscape. Concepts of balance, form, harmony, and focal points as they relate to commercial and home landscape are emphasized. (1.2)

### **HORT 284 Intro to Horticultural Science**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

An introduction to the principles and practices involved in the development, production and use of horticultural crops (fruits, vegetables, greenhouse, turf, nursery, floral and landscape). IAI: AG 905 (1.1)

**HORT 292 Greenhouse Crops****3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

Designed for study of major greenhouse crops normally produced in the fall/spring or year around. Light, water, fertilization, disease and insect control, use of chemical growth regulators, crop scheduling and cost accounting, and marketing theory are emphasized. (1.2)

**HORT 294 Greenhouse Management****3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

Emphasis on greenhouse equipment, maintenance, installation and design. Special topics include: fertilizer injectors; pesticide spraying equipment; steam sterilization systems; and heating, cooling, and CO<sub>2</sub> units. Methods of energy conservation in the greenhouse, crop fertilization and watering practices. (1.2)

**Humanities****HUM 101 Western Arts & Cultures****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

This course provides an interdisciplinary study of the humanities centered on Western traditions and focusing on works in art, architecture, music, philosophy, theatre, history, dance, and literature. Themes of continuing significance are examined in the humanities both as cultural artifacts and areas of academic study. This course emphasizes oral and written analysis of primary works. IAI: HF 900 (1.1)

**HUM 102 Non-Western Arts & Cultures****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

This course provides an interdisciplinary, genre-based study of the humanities centered on Non-Western traditions (with comparison to and contrast with exemplars from the Western tradition) focusing on, among others, works in art, architecture, music, philosophy, theatre, history, dance, and literature. Themes of continuing significance are examined in the humanities both as cultural artifacts and areas of academic study. IAI: HF 904N (1.1)

**Independent Study****INDEPENDENT 299 Independent Study****1-4 cr. hrs.;** 1 lecture hour; 10 lab hours per week.*Prerequisites vary among departments.*

Designed to serve as a capstone for an instructional program for students with unusual interests and abilities and to include special educational projects that cannot normally be obtained in another course or in the classroom. Students work individually with a faculty member to plan and carry out a project that requires self-directed study. Enrollment requires prior permission. (1.1)

**International Studies****IS 200 Global Issues****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

IS 200 is an interdisciplinary examination of global issues using perspectives from two or more of the following

disciplines: history, economics, sociology, anthropology, psychology and/or political science. It introduces students to various disciplines within the social sciences as well as the approaches used by social scientists in seeking to understand global issues. Students consider major issues facing the world today, including problems related to globalization, environment/climate, population growth, health, human rights, security, crime and terrorism. IAI: S9 900 (1.1)

**Information Technology Support****ITS 110 Basic Electronics****3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

A course in basic electronics for students pursuing the Computer Information Technology degree or IT support Technician AAS degree or Certificate. Includes fundamental DC and AC concepts, common electronic components and basic circuits, with an emphasis on their application in PCs and peripherals. (1.2)

**ITS 112 Operating Systems****3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

This is a course on computer operating systems, addressing Windows and Linux/UNIX. Emphasis will be on Linux. Both will be explored in a comparative fashion with a primary focus on the usage of their command line interfaces and scripting features. (1.2)

**ITS 116 Computer Hardware****3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

This course is an introduction to computer hardware components, from a technician's perspective. Content includes motherboard, CPU, memory, storage devices, and I/O devices, etc. Emphasis is on installation and repair, as well as hardware/software interaction. Not an A+ Certification prep course, but provides a foundation for future pursuit of this credential. (1.2)

**ITS 118 Computer Troubleshooting****3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.*Prerequisite: ITS 116 "C" or better.*

This course provides an introduction to computer support, troubleshooting methodologies, and routine computer maintenance and repair. (1.2)

**ITS 125 IT Professional Skills****1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

This course is designed to enhance students' professional skills, especially those of value in the Information Technology field. Topics include discussion of workplace issues, development of job-seeking strategies, and enhancement of interpersonal skills. (1.2)

**ITS 212 Linux Shell Programming****3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.*Prerequisites: ITS 112 "C" or better; or instructor consent.*

The student will learn advanced techniques for creating, debugging, and analyzing customized scripts and performing complex text processing in the Linux environment. (1.2)

### **ITS 216 Advanced PC Hardware/A+ Prep**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisites:* ITS 116 and ITS 112 and NETW 120 or instructor consent.

An advanced capstone course in computer hardware installation, troubleshooting and repair, with an emphasis on preparing the student to take the CompTIA A+ Certified Technician certification exams. Students will take the CompTIA exams as a requirement for course completion. (1.2)

## **Liberal Studies**

### **LIB 240 Prior Learning Portfolio**

**1 cr. hr.;** 1 lecture hours; 0 lab hours per week.

*Prerequisites:* Competence in basic writing skills and instructor consent.

Survey of the history, theory, and processes of experiential learning and writing, documentation, and self-assessment techniques necessary for student preparation of a portfolio for the assessment of prior experiential learning. Each student prepares a portfolio. Intended for adults with significant life or work experience. (1.1)

### **LIB 250 Field Study**

**1-4 cr. hrs.;** 0.5-2 lecture hrs.; 2.5-18 lab hrs. per week.

*Prerequisite:* Instructor consent.

For the student with a special interest or educational need that is related to a job or a work setting and who wishes to complete a practicum within the area. A weekly seminar meeting is included. (1.1)

### **LIB 260 Internship**

**2-5 cr. hrs.;** 2 lecture hours; 20 lab hours per week.

*Prerequisite:* Instructor consent.

For the student with a special interest or educational need that is related to a job or a work setting and who wishes to complete supervised work experience in preparation for future employment. (1.1)

## **Manufacturing Technology**

### **MT 114 Basic Precision Measurement**

**1-2 cr. hrs.;** 0.5-1 lecture hour; 1-2 lab hours per week.

Measuring techniques required for machine operations in industry. Repeatable 1 time. (1.2)

## **Mathematics**

### **MATH 060 Corequisite for Statistics**

**1 cr. hr.;** 0 lecture hours; 2 lab hours per week

*Prerequisite:* Appropriate placement score, or MATH 070 "C" or better, or MATH 078 "C" or better; and concurrent enrollment in MATH 108C.

MATH 060 is a corequisite support course for MATH 108C. The course includes study skills; operations with fractions, decimals, and percents; operations with exponents and square roots; interpretation of graphs; evaluation of expressions and formulas; intersection, union, and complement of sets; inequalities and interval notation; and linear equations. (1.4)

### **MATH 061 Corequisite for General Math**

**1 cr. hr.;** 0 lecture hours; 2 lab hours per week.

*Prerequisite:* Appropriate placement score, or MATH 070 "C" or better, or MATH 078 "C" or better; and concurrent enrollment in MATH 110C.

MATH 061 is a corequisite support course for MATH 110C. The course includes study skills; mathematical vocabulary; operations with fractions, decimals, and percents; evaluation of algebraic expressions and formulas; linear equations and inequalities; exponential expressions and equations; logarithms; and technological fluency. (1.4)

### **MATH 062 Coreq. for College Algebra**

**1 cr. hr.;** 0 lecture hours; 2 lab hours per week.

*Prerequisite:* Appropriate placement score, or MATH 070 "C" or better, or MATH 081 "C" or better, or MATH 094 "C" or better; and concurrent enrollment in MATH 112C.

MATH 062 is a corequisite support course for MATH 112C. The course includes utilizing terminology and notation of basic algebra, simplifying algebraic expressions, describing key properties of basic functions, constructing and interpreting graphs of basic functions, solving equations, and using technology appropriately. (1.4)

### **MATH 070 Topics in Developmental Math**

**1.5cr. hrs.;** 0 lecture hours; 3 lab hours per week.

The topics will be delivered in a self-paced format using technology, allowing students to begin at the appropriate level based on course placement and allowing them to move through as many topics, and courses, as they can within the time limits of the semester. Students will be assessed regularly in order to determine their level of mastery. Emphasis will be placed on individualized pace with a greater time period of active learning. (1.4)

### **MATH 074 Arithmetic**

**3 cr. hr.;** 3 lecture hours; 0 lab hours per week.

This course is designed as a review of basic computational skills including operations with fractions, decimals, and real numbers. Instruction will provide students with needed mathematical techniques and also enable students to reason and make the connections that are involved in the learning of mathematics. (1.4)

### **MATH 078 Pre-Algebra**

**3 cr. hr.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite:* Appropriate placement score; or MATH 074 "C" or better.

This course is designed as a review of the basic operations of arithmetic and an introduction to algebra. This course should be a transitional course from a course that involves

only arithmetic operations to the first course in Algebra. It will provide students with needed techniques and also enable students to reason and make the connections that are involved in the learning of mathematics. It will emphasize the connections between verbal, numerical, symbolic, and graphical representations. (1.4)

### **MATH 081 Basic Algebra**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite:* *Appropriate placement score or MATH 078 “C” or better.*

Introductory algebra includes: properties of real numbers; operations with rational numbers; monomials and polynomials; solving first degree equations and an introduction to linear functions and their graphs. (1.4)

### **MATH 085 Plane Geometry**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite:* *Appropriate placement score or MATH 081, 086 or 094 “C” or better.*

Includes construction techniques, congruency, angles and triangles, similar polygons, parallel lines and planes, areas and volume, logic, and formal proofs. (1.4)

### **MATH 086 Fundamentals of Algebra**

**2.5 cr. hrs.;** 0 lecture hours; 5 lab hours per week.

*Prerequisite:* *Appropriate placement score or MATH 078 “A”.*

This is a combination of elementary and intermediate algebra. Topics covered include real number concepts, linear equations and inequalities, exponents and polynomials, factoring rational expressions, linear systems, roots and radicals, and quadratic functions. (1.4)

### **MATH 091 Intermediate Algebra**

**4 cr. hrs.;** 4 lecture hours; 0 lab hours per week.

*Prerequisite:* *Appropriate placement score; or MATH 070 “C” or better, or MATH 081 or 094 “C” or better.*

Extension of basic algebraic properties and techniques. Includes polynomials, factoring, rational expressions, first and second degree equations and inequalities, functions, and graphing. (1.4)

### **MATH 092 Math Literacy for College I**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite:* *Appropriate placement score or MATH 078 “C” or better.*

This is the first of two courses that are designed to be an alternative developmental mathematics path for students who plan to take general education mathematics and/or general education statistics. This course focuses on developing mathematical maturity through problem solving, critical thinking, data analysis, and the writing and communication of mathematics. (1.4)

### **MATH 094 Math Literacy for College II**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite:* *Appropriate placement score or MATH 070 “C” or better, or MATH 081 or MATH 092 “C” or better.*

This is the second of two courses that are designed to be an alternative developmental mathematics path for students who plan to take general education mathematics and/or general education statistics. This course focuses on developing mathematical maturity through problem solving, critical thinking, data analysis, and the writing and communication of mathematics. (1.4)

### **MATH 103 Essentials of Technical Math**

**5 cr. hrs.;** 5 lecture hours; 0 lab hours per week.

*Prerequisite:* *Appropriate placement score.*

This course includes a thorough review of arithmetic, an in-depth study of plane geometry concepts, an introduction to the metric system, and an introduction to trigonometry. (1.2)

### **MATH 108 Statistics for General Ed**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites:* *Appropriate placement score; or MATH 070 “A”, or MATH 086, 091, or 094 “C” or better.*

Statistics for General Education focuses on statistical reasoning and the solving of problems using real-world data rather than on computational skills. Technology-based computations (such as graphing calculators with a statistical package, spreadsheets, or statistical computing software) are utilized with an emphasis on interpretation and evaluation of statistical results. The course includes data collection processes (observational studies, experimental design, sampling techniques, and bias), quantitative and qualitative data, descriptive methods (frequency distributions, graphs, measures of center, and measures of variation), basic probability theory (sample spaces and probability laws), probability distributions (normal distributions, normal curves, and binomial distributions), confidence intervals, hypothesis tests using P-values, bivariate data, correlation, and simple linear regression. IAI: M1 902 (1.1)

### **MATH 108C Statistics for General Ed**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite:* *Concurrent enrollment in MATH 060.*

Statistics for General Education focuses on statistical reasoning and the solving of problems using real-world data rather than on computational skills. Technology-based computations (such as graphing calculators with a statistical package, spreadsheets, or statistical computing software) are utilized with an emphasis on interpretation and evaluation of statistical results. The course includes data collection processes (observational studies, experimental design, sampling techniques, and bias), quantitative and qualitative data, descriptive methods (frequency distributions, graphs, measures of center, and measures of variation), basic probability theory (sample spaces and probability laws), probability distributions (normal distributions, normal curves, and binomial distributions), confidence intervals, hypothesis tests using P-values, bivariate data, correlation, and simple linear regression. IAI: M1 902 (1.1)

**MATH 110 Math for General Education****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.*Prerequisites: Appropriate placement score; or MATH 070 “A”, or MATH 086, 091 or 094 “C” or better.*

Math for General Education contributes to the general education of any college student. The course focuses on mathematical reasoning and solving contemporary problems. Topics include mathematics of finance, statistics, and one of the following: sets and logic, counting and probability, game theory, linear programming, geometry, mathematical modeling, or graph theory. IAI: M1 904 (1.1)

**MATH 110C Math for General Education****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.*Prerequisites: Concurrent enrollment in MATH 061.*

Math for General Education contributes to the general education of any college student. The course focuses on mathematical reasoning and solving contemporary problems. Topics include mathematics of finance, statistics, and one of the following: sets and logic, counting and probability, game theory, linear programming, geometry, mathematical modeling, or graph theory. IAI: M1 904 (1.1)

**MATH 112 College Algebra****4 cr. hrs.;** 4 lecture hours; 0 lab hours per week.*Prerequisites: Appropriate placement score; or MATH 086 or 091 “C” or better, and MATH 085 “C” or better.*

College Algebra includes properties of functions, graphs of functions, polynomial functions, rational functions, exponential functions, logarithmic functions, systems of equations, matrices, and conic sections. Maximum credit for students taking any combination of MATH 112, 116, and 118 is 7 credit hours. (1.1)

**MATH 112C College Algebra****4 cr. hrs.;** 4 lecture hours; 0 lab hours per week.*Prerequisites: Concurrent enrollment in MATH 062*

College Algebra includes properties of functions, graphs of functions, polynomial functions, rational functions, exponential functions, logarithmic functions, systems of equations, matrices, and conic sections. Maximum credit for students taking any combination of MATH 112, 116, and 118 is 7 credit hours. (1.1)

**MATH 113 Technical Algebra and Geometry****5 cr. hrs.;** 5 lecture hours; 0 lab hours per week.*Prerequisite: MATH 103 “C” or better or technical math assessment.*

Topics include a review of basic algebraic operations, geometric concepts, functions and graphs, trigonometric functions, systems of linear equations, factoring polynomials, and quadratic equations. (1.2)

**MATH 116 Trigonometry****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.*Prerequisites: MATH 112 “C” or better, or MATH 112C “C” or better; or concurrent enrollment in MATH 112.*

Includes trigonometric functions, identities, conditional equations, right triangle trigonometry, solution of oblique

triangles, inverse trigonometric functions, complex numbers, and polar coordinates. Maximum credit for students taking any combination of MATH 112, 116, and 118 is 7 credit hours. (1.1)

**MATH 118 Precalculus****5 cr. hrs.;** 5 lecture hours; 0 lab hours per week.*Prerequisites: Appropriate placement score; or MATH 070 “A”, or MATH 086 or 091 “C” or better, and MATH 085 “C” or better.*

Precalculus includes properties of functions, graphs of functions, polynomial functions, rational functions, exponential functions, logarithmic functions, trigonometric functions, right triangle trigonometry, inverse trigonometric functions, trigonometric identities, trigonometric equations, solution of oblique triangles, polar coordinates, systems of equations, matrices, and conic sections. If a student has not previously completed a course in trigonometry, enrollment in the separate courses MATH 112 (College Algebra) and MATH 116 (Trigonometry) is recommended instead of MATH 118. Maximum credit for students taking any combination of MATH 112, 116, and 118 is 7 credit hours. (1.1)

**MATH 123 Technical Algebra/Trigonometry****4 cr. hrs.;** 4 lecture hours; 0 lab hours per week.*Prerequisite: MATH 103 “C” or better or appropriate placement score.*

Review of basic algebra and geometric relationships, graphing functions, trigonometric definitions, linear equations with solutions, factoring and fraction manipulations, vector relationships, and practical analytic solutions to problems. (1.2)

**MATH 124 Calculus I with Analytic Geo****4 cr. hrs.;** 4 lecture hours; 0 lab hours per week.*Prerequisites: Appropriate placement score; or MATH 118 “C” or better; or MATH 112 “C” or better and MATH 116; or MATH 112C “C” or better and MATH 116 “C” or better*

First semester calculus including analytic geometry, with emphasis on functions, limits, continuity, derivative and some of its applications, differentials, antiderivatives, and the definite integral. IAI: M1 900-1; MTH 901 (1.1)

**MATH 131 Finite Mathematics****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.*Prerequisite: Appropriate placement score; or MATH 112 “C” or better or MATH 112C “C” or better.*

This course applies the concepts of algebra to problems found in economics, business, and non-physical sciences. The emphasis is on applications. Topics include linear systems, matrix algebra, linear programming, mathematics of finance, probability, and Markov chains. IAI: M1 906 (1.1)

**MATH 132 Calculus for Bus/Soc Sciences****4 cr. hrs.;** 4 lecture hours; 0 lab hours per week.

*Prerequisite: Appropriate placement score; or MATH 112 “C” or better or MATH 112C “C” or better.*

A calculus course which includes differential and integral calculus as applied to business, economics, sociology and natural science. Topics include limits, derivatives, applications of the derivative, integration, and partial derivatives. IAI: M1 900-B (1.1)

### **MATH 161 Discrete Mathematics**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: Appropriate placement score or MATH 112 “C” or better or MATH 112C “C” or better.*

Discrete math includes set theory, logic and proof, counting, sequences and recursion, relations, and graph theory. IAI: M1 905; CS 915 (1.1)

### **MATH 210 Math for Teaching and Learning**

**4 cr. hrs.;** 4 lecture hours; 0 lab hours per week

*Prerequisite: Appropriate placement score; or MATH 112 “C” or better or MATH 112C “C” or better.*

A mathematics course for elementary and middle school teachers examining numbers, algebra, geometry, and measurement; featuring problem solving, applications, and concrete and visual representations. (1.1)

### **MATH 223 Technical Calculus**

**4 cr. hrs.;** 4 lecture hours; 0 lab hours per week.

*Prerequisite: MATH 123 “C” or better or appropriate placement score.*

Graphs of trigonometric functions, exponents and radicals, exponential and logarithmic functions, complex numbers, plane analytical geometry, limits, and differential and integral calculus with emphasis on applications in science, engineering, and technology. (1.2)

### **MATH 225 Calculus II with Analytic Geo**

**4 cr. hrs.;** 4 lecture hours; 0 lab hours per week.

*Prerequisite: MATH 124 “C” or better.*

Second semester calculus. Includes applications of the definite integral, transcendental functions, techniques of integration, sequences and series, polar coordinates and parametric equations. IAI: M1 900-2, MTH 902 (1.1)

### **MATH 226 Calculus III with Analytic Geo**

**5 cr. hrs.;** 5 lecture hours; 0 lab hours per week.

*Prerequisite: MATH 225 “C” or better.*

Third semester calculus. Includes vectors and vector-valued functions, surfaces in 3-space, differential and integral calculus of multivariable functions, vector fields, line and surface integrals. IAI: M1 900-3, MTH 903 (1.1)

### **MATH 228 Probability and Statistics**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: Appropriate placement score; or MATH 112 “C” or better or MATH 112C “C” or better.*

This class discusses descriptive and inferential methods of statistics with the emphasis on applications related to business situations. It includes data collections methods, measures of central tendency, measures of dispersion,

correlation, regression, analysis of variance, parameter estimation, hypothesis testing, basic probability theory, distributions of random variables, and the use of computer packages or graphing calculators for analysis of data. IAI: M1 902, BUS 901 (1.1)

### **MATH 230 Linear Algebra**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: MATH 124 “C” or better.*

Study of vector spaces with an emphasis on mathematical structure via definitions, theorems, and proofs. Topics include matrix representation of linear systems of equations, matrix equations and their solution space, linear transformations, inverses of matrices, dimensions and rank, vector spaces and subspaces, eigenvalues and eigenvectors, and orthogonality. IAI: MTH 911 (1.1)

### **MATH 235 Differential Equations**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: MATH 225 “C” or better.*

A study of ordinary differential equations, existence and uniqueness of solutions, and related theorems. Topics include: linear equations of the first order, the general linear equation, linear equations with constant coefficients, variation of parameters, undetermined coefficients, linear independence, the Wronskian, exact equations, separation of variables, systems of linear differential equations, solution of Laplace transforms, and applications. IAI: MTH 912 (1.1)

## **Mechanics**

### **MECH 102 Brake & Hydraulic Systems**

**4 cr. hrs.;** 2 lecture hours; 4 lab hours per week.

Study of brake systems including anti-lock brake systems. An introduction to hydraulic systems will also be covered. (1.2)

### **MECH 103 Electrical Systems I**

**4 cr. hrs.;** 2 lecture hours; 4 lab hours per week.

Theoretical and practical aspects of electrical systems and components used on vehicles. Batteries, starting, charging, lighting, accessory components, and circuit wiring will be emphasized. (1.2)

### **MECH 104 Electrical Systems II**

**1-4 cr. hrs.;** 1-2 lecture hours; 1-4 lab hours per week.

*Prerequisite: MECH 103 or instructor consent.*

Study of electronics, regulation systems, ignition systems, components and accessories. Circuit understanding, troubleshooting, repair and service will be emphasized. (1.2)

### **MECH 105 Fuel Control Systems**

**4 cr. hrs.;** 2 lecture hours; 4 lab hours per week.

Basic fuel system principles of operation, electronic feedback carburetion principles, and electronic fuel injection systems will be covered. (1.2)

**MECH 108 Hydraulic Transmissions****3 cr. hrs.;** 1 lecture hours; 6 lab hours per week.

The study of theory, operation, service, and repair of hydraulic power and shift transmissions. Emphasis will be placed on current use transmissions. Student skill development in analysis and repair procedures will be stressed. (1.2)

**MECH 109 Power Trains****3 cr. hrs.;** 2 lecture hours; 4 lab hours per week.

A working knowledge of the functions, designs, construction, and service of various power trains. Course emphasis to be on various types of clutches, multi-speed manual transmissions, drivelines, drive axles, and differentials. (1.2)

**MECH 111 Engine Repair I****3 cr. hrs.;** 1 lecture hours; 6 lab hours per week.

An introductory course for the application principles of the operation of modern engines. Emphasis is placed on measurement, engine repair, and general service to engines used in modern vehicles. (1.2)

**MECH 112 Mobile HVAC****2 cr. hrs.;** 1 lecture hours; 3 lab hours per week.

Fundamentals of operation and service of heating, ventilation, and air conditioning units used on automotive and agricultural applications. (1.2)

**MECH 203 Electrical Systems II****3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite: MECH 103 or instructor consent.*

Study of electronics, regulation systems, ignition systems, components, and accessories. Circuit understanding, troubleshooting, repair, and service will be emphasized. Continuation of MECH 103 Electrical Systems I. (1.2)

**MECH 204 Electrical Systems III****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: MECH 203 or instructor consent.*

Final course in a three-course series in the area of electrical and electronics used in automotive and agriculture equipment. Areas of electrical, electronics, and computer operation will be covered. The operation and diagnosis of electric and hybrid vehicles/equipment will be emphasized. (1.2)

**MECH 211 Engine Repair II****3 cr. hrs.;** 1 lecture hours; 6 lab hours per week.

*Prerequisite: MECH 111 or instructor consent.*

Application of theory to engine repair, analysis of engine failures, engine machining, and service repair to engine systems. Emphasis on practical decision-making and development of repair skills. Continuation of MECH 111 Engine Repair I. (1.2)

**MECH 213 Auto Shop Management****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

A course specially designed for Automotive Technology students, centering on organization and management of dealerships with emphasis on parts and service department operating procedures. (1.2)

**MECH 219 Diesel Engines****3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

A study of diesel engine systems. Emphasis will be given to service of the fuel systems and engine components peculiar to the diesel engine. (1.2)

**MECH 290 Work Exp Internship Seminar****1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

The course will serve as a counseling/training supplement for students on service internship. Among the topics covered are interpersonal relationships, job requirements, liability and legal concerns, tool and equipment needs, and technical instruction on current problems. (1.2)

**MECH 291 Work Experience Internship****5 cr. hrs.;** 0 lecture hours; 48 lab hours per week.

*Prerequisites: MECH 290 and instructor consent.*

This is an 8 week supervised training course which equals 375 to 384 contact hours in an approved agricultural or automotive business where on-the-job training is required of all AAS Degree automotive and agricultural mechanic students. Emphasis is placed on organizing skill development and documenting experiences in a workplace setting. Reports by the student and satisfactory job performance required for credit. (1.2)

**Media and Communication Arts****MCA 221 Intro to Mass Communication****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

MCA 221 provides an overview of the nature, functions and responsibilities of the mass communication industries (including newspaper, magazines, books, radio, television, motion pictures and internet, interactive, and mobile media) in a global environment with an emphasis on media's role in American society. IAI: MC 911 (1.1)

**Music****MUSC 100 Applied Lesson I****1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

Individualized applied lessons in the following categories: voice, keyboard instrument, brass instrument, woodwind instrument, string instrument and percussion instrument. Students will be required to pay a lesson lab fee. (1.1)

**MUSC 101 Instrumental Ensemble****1 cr. hr.;** 0 lecture hours; 2 lab hours per week.

Standard instrumental literature as well as chamber music and other material as required. No auditions required. No more than 4 credit hours will apply toward a degree. (1.1)

**MUSC 102 Jazz Ensemble****1 cr. hr.;** 0 lecture hours; 3 lab hours per week.

Preparation, exploration, and performance of jazz literature from a variety of stylistic eras. No more than 4 credit hours will apply toward a degree. (1.1)

### **MUSC 103 Instrumental Chamber Ensemble**

**1 cr. hr.;** 0 lecture hours; 2 lab hours per week.  
Performance of selected chamber music according to the group instrumentation. No more than 4 credit hours will apply toward a degree. (1.1)

### **MUSC 106 Concert Choir I**

**1 cr. hr.;** 0 lecture hours; 3 lab hours per week.  
Rehearsal and performance of sacred and secular choral literature from early Renaissance to the 21st Century. No auditions required. No combination of MUSC 106 and 206 may exceed 4 credit hours toward a degree. (1.1)

### **MUSC 108 Community Chorale**

**1 cr. hr.;** 0 lecture hours; 2 lab hours per week.  
Rehearsal and performance of chorale literature suitable for a mixed-voice (SATB) ensemble, with an emphasis on accompanied repertoire. No auditions required. Ensemble open to general students, music minors, music majors and community members. No more than 4 credit hours will apply toward a degree. (1.1)

### **MUSC 109 Chamber Singers I**

**1 cr. hr.;** 0 lecture hours; 3 lab hours per week.  
Rehearsal and performance of vocal literature suitable for a chamber ensemble. A cappella music is emphasized. Auditions required first week of class. No combination of MUSC 109 and 209 may exceed 4 credit hours toward a degree. (1.1)

### **MUSC 111 Theory of Music I**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.  
Structure of music, notation, scales, intervals, harmonic progression, part writing, sight-singing, keyboard skills and composition. (1.1)

### **MUSC 112 Theory of Music II**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.  
*Prerequisite:* MUSC 111 “C” or better; or instructor consent.

A continuation of MUSC 111, with an emphasis on part writing, harmonic progression, form, aural skills and keyboard proficiency. (1.1)

### **MUSC 113 Exploring Music Literature**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.  
*Prerequisites:* MUSC 111 or instructor consent.  
Study of representative vocal and instrumental works illustrative of the principal forms and styles from the Medieval period to the present. (1.1)

### **MUSC 114 Class Piano I**

**1 cr. hrs.;** 0 lecture hours; 2 lab hours per week.  
Group piano instruction for non-keyboard music majors and MIC candidates. This is the first course in a four-semester

sequence for non-keyboard music majors designed to develop the fundamental keyboard skills that will complement music major studies in music theory. Skills learned will directly correlate with those required to pass a piano proficiency exam.(1.1)

### **MUSC 116 Class Piano II**

**1 cr. hrs.;** 0 lecture hours; 2 lab hours per week.  
*Prerequisite:* MUSC 114 “C” or better.

Group piano instruction for non-keyboard music majors and MIC candidates. This is the second course in a four-semester sequence for non-keyboard music majors designed to develop the fundamental keyboard skills that will complement music major studies in music theory and provide a foundation for performance in professional music settings. Skills learned will directly correlate with those required to pass a piano proficiency exam.(1.1)

### **MUSC 154 Music Appreciation**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.  
Study of literature of music emphasizing important composers and prevailing styles of various eras. For non-music majors only. Outside listening is required. IAI: F1 900 (1.1)

### **MUSC 158 Intro to Non-Western Music**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.  
Introduction to non-western culture through the study of music. IAI: F1 903N (1.1)

### **MUSC 200 Applied Lesson II**

**2 cr. hr.;** 2 lecture hours; 0 lab hours per week.  
Individualized applied lessons in the following categories: voice, keyboard instrument, brass instrument, woodwind instrument, string instrument and percussion instrument. Students will be required to pay a lesson lab fee. (1.1)

### **MUSC 206 Concert Choir II**

**1 cr. hr.;** 0 lecture hours; 3 lab hours per week.  
*Prerequisite:* MUSC 106 or instructor consent. *Concurrent enrollment in MUSC 100 or 200 is recommended.*  
Rehearsal and performance of choral literature suitable for a mixed-voice (SATB) ensemble, with an emphasis on accompanied repertoire. This course also entails both a research and a written assignment component. No auditions required but basic ability to read music notation preferred. Ensemble open to music majors, music minors, and general students. No combination of MUSC 106 and 206 may exceed 4 credit hours toward a degree. (1.1)

### **MUSC 209 Chamber Singers II**

**1 cr. hr.;** 0 lecture hours; 3 lab hours per week.  
*Prerequisite:* MUSC 109 or instructor consent. *Concurrent enrollment in MUSC 100 or 200 is recommended.*  
Rehearsal and performance of a cappella choral literature suitable for a mixed-voice (SATB) ensembles. This course also entails both a research and a written assignment component. Audition required. Ensemble open to music majors, music minors, and general students with prior

choral experience in a cappella ensemble. No combination of MUSC 106 and 206 may exceed 4 credit hours toward a degree. (1.1)

### **MUSC 211 Theory of Music III**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

*Prerequisite:* MUSC 112 or instructor consent.

Continuation of sight-singing, ear-training and dictation, with review of tonal harmony. Emphasis in harmony on analysis and composition in tonal harmonic styles using musical examples to the late 19<sup>th</sup> century. (1.1)

### **MUSC 212 Theory of Music IV**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

*Prerequisite:* MUSC 211 or instructor consent.

Continuation of MUSC 211. Late 19<sup>th</sup> century and 20<sup>th</sup> century harmonic practices. (1.1)

### **MUSC 214 Electronic Music I**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Introduction to electronic music with emphasis on digital synthesis, microcomputer applications and music instrument digital interface (MIDI) standard. Includes principles of sound synthesis, digital recording and specially-designed computer software. (1.1)

### **MUSC 215 Electronic Music II**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite:* MUSC 214 or instructor consent.

A continuation of electronic music applications with emphasis on advanced topics in digital synthesis, microcomputer applications and musical instrument digital interface (MIDI). Includes more involved methods of sound synthesis, digital recording and specially-designed computer software. (1.1)

### **MUSC 216 Class Piano III**

**1 cr. hrs.;** 0 lecture hours; 2 lab hours per week.

*Prerequisite:* MUSC 116 “C” or better.

Group piano instruction for non-keyboard music majors. This is the third course in a four-semester sequence for non-keyboard music majors designed to develop the fundamental keyboard skills that will complement music major studies in music theory and provide a foundation for performance in professional musical settings. Skills learned will directly correlate with those required to pass a piano proficiency exam.(1.1)

### **MUSC 217 Class Piano IV**

**1 cr. hrs.;** 0 lecture hours; 2 lab hours per week.

*Prerequisite:* MUSC 216 “C” or better.

Group piano instruction for non-keyboard music majors. This is the fourth course in a four semester sequence for non-keyboard music majors designed to develop the fundamental keyboard skills that will complement music major studies in music theory and provided a foundation for performance in professional musical settings. Skills learned will directly correlate with those required to pass a piano proficiency exam. (1.1)

## **Natural Science**

### **NSCI 101 Environmental Science I**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Introduce scientific concepts underlying environmental processes and policies. This course will include topics such as methods of science, biological and physical science concepts and the history of environmentalism. Students wishing to use NSCI 101 as a general education science course for the AA/AS degree must also complete NSCI 102. IAI: LP 900 (1.1)

### **NSCI 102 Environmental Science II**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

*Prerequisite:* NSCI 101.

Extension of NSCI 101. Covers topics relating to climate and weather, air pollution, water resources, food production, energy resources, waste management, biodiversity of biomes and aquatic systems, and strategies for sustaining biodiversity. IAI: LP 901L (1.1)

## **Nursing**

### **NURS 105 Princ of Nursing/Self Enrichment**

**1 cr. hr.;** 0 lecture hours; 40 lab hours per week.

*Prerequisite:* NURS 112 or RN status.

Offered during summer session only. This elective course is designed for the student desiring additional supervised clinical experience as a team member. This course does not fulfill the requirement of elective indicated in the curriculum path. (1.2)

### **NURS 112 Nursing Concepts 1**

**10 cr. hrs.;** 8 lecture hours; 6 lab hours per week.

*Prerequisite:* Admission to the Associate Degree Nursing Program.

Nursing Concepts 1 is an introductory course focusing on the study and practice of principles and skills basic to the nursing of all ages. The nursing process is introduced as the basis for nursing care. Human needs basic to all individuals will be identified with an emphasis on the nursing process as it is used to assist persons to meet basic needs they are unable to meet themselves. Principles of assessment and care as they relate to concepts of stress, pain, immobility, infection and inflammation and pharmacology are also included. (1.2)

### **NURS 122A Psychosocial Nursing Concepts**

**5 cr. hrs.;** 3.5 lecture hours; 4.5 lab hours per week.

*Prerequisites:* NURS 112, NURS 138, and BIOL 146 “B” or better; for transfer students concurrent enrollment in NURS 138. Co-requisite PSYC 200.

Psychosocial Nursing Concepts is designed to assist students in developing clinical reasoning skills as they utilize the nursing process and nursing skills to plan and provide care for selected clients. This course will include the nursing care and management of pediatric, adolescent and adult patients with a focus on the nurse’s role in the care

of individuals who experience difficulty with psychosocial adaptation. (1.2)

### **NURS 122B Physiological Nursing Concepts**

**5 cr. hrs.;** 3.5 lecture hours; 4.5 lab hours per week.

*Prerequisites:* NURS 112, NURS 138, and BIOL 146 “B” or better.

Physiological Nursing Concepts focuses on the problems of fluid and electrolytes, acid/base balance, metabolism, tissue perfusion, and altered protection. This course is designed to assist students in developing clinical reasoning skills as they utilize the nursing process and nursing skills to plan and provide care for selected patients. This course will include the nursing care and management of adult patients with fluid/electrolyte and acid/base imbalances, diabetes, cancer and problems of the immune system. (1.2)

### **NURS 138 Intro to Professional Nursing**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

*Prerequisites:* Concurrent enrollment in NURS 112; for transfer students concurrent enrollment in NURS 122A, NURS 122B or NURS 216.

Introduction to Professional Nursing provides the Associate in Applied Science Degree Nursing students with a foundation for future classes and professional practice through increased understanding of the role and responsibilities of the Professional Registered Nurse and the current and projected practice environment. This course serves to synthesize prerequisite knowledge, and to prepare students for the rigors of the Associate Degree Nursing Program and practice subsequent to graduation and successful completion of the NCLEX-RN examination. (1.2)

### **NURS 142 Nurse Success Strategies**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

*Prerequisite:* Below appropriate score for nationally-normed entrance exam for AAS-RN program or instructor consent.

This course is designed to remedy any learning deficiencies in skills that are essential for success in the Associate Degree Nursing program which are identified through nationally-normed standardized tests. This course focuses on the nursing-specific and prerequisite content necessary for success in the program. Learning will be individualized to address each student’s specific areas for improvement. (1.2)

### **NURS 150 Dosage Calculations**

**1 cr. hr.;** 1 lecture hours; 0 lab hours per week.

*Prerequisites:* Concurrent enrollment in NURS courses; Department approval required.

This course is designed to remedy any learning deficiencies in the calculation of medications and IV solutions for patient administration. Learning will be individualized to address each student’s specific areas for improvement. (1.2)

### **NURS 152 Nursing Pharmacology Concepts**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

*Prerequisite:* Instructor consent.

Nursing Pharmacology Concepts focuses on the common classifications of medications that nurses will use in clinical practice. This course has a major emphasis on specific considerations related to the pharmacological principles, therapeutic uses of medications, and adverse reactions. In addition, this course provides students with the theoretical basis for specific nursing safety precautions, assessments, and interventions related to the classifications of the medications. The online course will meet on two occasions. The first course date will provide the course objectives and information. There will also be a medication safety fair, in which students will present the information they accumulated throughout the course to teach their peers about their specific medication classification. (1.2)

### **NURS 153 Clinical Reasoning in Nurs Sim**

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

*Prerequisites:* NURS 112

A nursing course designed to incorporate the nursing process, QSEN (Quality and Safety in Education for Nurses), and clinical reasoning in a simulation environment. This course will allow students to practice clinical skills and clinical reasoning in a “safe” environment. (1.2)

### **NURS 216 Nursing Concepts 3**

**10 cr. hrs.;** 6 lecture hours; 12 lab hours per week.

*Prerequisites:* NURS 122A, NURS 122B, BIOL 261, ENG 101 or ENG 101C and PSYC 200 “C” or better.

Nursing Concepts 3 focuses on the nurse’s role in the care of infants, children, and adolescents; pregnant, laboring, or postpartum women, their newborn(s) and significant other(s); and individuals who experience difficulty with aging, chronic illness and/or disability. The student will utilize the nursing process within the nurse-patient relationship in assisting patients and their families achieve or maintain their optimal level of wellness. This course is designed to assist students in developing clinical reasoning skills as they utilize the nursing process and nursing skills to plan and provide care for selected patients. This course will include the nursing care and management of patients during pre-pregnancy, antepartum, intrapartum, and postpartum; who are younger than 18 years; and across the lifespan who are coping with altered nutritional, mobility, or sensory status; with gastrointestinal conditions; with chronic conditions; and with age-related changes. (1.2)

### **NURS 226 Nursing Concepts 4**

**10 cr. hrs.;** 6 lecture hours; 12 lab hours per week.

*Prerequisites:* NURS 216 and SOC 264 “C” or better; Concurrent enrollment in NURS 230 or prior completion “C” or better.

Nursing Concepts 4 focuses on the nurse’s role in the care of individuals who experience difficulty with oxygenation, fluid and electrolytes, mobility, sensation, cognition, regulation and metabolism, trauma and care coordination. Learning experiences are designed to foster increased depth and understanding of altered homeostasis and its effect on the patient and their family. Emphasis is placed on

experiences to enhance students' utilization of the nursing process and to develop clinical reasoning techniques as they apply to the more seriously ill patient. Prototypes of health problems will be used to represent the selected concepts. (1.2)

### **NURS 230 Transition into Practice**

**1 cr. hrs.;** 1 lecture hours; 0 lab hours per week.

*Prerequisites:* NURS 216 and SOC 264 "C" or better; concurrent enrollment in NURS 226 or prior completion "C" or better.

The career aspects of nursing are explored on a seminar basis with the focus for discussion topics on successfully functioning as a registered nurse. Content builds upon the concepts introduced in NURS 138, Intro to Professional Nursing. Content will include issues and responsibilities in nursing, current trends in healthcare and their implications for the registered nurse, legal implications of licensure as a registered nurse, moral and ethical responsibilities of the registered nurse, development through continuing education and participation in professional organizations, the responsibilities of the nurse as a contributing member of a community, and practice with NCLEX-RN style questions in preparation for taking the NCLEX-RN exam for licensure. (1.2)

### **NURS 250 Nursing Practice Update**

**6 cr. hrs.;** 4 lecture hours; 6 lab hours per week.

*Prerequisite:* Active RN licensure

Nursing 250 provides an overview of recent developments in nursing and health care. A review of basic skills will be provided. Nursing diagnosis and physical assessment skills will be discussed. The nursing process will be utilized by the student during their clinical experience while the student is caring for patients who have a variety of health needs. (1.6)

### **NURS 270 Health Assessment & Comm**

**3 cr. hrs.;** 2 lecture hours; 1 lab hours per week.

*Prerequisites:* NURS 122A and NURS 122B or instructor consent.

This course is designed to provide students with the knowledge and skills necessary to perform a comprehensive health assessment on a diverse population across the lifespan. Students will examine how their communication, knowledge of health concepts, and provision of individualized care impact health and risk assessments. Class includes lecture/discussion and laboratory components. (1.6)

### **NURS 295 Special Topics in Nursing**

**1-3 cr. hrs.;** 1-3 lecture hours; 0 lab hours per week.

*Prerequisite:* RN or instructor consent.

Designed to meet the special needs or interests of registered and student nurses. Topics will vary, but examples of course offerings include new concepts in diabetes care, fluid and electrolyte imbalances in hospitalized patients, cultural diversity in health care, and fetal monitoring. (1.2)

## **Nursing Assistant**

### **NA 100 Basic Nurse Assistant Training Program**

**8 cr. hrs.;** 7 lecture hours; 3 lab hours per wk. (40 hours clinical)

*Prerequisite:* Must be at least 16 years old and at least an 8<sup>th</sup> grade education.

This course provides the nurse assistant students with knowledge, understanding and skills to function as a responsible member of the health team. Students combine theory with practical application to various health care situations. Additional emphasis has been incorporated regarding the aging process, problems of the aged, and death and dying. (1.2)

## **Patient Care Assistant**

### **PCA 100 Intro to the Human Body**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

This is a basic anatomy course. The course will introduce the vocabulary and basic knowledge of anatomy for students in the Patient Care Assistant Program. (1.2)

### **PCA 101 Med Term for Health Professions**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

This is a basic introductory course in medical terminology. This will give an overview of medical terms to support other coursework in health care. (1.2)

### **PCA 102 Health Care Professional Skills**

**1 cr. hr.;** 1 lecture hours; 0 lab hours per week.

This is an introductory course for health care professionals which will provide an overview of professional communication, appearance and behaviors within the health care setting. (1.2)

### **PCA 200 Phlebotomy Skills**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

This class will train the student in the basic blood drawing procedures for both venipuncture and dermal puncture techniques. Upon successful completion of the course, students will have an understanding of the skills, knowledge, and level or responsibility required to perform professionally and competently as entry-level phlebotomy/lab personnel. (1.2)

## **Philosophy**

### **PHIL 100 Logic**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

PHIL 100 introduces the student to formal and informal logic and examines logical fallacies that are found in everyday arguments as well as the basics of symbolic logic. IAI: H4 906 (1.1)

### **PHIL 101 Introduction to Philosophy**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: Appropriate writing placement score or ENG 091 "C" or better; and appropriate reading placement score or REA 098 "C" or better.*

A survey of perennial philosophical questions and theories in metaphysics, epistemology, and ethics. There is a focus on investigating the nature and existence of God, free will, and knowledge, as well as various accounts of the mind/body problem, personal identity, the best way to live, and the meaning of life. IAI: H4 900 (1.1)

### **PHIL 103 Ethics**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: Appropriate writing placement score or ENG 091 "C" or better; and appropriate reading placement score or REA 098 "C" or better.*

A survey of several ethical theories of human character, motivations, actions, and consequences, such as utilitarianism, duty ethics, and virtue ethics. There is a focus on evaluating the merits of the theories as well as their application to a broad range of moral issues. IAI: H4 904 (1.1)

### **PHIL 205 Studies in Philosophy**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: Writing-appropriated placement score or ENG 091 "C" or better; AND Reading-appropriate placement score or REA 103 "C" or better; AND one course in philosophy or instructor consent.*

PHIL 205 is an intensive study of one or more philosophical topics, philosophical traditions, or major philosophers. Some examples of themes and topics covered are: philosophy of science and language, social and political philosophy, the philosophy of mind, as well as science fiction and philosophy, Ancient Greek philosophy, Asian philosophy, Plato, Descartes, and Confucius. (1.1)

### **PHIL 206 Philosophy of Religion**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: Appropriate writing placement score or ENG 091 "C" or better; and appropriate reading placement score or REA 103 "C" or better.*

PHIL 206 covers intellectual problems of the religious experience. IAI: H4 905 (1.1)

## **Physical Education**

### **PE 125 Physical Fitness**

**1 cr. hr.;** 0 lecture hours; 2 lab hours per week.

This physical education course is offered for any student who would like to improve his/her knowledge and performance in physical fitness. Emphasis is placed on evaluation of current personal physical fitness and creating a personal exercise plan based on personal fitness performance goals. Students spend 30 hours over the course of the semester working to improve their strength, flexibility and cardiovascular endurance. Repeatable 3 times. (1.1)

### **PE 210 Intro to Sports Management**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

This course will help students pursuing sport-related careers determine their interest in academic or professional sport management by providing a broad overview of the field. Topics will include the history of sports management; social, behavioral, organizational and managerial foundations of sports management; and selected functions of the field such as marketing, public relations, finance, and others. (1.1)

### **PE 217 Current Issues in Sports**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

This course will help students pursuing sports related careers understand the integral relationship between ethical issues in sports and society. Study of the current issues in sports helps students to better appreciate the challenges faced by sports and evaluate decisions made by leaders in sports communities. Students examine key principles and concepts of sports ethics and the sociology of sports through case studies, examining research and trends, debate, and group discussions. (1.1)

### **PE 260 Physical Education, Grades 1-6**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: Education or Physical Education majors or instructor consent.*

Activities, materials and techniques for teaching physical education on the elementary school level. (1.1)

## **Physical Science**

### **PS 101 Introduction to Physical Science**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

A conceptual overview of physical science intended for non-science majors, including elementary education. Topics will include the fundamentals of chemistry, physics, geology, astronomy, and meteorology. IAI: P9 900L (1.1)

### **PS 205 Issues in Science, Tech and Soc**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

An interdisciplinary course which considers the impact of science, technology and society. It will help the student understand the relevance of science, and technology as they relate to political, economic and historical decisions. The course will provide an introduction to the fundamental behavior of matter and relate topics in physical science to events taking place in our changing world. IAI: P9 900 (1.1)

## **Physical Therapist Assistant**

### **PTA 100 Introduction to PTA**

**3 cr. hrs.;** 3 lecture hour; 0 lab hours per week.

*Prerequisite: Admission to PTA program.*

Study of historical background, professional, ethical and legal aspects of physical therapy practice. Emphasis is placed on the role of the physical therapist assistant in all health care settings and areas of practice. (1.2)

### **PTA 113 Physical Agents I**

**2 cr. hrs.;** 1 lecture hour; 2 lab hours per week.

*Prerequisite: Admission to PTA program.*

Study of the biophysical principles, physiological effects on body tissues, and safe application of therapeutic physical agents. The use of superficial and deep thermal modalities to mitigate pain and promote tissue healing is emphasized. (1.2)

### **PTA 201 Kinesiology**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

*Prerequisites:* Admission to the PTA program.

Study of the science of human motion, biomechanics, and the structure and function of the musculoskeletal and nervous systems. The course emphasizes integration of anatomy, palpation skills, postural analysis and the functional aspects of human movement related to physical therapy practice. (1.2)

### **PTA 202 Physical Rehabilitative Techniques**

**3 cr. hrs.;** 1.5 lecture hours; 3 lab hours per week.

*Prerequisite:* PTA 201 “C” or better.

Study of basic rehabilitative techniques, such as goniometric measuring, patient positioning, range of motion exercise, transfer techniques, gait training, and chest physical therapy. (1.2)

### **PTA 203 Pathology**

**2 cr. hrs.;** 2 lecture hours; 0 lab hours per week.

*Prerequisites:* PTA 100, PTA 113, PTA 201, BIOL 145 “C” or better.

This course examines the signs, symptoms, etiology, prognosis, medical diagnostics, interventions, and treatment of diseases commonly encountered in physical therapy practice. Topics and systems covered include cardiopulmonary, respiratory, musculoskeletal, integumentary, hematologic, endocrine, gastrointestinal, renal, psychological, oncological, and infectious diseases. The role of physical therapy in specific disease management and rehabilitation is introduced. (1.2)

### **PTA 204 Practicum I**

**3 cr. hrs.;** 1 lecture hour; 6 lab hours per week.

*Prerequisites:* PTA 100, PTA 113, PTA 201, BIOL 145 “C” or better.

Practice of routine physical therapy assisting procedures with selected patients in a closely supervised clinical setting. (1.2)

### **PTA 205 Physical Therapy Science**

**2 cr. hrs.;** 2 lecture hours; 0 lab hours per week.

*Prerequisite:* PTA 201 “C” or better.

The course focuses on the pathology, medical, and rehabilitative management of children and adults with neurological conditions and degenerative diseases of the nervous system. (1.2)

### **PTA 207 Massage**

**1 cr. hr.;** 0.5 lecture hour; 1 lab hour per week.

*Prerequisites:* PTA 100, PTA 113, PTA 201, BIOL 145 “C” or better.

Study of scientific principles, indications, contraindications, and application of a variety of massage techniques. (1.2)

### **PTA 208 Therapeutic Exercise I**

**3 cr. hrs.;** 2 lecture hours; 3 lab hours per week.

*Prerequisite:* PTA 202 “C” or better.

Study of fundamentals of exercise, theory and practice of basic exercises for individual muscles or muscle groups, breathing and postural exercises, manual muscle testing, and gait analysis. (1.2)

### **PTA 209 Therapeutic Exercise II**

**4 cr. hrs.;** 2 lecture hours; 4 lab hours per week.

*Prerequisites:* PTA 205, PTA 208, PTA 214 “C” or better.

Study of scientific principles of therapeutic exercise, including use of equipment, orthopedic and neurological exercise techniques. (1.2)

### **PTA 213 Physical Agents II**

**2 cr. hrs.;** 1 lecture hours; 2 lab hours per week.

*Prerequisite:* PTA 208 “C” or better.

This course is designed to train students in the physiologic effects, indications, contraindications, and application of a variety of therapeutic modalities including electrical stimulation, mechanical traction, and mechanical compression. (1.2)

### **PTA 214 Practicum II**

**4 cr. hrs.;** 2 lecture hour; 6 lab hours per week.

*Prerequisite:* PTA 201 “C” or better.

The student will practice previously learned skills in a clinical setting, supervised by a physical therapist. The student will produce documentation pertinent to patient caseload at clinic site but not limited to daily notes, progress notes, and Medicare documentation. (1.2)

### **PTA 280 Clinical Internship I**

**4 cr. hrs.;** 0 lecture hours; 40 lab hours per week.

*Prerequisites:* PTA 209 and PTA 213 “C” or better.

One of the final learning experiences in selected health care facilities with hands-on application of treatment techniques and theories. (1.2)

### **PTA 281 Clinical Internship II**

**4 cr. hrs.;** 0 lecture hours; 40 lab hours per week.

*Prerequisite:* PTA 208 “C” or better and PTA 214 “C” or better.

A final learning experience in selected health care facilities with hands-on application of treatment techniques and theories and progression of patient care skills learned in Clinical Internship I. (1.2)

### **PTA 290 Clinical Seminar**

**2 cr. hrs.;** 2 lecture hours; 0 lab hours per week.

*Prerequisite:* PTA 208 “C” or better and PTA 214 “C” or better..

This course examines a variety of special topics and treatment interventions within the field of physical therapy. Emphasis is also placed on service learning, career

development, interprofessional and intraprofessional practice, and preparation for final clinical internships in addition to the National Physical Therapy Examination. (1.2)

## Physics

### PHYS 101 College Physics I

**5 cr. hrs.;** 4 lecture hours; 3 lab hours per week.

*Prerequisite: MATH 112 or MATH 112C or MATH 123; or instructor consent.*

Algebra and trigonometry based presentation of mechanics, thermodynamics and waves. Develop problem solving techniques involving vectors, Newton's laws, energy, momentum, heat and thermodynamics, sound and waves. Intended for students majoring in engineering technology and health related fields. IAI: P1 900L (1.1)

### PHYS 102 College Physics II

**5 cr. hrs.;** 4 lecture hours; 3 lab hours per week.

*Prerequisite: PHYS 101.*

Theory of magnetism, electricity, light and topics from atomic and nuclear physics. Graduation credit not permitted for both PHYS 102 and 202. (1.1)

### PHYS 110 Introduction to Physics

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

Basic principles of force, waves, electricity and magnetism, and optics. Credit for this course will not be counted toward graduation if the student also completes PHYS 101 and 102 equivalent.

IAI: P1 900L (1.1)

### PHYS 140 Practical Physics

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Presents in a conceptual format the basic principles of physics including motion, force, thermodynamics, electricity and magnetism, and modern physics. IAI: P1 900 (1.1)

### PHYS 201 Mechanics and Thermal Physics

**5 cr. hrs.;** 3 lecture hours; 4 lab hours per week.

*Prerequisite: MATH 124 or concurrent enrollment in MATH 124.*

For students preparing to major in engineering, physics, chemistry or mathematics. Analytical study of the theory of mechanics, heat and sound. Graduation credit will not be permitted for both PHYS 101 and 201. IAI: P2 900L; PHY 911 (1.1)

### PHYS 202 Electricity and Magnetism

**5 cr. hrs.;** 3 lecture hours; 4 lab hours per week.

*Prerequisite: PHYS 201.*

For students preparing to major in engineering, physics, chemistry or mathematics. Analytical study of the theory of electricity, magnetism, and optics. Graduation credit will not be granted for both PHYS 102 and 202.

IAI: PHY 912 (1.1)

### PHYS 214 Modern Physics

**2 cr. hrs.;** 1 lecture hours; 2 lab hours per week.

*Prerequisites: PHYS 201 and PHYS 202.*

For student preparing to major in engineering, physics, chemistry or mathematics. Analytical study of the theory of light, photons and quantum phenomena. (1.1)

## Political Science

### POLS 122 American National Government

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

POLS 122 examines the development and operation of the Examines the development and operation of the U.S. national system of government; evolution of the Constitution; the organization, powers, and functions of the three branches of government; the practice and limitations of American politics; and the interrelationships with state and local governments. IAI: S5 900 (1.1)

### POLS 200 Intro to Political Thought

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites: ENG 101C or ENG 101 or concurrent enrollment in ENG 101C or ENG 101; or Eligibility for ENG 101C or ENG 101 based on prior coursework or appropriate placement score; or instructor consent.*

This course introduces the main issues of social and political theory such as justice, authority, obligation, liberties, rights, power, freedom, and equality. Topics may include the concepts that shape the contemporary political world, the contributions of political theory to the development of modern social systems, and the perspectives offered by social and political theorists on issues such as justice, freedom, equality, sovereignty, racism, sexism, and class. IAI: H4 907 PLS 913 (1.1)

### POLS 291 Congressional Internship

**3 cr. hrs.;** 0.5 lecture hours; 15 lab hours per week.

*Prerequisite: Instructor consent, and POLS 122; or concurrent enrollment in POLS 122; and 12 credit hours completed at BHC.*

The Congressional Internship course provides students with an opportunity to combine academic analysis of Congress with practical experience gained by assisting members in a Congressional office. (1.1)

## Practical Nursing

### PN 105 Pharm in Practical Nursing I

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

*Prerequisites: Concurrent enrollment in PN 111 or PN 112; or completion of PN 111 & PN 112 "C" or better within previous academic year.*

Basic mathematics as it applies to medication administration is reviewed. The study of drugs and the techniques of medication administration are begun. (1.2)

### PN 106 Pharm in Practical Nursing II

**1 cr. hr.;** 1 lecture hour; 0 lab hours per week.

*Prerequisites: PN 105 and PN 112 "C" or better; concurrent enrollment in PN 113 or PN 114.*

Drug classifications are studied through the structure of the nursing process. (1.2)

### **PN 110 Basic Anatomy and Physiology**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite:* Appropriate placement score in Reading or REA 103 “C” or better.

Basic concepts of human anatomy and physiology. (1.2)

### **PN 111 Foundations of Practical Nurs.**

**8 cr. hrs.;** 6 lecture hours; 6 lab hours per week.

*Prerequisites:* Admission to Practical Nursing Program; concurrent enrollment in PN 105.

Within the framework of the nursing process, the course teaches the concepts basic to practical nursing. Dimensions of nursing, basic needs and special procedures are covered. With guidance, the nursing process is used in the care of patients with simple health problems. (1.2)

### **PN 112 Older Adult Nursing**

**8 cr. hrs.;** 6 lecture hours; 6 lab hours per week.

*Prerequisite:* PN 111 “C” or better; concurrent enrollment in PN 105.

This course covers normal aging and age-related changes in the older adult. It includes problems of mobility and circulation. It also includes concepts of mental health nursing and therapeutic communication. (1.2)

### **PN 113 Adult Health Nursing**

**8 cr. hrs.;** 6 lecture hours; 6 lab hours per week.

*Prerequisites:* PN 105 and PN 112 “C” or better; concurrent enrollment in PN 106.

Within the framework of the nursing process, theories of nursing care for patients with acute medical-surgical problems are discussed. (1.2)

### **PN 114 Intergenerational Nursing**

**8 cr. hrs.;** 6 lecture hours; 6 lab hours per week.

*Prerequisites:* PN 105 and PN 113 “C” or better; concurrent enrollment in PN 106.

Care of families through child-bearing, well children, ill children, and all family members through the lifespan. Concepts of growth and development, effects of illness on families, and care of clients in the hospital are also discussed. (1.2)

## **Psychology**

### **PSYC 101 Intro to Psychology**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites:* REA 103 with a “C” or better or concurrent enrollment in REA 103.

This course is an introduction to the field of psychology as a scientific discipline and will explore a variety of theoretical perspectives. As a survey course, topics may include the biology of behavior, sensation and perception, learning, memory, cognition, motivation, emotion, life-span development of behavior, personality, abnormal behavior

and its therapies, social behavior, sociocultural factors, and individual differences. IAI: S6 900 (1.1)

### **PSYC 119 Understanding Human Sexuality**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite:* REA 103 “C” or better; or appropriate reading placement score.

Provides an integration of psychological, social, and biological components of human sexuality. Emphasizes research methodology, gender development, sexual anatomy, sexuality throughout the lifespan, sexual orientation, contraception, sexual dysfunctions, STIs, and sexuality in various social contexts. Stresses the importance and value of diversity. Provides an opportunity for students to explore their own attitudes and values.(1.1)

### **PSYC 199 Psychology of Women**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite:* Appropriate reading placement score or REA 103 “C” or better.

This course will examine the psychology of women through a feminist and intersectional lens. Research and theory will be applied to a variety of issues impacting women such as the development of gender identity, the impact of socialization on gender development, women’s sexuality and health, work-life balance, women in leadership, and violence against women. (1.1)

### **PSYC 200 Human Growth & Development**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite:* PSYC 101 “C” or better, or formal admission into the Black Hawk College Associate Degree Nursing program.

This course explores the neurobiological, physical, cognitive, social, and emotional development of humans from conception through adulthood, including end of life issues. Examines theories and principles of human development in light of contemporary research, emphasizing normal developmental stages and patterns of adjustment to differing life-time demands. IAI: S6 902 (1.1)

### **PSYC 210 Personality Theories**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite:* PSYC 101 “C” or better.

Detailed analysis of major personality theorists in psychology from Freud to the present, emphasizing the examination of common threads in the evolution of personality theory as well as decided differences between and among individual theorists. The relationship between empirical and theoretical investigation and the reading of personality research are stressed. (1.1)

### **PSYC 230 Social Psychology**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite:* PSYC 101 “C” or better.

A systematic introduction to theory and research on the ways social factors influence individual and group behavior. Examines attitudes, social perception, the establishment of norms, conformity, leadership, group dynamics, and

research methods, emphasizing their effects on the individual. IAI: PSY 908 (1.1)

### **PSYC 250 Abnormal Psychology**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: PSYC 101 “C” or better.*

This is an introductory course to abnormal psychology that introduces students to proposed theoretical explanations for the causes of psychological disorders from psychological, sociocultural, and biological perspectives. The Diagnostic and Statistical Manual of Mental Disorders (DSM-5) is used as the primary means of classification and treatment modalities are also considered. IAI: PSY 905 (1.1)

### **PSYC 262 Child Psychology**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: PSYC 101 “C” or better.*

Introduces theory and research on biological, physical, social, and cognitive development of the human child from conception through late childhood. Topics may include genetic factors, prenatal development, sensory and perceptual changes, motor system development, language acquisition, social learning, gender differences, atypical development, and such influences as the family, school, and sociocultural context. IAI: S6 903 (1.1)

### **PSYC 285 Cross-Cultural Women’s Studies**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: Appropriate Reading placement score or REA 103 “C” or better.*

This course examines the position of women across the globe from an interdisciplinary perspective. Special attention will be paid to women’s experiences of globalization, social class, sexuality, race, ethnicity, and gender-based discrimination. (1.1)

### **PSYC 295 Special Topics in Psychology**

**1-3 cr. hrs.;** 1-3 lecture hours; 0 lab hours per week.

*Prerequisite: Instructor consent.*

Topics vary according to student interest and instructor availability. Examples of course offerings include: gerontology, psychology in literature, an internship experience, psychology of religion, and dream working. Students may take up to six credit hours if the topic varies. (1.1)

## **Reading**

### **REA 098 Academic Reading**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: Appropriate placement score.*

REA 098 focuses on reading skills to prepare students for college-level reading. The course emphasizes vocabulary, critical reading, and comprehension, especially in social science and natural science reading. Certain career programs may also require this course. (1.4)

### **REA 103 Advanced Academic Reading**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites: Appropriate placement score; or REA 098 “C” or better.*

Reading 103 refines the reading skills necessary for success in college-level textbooks and related reading, focusing on vocabulary, comprehension, critical reading, rate flexibility and study strategies. (1.1)

## **Sociology**

### **SOC 101 Principles of Sociology**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisites: REA 103 with a “C” or better or appropriate reading placement score*

Scientific examination of human society and social behavior. Concentrates on human behavior and assumes that it is largely shaped by the groups to which people belong and by the social interaction taking place in these groups. Acquire a basic sociological understanding and sensitivity to the issues of race, class, gender, and ethnicity. IAI: S7 900 (1.1)

### **SOC 102 Contemporary Social Problems**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Analysis of contemporary social problems and investigation of theories on social organization and conflict. Explores the genesis, significance, and amelioration of social problems. IAI: S7 901 (1.1)

### **SOC 222 Introduction to Social Work**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: SOC 101 or instructor consent.*

Introductory survey of social work in the context of the social welfare services and policies, including their historical origins, conceptual framework, and contemporary foci. Overviews principal social work values, codes of ethics, practice methods, research considerations, and policy issues. Emphasizes the unique experiences of diverse and at-risk population groups facing various social challenges. (1.1)

### **SOC 230 Sociology of Sex & Gender**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: SOC 101 or instructor consent.*

Provides a framework for understanding the sources and consequences of gender and sex role in the economy, family, education, and other social institutions. (1.1)

### **SOC 250 Social Inequality**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Analysis of power differentials that examines the inequalities and intersections of race/ethnicity, class, gender, and other significant social categories. A comprehensive overview of major sociological theories regarding interaction between dominant and minority groups, and an investigation into the experiences of different minority groups in the United States.. IAI: S7 903D (1.1)

### **SOC 251 Sociology of Families**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Survey of the contemporary family in historical and cross-cultural perspectives. Includes trends in mate selection, marriage, child-rearing, employment, gender roles, and communication within the family. IAI: S7 902 (1.1)

### **SOC 261 Deviant Behavior**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

The sociological study of the origins, causes, control and definitions of deviance and deviant behavior. Includes criminality, mental disorders, drug use, and sexuality. (1.1)

### **SOC 264 Social Psychology of Aging**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Process and consequences of aging; interplay between social and psychological forces and the aging population; psychological dimensions of aging. IAI: S6 905 (1.1)

### **SOC 290 Studies in Sociology**

**1-3 cr. hrs.;** 1-3 lecture hours; 0 lab hours per week.

Focuses on selected topics from a sociological perspective, including such topics as child maltreatment, addictions, juvenile justice, family violence, and field studies. Repeatable 1 time. (1.1)

## **Spanish**

### **SPAN 101 Elementary Spanish I**

**4 cr. hrs.;** 4 lecture hours; 0 lab hours per week.

SPAN 101 is the first course of a two-semester sequence in elementary Spanish with emphasis on speaking, listening comprehension, reading, writing, and understanding culture. (1.1)

### **SPAN 102 Elementary Spanish II**

**4 cr. hrs.;** 4 lecture hours; 0 lab hours per week.

*Prerequisite: One year of high school Spanish with a “C” or better; or one semester of college Spanish with a “C” or better; or instructor consent.*

SPAN 102 is the second course of a two-semester sequence in elementary Spanish with emphasis on speaking, listening comprehension, reading, writing, and understanding culture. (1.1)

### **SPAN 201 Intermediate Spanish I**

**4 cr. hrs.;** 4 lecture hours; 0 lab hours per week.

*Prerequisite: Two years of high school Spanish “C” or better; or two semesters of college Spanish “C” or better; or instructor consent.*

SPAN 201 is the first course of a two-semester sequence in intermediate Spanish with emphasis upon conversation, compositions, literary readings, and the culture and civilization of the Hispanic world. (1.1)

### **SPAN 202 Intermediate Spanish II**

**4 cr. hrs.;** 4 lecture hours; 0 lab hours per week.

*Prerequisite: Spanish 201 “C” or better; or instructor consent.*

SPAN 202 is a continuation of Spanish 201 with additional work on oral proficiency, grammar review, composition,

literary readings, and study of the Hispanic culture and civilization. IAI: H1 900 (1.1)

## **Speech**

### **SPEC 101 Principles of Speech Communica**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

The oral communication course combines communication theory with the practice of oral communication skills. The oral communication course: (1) develops awareness of the communication process; (2) provides inventional, organizational, and expressive strategies; (3) promotes understanding of and adaptation to a variety of communication contexts; and (4) emphasizes critical skills in listening, reading, thinking and speaking. IAI: C2 900 (1.1)

### **SPEC 111 Business and Professional Comm**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Promotes awareness and development of skills needed to communicate competently within professional organizations. Covers theory and major communication functions in organizations and their relationship to organizational culture, personnel, administrative, technological, and social factors. Focus is on interviewing, management styles, inter-office communication and professional presentations. IAI: MC 903 (1.1)

### **SPEC 114 Interpersonal Communication**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Interpersonal Communication applies communication theory to interpersonal relationship development, maintenance, and termination in families, friendships, romantic partnerships, and workplace relationships. The course explores theories and practice in verbal and nonverbal communication with a focus on interpersonal relationships. This course emphasizes improving interpersonal skills and increasing communication competence in everyday social exchanges. IAI: MC 901 (1.1)

### **SPEC 175 Intercultural Communication**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

This course examines how culture influences the communication process including values, beliefs, norms, linguistic and nonverbal differences between cultures, cultural bias, ethnocentrism, globalization, and cultural adjustment. The course will review major theories of intercultural communication and the practical approaches to communicating more effectively with personas from other cultures. IAI: MC 904 (1.1)

### **SPEC 210 Persuasion & Argumentation**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

Examines the principles of reasoning, critical thinking, argumentation, and advocacy and their expression in a variety of media. Students will develop an understanding of how arguments function to influence attitudes, values, and behaviors in our public culture with an emphasis on the nature of argument, proofs and evidence, constructing

arguments, fallacies of argument, and the use of logical and persuasive reasoning. (1.1)

## Surgical Technology

### ST 101 Surgical Tech Fundamentals

**5 cr. hrs.;** 4 lecture hours; 2 lab hours per week.

*Prerequisite: Instructor approval*

This course will encompass objectives that will allow the student a base of knowledge for continuing surgical technology courses. Medical terminology will be focused on vocabulary used in the surgical field. Microbiology objectives will be exploring pathogens that cause infections and ways to prevent their transmission. The importance of steps in the decontamination, processing, sterilization, and storage of surgical instruments and equipment will be discussed in detail. This course will include communication skills, ethical, moral, and legal issues as they relate to the surgical technologist profession. (1.2)

### ST 110 Surgical Technologist I

**5 cr. hrs.;** 2.5 lecture hours; 5 lab hours per week.

*Prerequisite: ST 101*

This course is designed to provide the student with the basic knowledge necessary to perform the duties of the surgical technologist in an operating room. Emphasis will be placed on learning the basics of surgical technology and applying them in the operating room. Theory instruction will include aseptic technique, basic equipment and supplies, instrumentation, suture, needles and operating room department policies. Techniques learned in classroom will be practiced within the lab setting. (1.2)

### ST 112 Surgical Pharmacology

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite: ST 110; appropriate placement score or MATH 078.*

This course is a self-study course designed to assist the student with learning the principles of pharmacology within surgery. Rational for commonly used medications used intraoperatively will be discussed, along with side effects and how they may alter the surgical intervention. The course will also include rationale behind labeling medications. (1.2)

### ST 212 Surgical Tech Clinical II

**6 cr. hrs.;** 0 lecture hours; 12 lab hours per week

*Prerequisite: ST 101, ST 110, and ST 112 "C" or better; and concurrent enrollment in ST 213.*

This is a clinical course that aligns with ST 213. Students will attend assigned clinical rotations and apply knowledge gained from ST 213. (1.2)

### ST 213 Surgical Technologist II

**6 cr. hrs.;** 6 lecture hours; 0 lab hours per week.

*Prerequisite: ST 101, ST 110, and ST 112 "C" or better; and concurrent enrollment in ST 212.*

This course builds on the basic surgical technology knowledge obtained from ST 110. Students will gain

knowledge on specific techniques used in surgery as well as specific types of surgical procedures. (1.2)

### ST 214 Surgical Technologist III

**6 cr. hrs.;** 6 lecture hours; 0 lab hours per week

*Prerequisite: BIOL 145, BIOL 146, ST 212, and ST 213 "C" or better; and concurrent enrollment in ST 215.*

This is the final didactic course for the Surgical Technology program. This course continues to build on knowledge obtained in previous ST courses. Included are specific surgical procedures. This course aligns with the clinical course ST 215 and should be taken at the same time. (1.2)

### ST 215 Surgical Tech Clinical III

**6 cr. hrs.;** 0 lecture hours; 12 lab hours per week

*Prerequisite: BIOL 145, BIOL 146, ST 212, and ST 213 "C" or better; and concurrent enrollment in ST 214.*

This is a clinical course that aligns with ST 214. Students will attend assigned clinical rotations and apply knowledge gained from ST 214. (1.2)

## Technical Math

### TMAT 101 Technical Math I

**1-3 cr. hrs.;** 1-3 lecture hours; 0 lab hours per week.

To understand theory and develop skills in arithmetic, percentages, powers, roots, ratios, proportions, measurements, algebra, geometry, trigonometry and graphs as applied to the field of mechanics. Repeatable 3 times. (1.2)

## Television

### TV 212 Hist & Apprec of the Motion Pictur

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

International study that traces the origin and the development of the motion picture through lectures, readings, class activities and viewing of pertinent films. IAI: F2 909 (1.1)

## Theatre

### THEA 111 Introduction to Theatre Arts

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

An introductory survey of theatre/drama as a performing art form that includes the student and analysis of historical, social, aesthetic and technical aspects of traditional and contemporary theatrical/dramatic expression. This course is designed to introduce students to theatre as a major fine art form and to examine the contributions of playwrights, actors, directors, designers, and technicians. IAI: F1 907 (1.1)

## Veterinary Assisting

### VA 105 Animal Housing & Recreation I

**3 cr. hrs.;** 1.5 lecture hours; 3 lab hours.

This course introduces the student to animal housing environments with diverse populations of dogs and cats. Students will be prepared to handle and exercise dogs while

maintaining a clean, comfortable and safe environment. Working with dogs and cats of all ages in a kennel facility, the students will observe animal behavior and provide daily feeding and care in a team-oriented atmosphere. (1.2)

### **VA 109 VA Animal Science**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

This course introduces the student to basic anatomy and physiology of common animal species in veterinary medicine. The student will become familiar with the basic nutritional needs of animals in various life stages. Through hands-on laboratories, the students will be able to recognize common parasites like fleas and ticks. Students will be able to collect specimens and set up blood, urine, and fecal tests. (1.2)

### **VA 147 Vet Asst Clinical I**

**4 cr. hrs.;** 2 lecture hours; 4 lab hours per week.

*Prerequisite:* VT 100 or concurrent enrollment in VT 100.

This course presents a basic introduction to the profession of veterinary assisting and to the healthcare environment. Specifically, this course will present aseptic technique, animal restraint, physical examination, anesthesiology, grooming, nutrition, and dentistry. (1.2)

### **VA 160 Vet Assistant Pharmacology**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite:* VA 147 or instructor consent.

This course covers the regulations for prescribing, ordering, and dispensing pharmaceuticals; appropriate methods of drug administration and dispensing in a clinical setting; and an overview of commonly used products in private and community practices. (1.2)

### **VA 205 Animal Housing & Recreation II**

**2 cr. hrs.;** 1 lecture hour, 2 lab hours per week.

*Prerequisite:* VA 105 "C" or better.

This course is a continuation of Animal Housing and Recreation 1. Students will build on their observation and handling skills to incorporate socialization and enrichment plans to facilitate animal wellbeing. Using hands-on training, students will apply individualized behavior cues to increase the human-animal bond. This course strengthens the student's understanding of facility cleanliness and increases their ability to recognize, minimize and manage clinical disease spread where animals are handled and housed. (1.2)

### **VA 247 Vet Asst Clinical II**

**4 cr. hrs.;** 2 lecture hours; 4 lab hours per week.

*Prerequisite:* VA 147 or instructor permission.

This course presents advanced veterinary assistant skills and knowledge, including the pathogenesis/physiology of canine diseases, feline diseases, common treatments, parasites and treatments, urinalysis, blood collection, IV therapy, and vaccinations. (1.2)

### **VA 261 Seminar**

**1 cr. hrs.;** 1 lecture hours; 0 lab hours per week.

*Prerequisite:* Concurrent enrollment in VA 265.

Discussion of internship activities, challenges, team opportunities and problems. (1.2)

### **VA 265 Internship**

**3 cr. hrs.;** 0 lecture hours; 40 lab hours per week.

*Prerequisite:* Consent of instructor and concurrent enrollment in VA 261.

Supervised field program, providing work experience in offices for students enrolled in Veterinary Assisting. (1.2)

## **Veterinary Technology**

### **VT 100 Intro to Veterinary Technology**

**2 cr. hrs.;** 2 lecture hours; 0 lab hours per week.

This course is an introduction to a profession in veterinary technology. Topics include the history of veterinary medicine, basic responsibilities and duties of veterinary technicians, veterinary hospital procedures and veterinary medical terminology. Students will be able to read and interpret medical charts and records as they develop a working knowledge of the verbal and written language of veterinary medicine. (1.2)

### **VT 102 Communication in Vet Practice**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

*Prerequisite:* Enrollment in this course is limited to students enrolled in the Veterinary Assistant or Veterinary Technology program.

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is on the communication process with clients and peers; issues addressed include perception, listening, self-disclosure, ethics, conflict management, and nonverbal communication. Topics include understanding the human-animal bond and dealing with client and personal bereavement, developing essential skills to open discussion lines, educate clients, negotiate during job hunting, resume building, and interview preparedness. (1.2)

### **VT 110 Vet Tech Anatomy & Physiology I**

**4 cr. hrs.;** 3 lecture hours; 2 lab hours per week.

*Prerequisite:* Enrollment in the Veterinary Technology program.

Introductory animal anatomy and physiology with an emphasis on normal gross anatomy and veterinary clinical knowledge. This course provides the basis for the study of conformation, production, and pathological diseases of animals commonly seen in veterinary settings. (1.2)

### **VT 111 Vet Tech Anatomy & Physiology II**

**4 cr. hrs.;** 3.5 lecture hours; 1 lab hours per week.

*Prerequisite:* VT 110 "C" or better; or instructor consent.

As a continuation of VT 110, this course builds upon the physiological principles of Vet Tech Anatomy & Phys I. All major systems of the body are discussed with a focus directed towards normal systemic microanatomy and physiology of domesticated and exotic animals commonly seen in a veterinary setting. (1.2)

**VT 115 Small Animal Health Care I****3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.*Prerequisite: Enrollment in the Veterinary Technology program.*

An introduction to the management, husbandry, and basic veterinary needs and care of small animal species, with emphasis on the dog and cat. Housing, sanitation, and basic dietary requirements of small animals are discussed. Techniques for proper handling and restraint, administering medications, and specimen collection are included. (1.2)

**VT 116 Small Animal Health Care II****3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.*Prerequisite: VT 115 “C” or better or instructor consent.*

Provides instruction of common diseases that occur in small animals. Studies will include disease processes, preventative medicine, and vaccination practices. Topics also covered: triaging emergencies, fluid therapy, blood transfusion medicine, dentistry, and grooming (1.2)

**VT 123 Vet Tech Math****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.*Prerequisite: Enrollment in the Veterinary Technology program.*

Focuses on understanding the mathematics required for veterinary technology. Topics include algebraic concepts and procedures (equations, ratios, proportions, percentage problems, and formulas), geometric concepts and methods (systems of measurements and conversions, area, and volume), problem-solving techniques (dosage calculations, flow-rate calculations, and angle measurements), and an introduction to statistical methods and procedures (measures of central tendency, range, standard deviation, and constructing and interpreting graphs). (1.2)

**VT 130 Repro, Nutrition & Production****3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.*Prerequisite: VT 110 “C” or better or instructor consent*

Investigates genetics, reproduction, and breeding soundness of common domestic animals. Basic food nutrients, nutritional requirements, and ration formulation (small animal commercial products, special veterinary only diets, manufacturer marketing tools, and large animal feedstuffs). This course will explore the nutritional effect on reproduction and production of various domestic species. (1.2)

**VT 140 Microbiology & Parasitology****3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.*Prerequisite: Enrollment in the Veterinary Technology program.*

This course is a survey of major characteristics and life functions of common bacteria, viruses, prions, fungi, and other organisms in veterinary medicine. Emphasis will be on disease causing entities and zoonosis will be discussed where applicable using problem based scenarios. General and diagnostic parasitology will be covered. Common parasites in companion animals, livestock and humans will be studied. (1.2)

**VT 150 Lab & Exotic Animal Care****3 cr. hrs.;** 2.5 lecture hours; 1 lab hours per week.*Prerequisite: VT 115 “C” or better; or instructor consent.*

Students will study the basic anatomy and diseases of laboratory and exotic animal species. Focused on developing skills in identifying, handling, collecting of specimens, medical and surgical treatments. Facilities for laboratory and some exotic species will be discussed. (1.2)

**VT 160 Vet Tech Pharmacology****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.*Prerequisite: VT 123 “C” or better or instructor consent.*

Discussion of drug groups, mechanism of action, and side effects. This course covers the regulations for prescribing, ordering, and dispensing pharmaceuticals; appropriate methods of drug administration and dispensing in a clinical setting; controlled substances accountability records and lock box requirements for scheduled drugs; and overview of commonly used products in private and community practices. (1.2)

**VT 166 Clinical Preceptorship****2 cr. hrs.;** 0 lecture hours; 4 lab hours per week.*Prerequisite: VT 111, 116, 140, 150 and VT 160 with a C or better; or instructor consent.*

A preceptorship is a mentoring program, 4 weeks in length, intended to provide personal and professional instruction, training and supervision to students during their first year of the veterinary technology program. This rotation consists of 160 hours in which the student works with a practicing veterinarian and a certified veterinary technician (CVT, RVT, or equivalent) in a clinical setting. The student will apply previous coursework and experience to a work environment while gaining new skills. (1.2)

**VT 170 Anesthesia & Surgical Prep****2 cr. hrs.;** 1 lecture hours; 2 lab hours per week.*Prerequisite: VT 116 “C” or better; or instructor consent.*

As an introduction to anesthetic principles and patient response, students will gain insight into inducing and anesthetizing patients, the ABCs (airway, breathing and cardiovascular) of monitoring, equipment uses and maintenance, sterile fields, and preparation of surgical candidates. (1.2)

**VT 202 Veterinary Office Practices****3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.*Prerequisite: 40 VT Hours with “C” or better; or instructor consent.*

Introduces the student to computer software commonly used in veterinary practices. Students will learn to create and maintain individual client/patient records as well as the filing and management of veterinary documents. Students will become proficient in scheduling, admitting, and discharging patients, as well as ordering and inventory control. (1.2)

**VT 203 Vet Ethics and Critical Thinking****2 cr. hrs.;** 2 lecture hours; 0 lab hours per week.

*Prerequisite: Enrollment in the Veterinary Assistant program or Veterinary Technology program.*

This course reviews current topics in veterinary medicine and surgery, and large animal production practices. Designed to assist students in developing life-long learning skills, participants will critically evaluate the internet and other reference media as a source of information (peer-reviewed or refereed information versus non-peer-reviewed materials). Emotions, opinions, debates and a brief introduction to laws and ethics in veterinary practice and animal agriculture will be explored. (1.2)

### **VT 204 Advanced Vet Office Management**

**2 cr. hrs.;** 2 lecture hours; 0 lab hours per week.

*Prerequisite: Enrollment in the veterinary technology program.*

Covering many tools necessary to become proficient in managing patient flow in a hospital, clinic, or animal care facility, this course utilizes case-based studies. Participants will be taking a lead role in improving client communication and inventory control. Students will learn to hire, educate, and evaluate employees as they begin to learn the steps required to run a successful veterinary team and manage a veterinary practice. This course is only available to students currently enrolled in the Veterinary Technology program as part of the Advanced Office Management Certificate program. (1.2)

### **VT 210 Vet Tech Diagnostic Imaging**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite: VT 111 "C" or better; or instructor consent.*

This course is the study of radiological techniques, exposure and corrections, film processing systems, film labeling and storage, contrast methods, digital technology, and sending radiographs by email. Students will be guided through ultrasound technology and safety protocols as well. (1.2)

### **VT 215 Large Animal Health Care**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite: VT 116 "C" or better; or instructor consent.*

This course introduces students to large animals (horses, cows, goats, sheep, pigs). Students learn about restraint and handling of large animals with an emphasis on safety. Various aspects of large animal medicine and surgery are covered, including common diseases, genetic abnormalities, plant toxicities, gastrointestinal issues, immunology, preventative medicine, and dentistry. The hands-on laboratory will include basic nursing care (collecting and recording vital signs, medicating, bandaging, sample collection). Students will familiarize themselves with the large animal setting (farms, barn, stocks, chutes) in addition to various supplies, tools, and techniques utilized in large animal medicine. (1.2)

### **VT 216 Advanced Large Animal Tech**

**2 cr. hrs.;** 1.5 lecture hours; 1 lab hours per week.

*Prerequisite: VT 215 "C" or better; or instructor consent.*

This course is a continuation of VT 215 Large Animal Health Care, and provides students with advanced study of

large animals. Various aspects of large animal medicine and surgery are covered in-depth, including advancing technology in the care of performance horses, long-term wound management, advanced ophthalmology and dentistry, and embryo transfer in horses and cattle. The hands-on laboratory will include advanced surgical and medical nursing care. This course is only available to students currently enrolled in the Veterinary Technology program as part of the Advanced Large Animal Certificate program. (1.2)

### **VT 222 National Board (VTNE) Review**

**2 cr. hrs.;** 2 lecture hours; 0 lab hours per week.

*Prerequisite: 40 VT Hours "C" or better; or instructor consent.*

This course reviews topics covered in the Veterinary Technician National Examination (VTNE) and addresses test taking skills. (1.2)

### **VT 240 Clin Path & Lab Procedures I**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite: VT 140 "C" or better; or instructor consent.*

Introduces the methods and theory of testing various blood and fluid components of the body. Students will utilize laboratory procedures, including wellness profiles and expected changes caused by disease. Serum chemistry profiles and complete blood counts are covered in depth. Blood typing and coagulation profiles will be discussed and performed. (1.2)

### **VT 241 Clin Path & Lab Procedures II**

**3 cr. hrs.;** 2 lecture hours; 2 lab hours per week.

*Prerequisite: VT 240 "C" or better; or instructor consent.*

As a continuation of VT 240, this course covers the methods and theory of testing various cellular and fluid components of the animal body. Students will perform in-depth skin and ear evaluations and urinalysis. Cytology, using fine-needle aspirates, taps (spinal, marrow, joint), and impression smears will be introduced. Necropsy with sample collection, preservation techniques, proper packaging, and shipping to reference laboratories will be applied. (1.2)

### **VT 266 Vet Tech Clinical Internship**

**4 cr. hrs.;** 0 lecture hours; 8 lab hours per week.

*Prerequisite: 47 VT Hours "C" or better; or instructor consent.*

This internship is a mentoring program, 8 weeks in length, intended to provide personal and professional instruction, training, and supervision to students upon completion of their coursework in the veterinary technology program. This rotation consists of 320 hours in which the student works with a practicing veterinarian and a certified veterinary technician (CVT, RVT, or equivalent) in a clinical setting. The student will apply previous coursework and experience to a work environment while gaining new skills. (1.2)

### **VT 270 Vet Tech Surgery & Nursing**

**5 cr. hrs.;** 4 lecture hours; 2 lab hours per week.

*Prerequisite: VT 170 "C" or better; or instructor consent.*

A clinical extension of the Anesthesia and Surgical Prep course, students will apply previous course work and clinical experience in a laboratory setting with small and large animals. Facilitating the veterinary surgeon under sterile techniques, practical use of monitoring equipment (ECG, PO<sub>2</sub>, blood pressure), dental cleanings, and post-operative care: various bandage applications, casting, pain assessment, and management will be covered in detail. (1.2)

## Welding (WLD)

### WLD 101 Introduction to Arc Welding

**0.5 cr. hrs.;** 0 lecture hours; 1 lab hour per week.

The study of arc welding processes that are most widely used in lead industry. Students will learn about shop equipment, safety, and housekeeping. Electrode selection and identification will be studied. These types of weld joints are thoroughly discussed. (1.2)

### WLD 102 Basic Arc Welding Flat Position

**0.5 cr. hrs.;** 0 lecture hours; 1 lab hour per week.

*Prerequisite:* WLD 101.

This course is a continuation of WLD 101. Using the flat position, the student will weld three beads, tee-joints, butt joints, and outside corner to specifications given by the instructor. Shop safety will be stressed. (1.2)

### WLD 103 Arc Welding Flat & Horizont Posit

**2 cr. hrs.;** 0 lecture hours; 4 lab hours per week.

*Prerequisite:* WLD 102.

This course is a continuation of WLD 102, using the flat position and horizontal welding position. Student will weld using various electrode grades. A V-groove test must be passed. Shop safety will be employed. (1.2)

### WLD 105 Oxy-acetylene Welding & Cutting

**2 cr. hrs.;** 1 lecture hour; 2 lab hours per week.

An introduction to gas welding and cutting with emphasis on obtaining manipulative skills in each area. (1.2)

### WLD 109 Blueprint Reading for Welders

**1-2 cr. hrs.;** 0.5-1 lecture hour; 1-2 lab hours per week.

Reading welding prints using mathematics, interpreting welding symbols, gauges and inspection techniques. (1.2)

### WLD 110 Welding Testing and Preparation

**0.5-1 cr. hrs.;** 0.5-1 lecture hours; 0 lab hours per week.

This course prepares students for industry weld testing. Students review how to prepare coupons, select rod sizes, gases, and amperage; learn how to manage test anxiety by understanding mental preparation; create an ordered punch list; identify potential testing pitfalls; and visually identify needed weld corrections prior to test completion. (1.2)

### WLD 111 Welding Processes

**3 cr. hrs.;** 3 lecture hours; 0 lab hours per week.

An introduction to the history and roles played by welding. All major welding processes and their related skills are explained. Types of power supplies are also studied with emphasis on the proper selection for each job. (1.2)

### WLD 117 Arc Welding in Vertical Position

**2 cr. hrs.;** 0 lecture hours; 4 lab hours per week.

*Prerequisite:* WLD 103.

This course is a continuation of WLD 103 using the vertical and overhead welding positions. Students will weld using various electrode grades. A V-groove test must be passed. Shop safety will be emphasized. (1.2)

### WLD 118 Arc Welding in Overhead Position

**1 cr. hr.;** 0 lecture hours; 2 lab hours per week.

*Prerequisite:* WLD 117.

This course is a continuation of WLD 117 using the overhead welding position. Students will weld using various electrode grades on various materials. A V-groove test must be passed. Shop safety will be emphasized. (1.2)

### WLD 120 Introduction to GMAW

**1 cr. hr.;** 0 lecture hours; 2 lab hours per week.

This course is designed to cover production methods and techniques in gas metal arc welding. This process will include spray transfer, short arc transfer and cored wires. Machine set-up, handling the gun, weld size, gun angle, wire feed, and gas quantities will be studied. Good housekeeping practice and safety will be emphasized. (1.2)

### WLD 121 GMAW with Spray Arc Process

**3 cr. hrs.;** 0 lecture hours; 6 lab hours per week.

*Prerequisite:* WLD 120.

This course provides theory and welding experience in the flat, horizontal and vertical positions using various joint designs. Various fillet sizes and material thickness will be the welding lab experiences. Shop safety will be emphasized. (1.2)

### WLD 122 GMAW Short Circuit & Spray Arc

**2 cr. hrs.;** 0 lecture hours; 4 lab hours per week.

*Prerequisite:* WLD 121.

Students will learn when welding with consumable wire electrodes that transfer of metal is achieved by three methods. The type of metal transfer that occurs will depend on electrode wire size, shielding gas, arc voltage, and welding current. Various lab exercises employ different processes with different joint types and various welding positions. Shop safety and housekeeping will be emphasized. (1.2)

### WLD 125 GTAW

**2 cr. hrs.;** 1 lecture hour; 2 lab hours per week.

This course will introduce gas tungsten arc welding (GTAW or TIG). Students will learn how to properly set up machine and weld in various positions with ferrous and non-ferrous material. A weld joint test will be passed. The student will learn how to regulate oxygen and acetylene for the oxyacetylene welding process. Student will weld various material thickness in different positions and pass a weld joint test. Shop safety will be emphasized. (1.2)

### WLD 151 Shielded Metal Arc Welding I

**3 cr. hrs.;** 0 lecture hours; 6 lab hours per week.

Students will study shielded metal arc welding processes that are most widely used in industry including electrode selection and identification and types of weld joints. Using the flat position, the student will weld three beads, tee-joints, butt joints, and outside corner to specifications given by the instructor. Students will also weld in horizontal welding position. Student will weld using various electrode grades. Students will learn about shop equipment, safety, and housekeeping. A V-groove test must be passed. (1.2)

### **WLD 152 Shielded Metal Arc Welding II**

**5 cr. hrs.;** 0 lecture hours; 10 lab hours per week.

*Prerequisite:* WLD 151 or WLD 103.

This course is a continuation of WLD 151, using the vertical and overhead welding positions. Students will weld using various electrode grades on various materials. Also introduces gas welding, bronze welding, and cutting with emphasis on obtaining manipulative skills in each area. Shop safety will be emphasized in the course. A V-groove test must be passed. (1.2)

### **WLD 210 Professional Seminar**

**0.5-1 cr. hrs.;** 0.5-1 lecture hour; 0 lab hours per week.

Discussion of workplace issues, development of job-seeking strategies, and enhancement of interpersonal skills. (1.2)

### **WLD 251 Introduction to GMAW**

**4 cr. hrs.;** 0 lecture hours; 8 lab hours per week.

This course covers product methods and techniques in gas metal arc welding (informally known as MIG). This process will include spray transfer, short arc transfer and cored wires. This will be done by studying machine set-up, handling the gun, weld size, gun angle, wire feed and gas quantities. In addition, theory and welding experience over the flat, horizontal and vertical positions using various joint designs is covered. Various fillet sizes and material thickness will be the welding lab experiences. Good housekeeping practice and safety will be emphasized. (1.2)

### **WLD 252 Introduction to GTAW**

**4 cr. hrs.;** 0 lecture hours; 8 lab hours per week.

*Prerequisite:* WLD 251 OR WLD 120 and WLD 121

This course will introduce gas tungsten arc welding (GTAW or TIG). Students will learn how to properly set up machine and weld in various positions with ferrous and non-ferrous material. A weld joint test will be passed. The student will learn how to regulate oxygen and acetylene for the oxyacetylene welding process. Student will weld various material thickness in different positions and pass a weld joint test. Students will learn when welding with consumable wire electrodes that transfer of metal is achieved by three methods. The type of metal transfer that occurs will depend on electrode wire size, shielding gas, arc voltage, and welding current. Various lab exercises employ different processes with different joint types and various welding positions. Shop safety and housekeeping emphasized. (1.2)

## **Welding (WLDG)**

### **WLDG 101 SMAW I**

**3 cr. hrs.;** 0 lecture hours; 6 lab hours per week.

The study of arc welding processes. Students will learn how to properly set up a machine and weld. Electrode selection and identification will be studied. Types of weld joints are examined. (1.2)

### **WLDG 102 SMAW II**

**4 cr. hrs.;** 0 lecture hours; 8 lab hours per week.

*Prerequisites:* WLDG 101

This course emphasizes out-of-position welding. Destructive testing of welds will be performed. (1.2)

### **WLDG 104 Technical Math for Welders**

**2cr. hrs.;** 2 lecture hours; 0 lab hours per week.

This course is designed to teach basic computational skills including operations with fractions, decimals, and real numbers. Instruction will provide students with needed mathematical techniques utilized in the welding industry. (1.2)

### **WLDG 105 Cutting Operations and Plasma**

**1 cr. hr.;** 0 lecture hours; 2 lab hours per week.

An introduction to Oxy/fuel cutting, heating, and metal manipulation. Plasma cutting and plasma table operation. (1.2)

### **WLDG 108 Precision Measurement & Tools**

**2 cr. hrs.;** 1 lecture hour; 2 lab hours per week.

Measuring techniques and tools usage required for welders in the industry. (1.2)

### **WLDG 109 Blueprint Reading for Welders**

**3 cr. hrs.;** 2 lecture hours; 3 lab hours per week.

Reading welding prints, interpreting welding symbols, and gauges. Produce hand drawings using freehand sketching techniques. Follow shop drawings to fabricate welding jobs. (1.2)

### **WLDG 110 Safety, Test & Preparation**

**2 cr. hrs.;** 1 lecture hour; 2 lab hours per week.

This course prepares students for industry weld testing. Students review how to prepare coupons, set machines, and how to manage test anxiety by understanding mental preparations. Students will also visually identify weld defects and corrections. (1.2)

### **WLDG 120 GMAW I**

**3 cr. hrs.;** 0 lecture hours; 6 lab hours per week.

This course is designed to cover methods and techniques in GMAW. This course will focus on Short Circuit welding, machine setup, weld size, gun angle, wire feed, and gas quantities. (1.2)

### **WLDG 121 GMAW II**

**4 cr. hrs.;** 0 lecture hours; 8 lab hours per week.

*Prerequisites:* WLDG 120 or instructor consent

This course will focus on the processes of Spray Arc and Pulse welding. Welds will be in various positions and on 5 different joint types utilizing varying thicknesses of metals. (1.2)

**WLDG 125 GTAW I**

**3 cr. hrs.;** 1 lecture hour; 5 lab hours per week.

This course will introduce gas tungsten arc welding (GTAW or TIG). Students will learn to properly set up the machine and weld in the flat position. Students will weld various thicknesses of materials. (1.2)

**WLDG 210 Work Experience Seminar**

**2 cr. hr.;** 1 lecture hour, 2 lab hours per week.

This course is designed to develop job-seeking strategies, discuss workplace issues, enhance interpersonal skills, and develop a resume. Enhance competencies to skills in welding. (1.2)

**WLDG 220 Work Experience Seminar II**

**2 cr. hr.;** 1 lecture hour, 2 lab hours per week.

*Prerequisites: WLDG 210 and instructor consent.*

This course is designed to expand upon job-seeking strategies, effective communications, focus on weld tests, understanding workload, and practice OSHA standards. (1.2)

## Board of Trustees

There are seven (7) trustees on the Black Hawk College Board elected at large from the Community College District #503 representing Rock Island, Henry, Mercer, Whiteside, Knox, Bureau, Stark, Marshall and Henderson counties. They are elected during the general election to six-year terms (April to April). A student trustee is elected each year by the student bodies of the Quad-Cities Campus and the East Campus alternating every other year. Board meetings are held monthly alternating between the Quad-Cities Campus to the East Campus.

Black Hawk College operates under the guidelines of the Illinois Community College Board and the Higher Learning Commission (aka North Central Association) and adheres to federal and state civil rights laws, including Affirmative Action and Equal Opportunity. The responsibility for the governance, administration and operation of the college is vested in the elected Board of Trustees of Community College District #503. The Board of Trustees delegates responsibility to the administration, faculty and staff for the practices and procedures that accomplish the mission of the college. The legal statutes guiding the operation for Black Hawk College are found in the *Illinois Public Community College Act*. The Illinois Community College Trustees Association (ICCTA) keeps community colleges abreast of pertinent legislation.



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Geneseo



Herbert Berko  
Accra, Ghana  
*Student Trustee*

As of April 1, 2023

## Executive Administration

**Tim Wynes**  
President

**Dr. Amy Maxeiner**  
Vice President for Instruction and Student Services

**Steven Frommelt**  
Vice President for Finance and Administration

## Administration

(Administrators are defined by the Board of Trustees as President, Vice Presidents, Deans, and Directors)

### President/Vice Presidents

Dr. Richard Bush, Associate Vice President for Economic and Workforce Development  
Mr. Steven Frommelt, Vice President for Finance and Administration  
Dr. Amy Maxeiner, Vice President for Instruction and Student Services  
Tim Wynes, J.D., President

### Deans

Ms. Heather Bjorgan, Dean of Enrollment Management  
Mr. John Castree, Dean of Liberal Arts & Sciences  
Ms. Barb Courville, Associate Dean of Adult and Continuing Education  
Ms. Karima Gahagan, Dean of Academic Services  
Ms. Erica Koch Wight, Dean of Health and Human Services  
Dr. Daniel Marvin, Dean of Economic and Workforce Development

### Directors

Leanna Bowers, Director of Payroll  
Stacey Cary, Director of Human Resources  
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Julie Gelaude, Director, Business Training Center  
Dena Grunewald, Director of Accounting  
Jana Koch, Director of Student Life & Engagement  
Zenaida Landeros, Executive Director of BHC QC Foundation  
Kathy Malcolm, Executive Director of Planning & Institutional Effectiveness  
Darcie McAndless, Director of Academic Advisement  
Robert McChurch, Superintendent of Facilities (QC)  
Michael Meleg, Director of Purchasing and Auxiliary Services  
John Meineke, Director of Marketing and Public Relations  
Ann O'Leary, Director of Adult Education  
Andrew Olson, Director of Teaching Learning Center and Online Learning  
Kaye Quick, Director of Risk Management  
Amy Snyder, Registrar  
Angela Striegel, Coordinator of Career Planning and Placement  
Diana Strom, Director of Financial Aid  
Ashtin Trimble, Director of Library Services  
Joe Warner, Facilities Superintendent (EC)  
Ryan E. White, Co-Chief Information Officer and IT Systems Manager  
Danielle Williams, Executive Director of the BHC East Foundation and East Campus Liaison

## Faculty

- Alan Abbott** (1999)  
Professor  
Ph.D., University of Minnesota  
Biochemistry
- Dianne Abels** (2005)  
Professor  
M.S., University of Osteopathic  
Medicine and Health Sciences  
Physical Therapist Assistant
- Matlub Ahmad** (1994)  
Professor  
Ph.D., Pennsylvania State University  
Engineering and Physical Sciences
- Irene Apanovitch-Leites** (2019)  
Instructor  
DMA, University of Southern  
California  
Music
- Christopher Appuhn** (2012)  
Professor  
M.S., University of Illinois  
Mathematics
- Cheryl Ballantyne** (2006)  
Professor  
B.S.N., Northeast Missouri State  
Nursing
- Nicole Banks** (2009)  
Professor  
M.A., Western Illinois University  
English
- Karin Barrett** (2008)  
Professor  
M.S.N., St. Ambrose University  
Associate Degree Nursing
- Marilynn R. Bartels** (2002)  
Professor  
M.S., Oregon State University  
Biology
- Allison L. Beck** (2012)  
Professor  
Ph.D., University of Chicago  
Biology
- Cynthia Becker** (2007)  
Professor  
M.S.N., University of Iowa  
Associate Degree Nursing
- Jodi Becker** (2014)  
Associate Professor  
M.S., Ed., Western Illinois University  
Child Development
- Krisann Bergo-Brown** (2006)  
Associate Professor  
M.A., University of Kansas  
Psychology/Sociology
- Ewelina Bergert** (2012)  
Associate Professor  
M.B.A., St. Ambrose University  
Management/Marketing
- Blake Bloomberg** (2020)  
Associate Professor  
Ph.D., Oklahoma State University  
Animal Science
- Wendy Bock** (1999)  
Professor  
M.S., University of Wisconsin  
Counselor
- Theresa Bries** (2012)  
Professor  
M.A., Ohio University-Athens  
ESL (Adult Education)
- Joshua Bruker** (2022)  
Instructor  
MSN, Walden University  
Nursing
- Aaron Callahan** (1998)  
Professor  
B.S., West Texas A&M University  
Equestrian
- Drew Cotton** (2009)  
Professor  
M.S., University of Florida  
Horse Science
- Angela Czubara** (2012)  
Professor  
M.S.N., Waldon University  
Practical Nursing
- Douglas Davidson** (1999)  
Professor  
Ph.D., University of Washington  
Physics
- Marcella Davis** (2017)  
Program Director/Assistant Professor  
M.S.N., Kaplan University  
Surgical Technologist
- Traci Davis** (2004)  
Professor  
PSY.D., Argosy University  
Psychology/Sociology
- Mahesh Dawadi** (2022)  
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Ph.D., University of Akron  
Physical Chemistry
- Nina DeBisschop** (2010)  
Professor  
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English as a Second Language
- Brigitte Dorrance** (2012)  
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- Kathy Dusthimer** (2004)  
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- Patrick Ericson** (2021)  
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- Alicia Esposito** (2021)  
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AAS Black Hawk College  
B.S. Baker University  
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- Mark A. Esposito** (2001)  
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- Selena Finn** (2021)  
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- Daniel Garcia** (2012)  
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- Terrance Gray** (2022)  
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- Colin Grennan** (2021)  
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- Kenneth Nickels (2003)**  
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- Torria Norman (1999)**  
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M.A., Bradley University  
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- Annie Oldenburg (2018)**  
Assistant Professor  
M.F.A., Pacific Northwest College of  
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- Seref Onder (2018)**  
Assistant Professor  
Ph.D., Virginia Polytechnic Institute  
and State University  
Criminal Justice
- Jay Pearce (2001)**  
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History/Political Science
- Melette Pearce (2011)**  
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Office Careers
- Jacob Pender (2022)**  
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- Georgjean Pitsoulakis (2022)**  
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Biology
- F. Paul Smith (2020)**  
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ALS, Black Hawk College  
Manufacturing
- Kora Smith (2011)**  
Professor  
Ph.D., Syracuse University  
Philosophy
- Laura Snook (2000)**  
Professor  
M.S., Southern Illinois University  
Mathematics

**Trudy Starr (2006)**

Professor  
M.S.N., University of Iowa  
Associate Degree Nursing

**Michael Staub (2011)**

Associate Professor  
M.S., Northwestern State University  
Psychology/Sociology

**Isaac Stewart (2015)**

Associate Professor  
M.S., University of Illinois Urbana-Champaign  
Biology

**MaryBeth Stopoulos (2018)**

Assistant Professor  
M.S., Northern Illinois University  
Biology

**Brad Watson (2022)**

Instructor  
Ph.D., University of New Mexico  
Chemistry/Biology

**Gary Werkheiser (2005)**

Professor  
B.S., Western Illinois University  
Mechanics

**Jodee Werkheiser (2000)**

Professor  
M.S., Western Illinois University  
Computer Science Applications

**Jenni Wessel-Fields (2006)**

Professor  
M.S., Western Illinois University  
Reading

**Kelli Widger (2021)**

Instructor  
M.A., University of Arizona Global  
Adult Education/Optional Education

**Regina Wilkerson (2020)**

Instructor  
M.A. Western Illinois University  
English

**Jacob Winters (2017)**

Assistant Professor  
M.S., Western Illinois University  
Mathematics