



# C a t a l o g

August, 2010

**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

Total accessibility, quality instructional programs, student-centered services, and strategic alliances position Black Hawk College as the preferred choice for education and training.

## Mission

Black Hawk College provides the environment and resources for individuals to become lifelong learners.

## Core Values

Appreciation of Diversity, Caring and Compassion, Fairness, Honesty, 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

Black Hawk College is accredited or approved by:

- The Higher Learning Commission
- Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 24000, Chicago, Illinois 60602-2504, (312) 263-0456, <http://www.ncahigherlearningcommission.org/>. Any

questions regarding the accreditation of Black Hawk College may be directed to this *agency at the address and phone number listed here.*

- Illinois Board of Higher Education
- Illinois Community College Board
- Illinois State Board of Education

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

Welcome and thank you for choosing Black Hawk College.

Black Hawk College has a strong and successful history. The Moline Community College was established by the Moline School Board in 1946 and was later named Black Hawk College in 1961. In 1965, BHC was incorporated into the state's system of higher education, and in 1967 East Campus operations started at the Kewanee National Guard. The current Quad-Cities Campus was completed between 1970 and 1971, and the current East Campus in Galva was completed in 1977. Since those early days, Black Hawk has been about the business of providing quality education through both credit and non-credit offerings.



At Black Hawk College, you will find a dedicated staff and faculty who are anxious to help you achieve your educational goals through the offering of more than 70 career programs and more than 40 transfer programs. Your experiences in the classroom will be readily transferable to the workplace or to a senior college or university. Small classes, laboratories, and shops guided by highly qualified faculty with industry standard equipment provide a high level learning environment.

In addition, there are many opportunities for student involvement and engagement. A sampling of those is listed below. Check out our Web page at <http://www.bhc.edu/index.aspx?NID=259>, for a complete list.

- Award winning athletic teams that participate in the Arrowhead Conference and Region IV – men's basketball, baseball and golf and women's volleyball, basketball, and softball. The College also houses an Olympic sized pool and fitness center.
- Over 30 clubs and organizations – Student Government Association; Horticulture Club; Equestrian Show Team; AgriBusiness Club with nationally recognized teams; Alpha Beta Gamma, Phi Theta Kappa Honor Society, Psi Beta; Brotherhood and Sisterhood on Campus; Military Students and Veterans Club – to name a few.
- Several plays are produced throughout the year by the College's Theater Arts Department; a very talented Jazz Ensemble and BHC Choir and a variety of Visiting Artists perform each year.

These activities truly enrich your educational program. We hope to see you in the halls at Black Hawk College.

*Richard Underbakke Ph.D.*

Richard Underbakke, Ph.D.

# Quick Reference Table of Contents

<b>Catalog Disclaimer .....</b>	<b>10</b>
<b>Admission Information .....</b>	<b>14</b>
<b>Tuition and Fee Information .....</b>	<b>17</b>
<b>Financial Aid .....</b>	<b>21</b>
<b>Graduation Requirements .....</b>	<b>34</b>
<b>Career Programs .....</b>	<b>51</b>
<b>Transfer Programs .....</b>	<b>109</b>
<b>Course Descriptions .....</b>	<b>148</b>

## Contents

<b>Vision</b> .....	2	Placement for Students in Foreign Languages.....	23
<b>Mission</b> .....	2	<b>Registration</b> .....	<b>25</b>
<b>Core Values</b> .....	2	Student Responsibilities.....	25
<b>Student Learning and Assessment</b> .....	2	Student Handbook.....	25
<b>Black Hawk College Accreditation</b> .....	2	Auditing.....	25
<b>2010-2011 Academic Year</b> .....	<b>9</b>	Maximum Course Load.....	25
<b>College Information &amp; Policies</b> .....	<b>10</b>	Semester Credit Hour Load.....	25
Black Hawk College ID Number.....	10	Cancellation of Courses.....	25
Catalog Disclaimer.....	10	<b>Student Records</b> .....	<b>26</b>
Governance.....	10	Records Policy.....	26
myBlackHawk.....	10	Deficiency Reports.....	26
Student E-Mail Accounts.....	10	Transcripts.....	26
Affirmative Action.....	10	Change of Address.....	26
Freedom of Information Act.....	11	Denial of Enrollment.....	26
Student Right to Know.....	11	Transcript Retention.....	26
<b>Facilities</b> .....	<b>12</b>	<b>Academic Information and Regulations</b> .....	<b>27</b>
Quad-Cities Campus.....	12	Grading System.....	27
East Campus.....	12	Cheating and Plagiarism Policy.....	27
Outreach Centers.....	12	Repeat Policy.....	27
Parking.....	13	Attendance.....	28
Information Technology Services.....	13	Children in Class.....	28
<b>Admission Information</b> .....	<b>14</b>	Withdrawing from College.....	28
Admission Policy.....	14	Adding/Dropping a Class.....	28
Concurrent Enrollment of High School Students.....	14	Academic Standards.....	29
Dual Enrollment of High School Students.....	14	Academic Progress Policy.....	29
Application for Admission.....	14	Baccalaureate/Transfer Course Guarantee.....	30
High School or GED Transcripts.....	14	Occupational Program Guarantee.....	30
Subject-Specific Admissions Requirements for		Conferring Degrees and Certificates.....	30
Students Entering Baccalaureate Programs		Calendar.....	30
beginning in the Fall of 1993.....	15	Unit of Credit.....	30
Admission of Transfer Students.....	15	Student Classification.....	30
BHC/NIU Dual Admission.....	15	Honors Information.....	30
BHC/WIU Dual Admission.....	15	<b>Non-Traditional Credit</b> .....	<b>32</b>
Admission of International Students and Non-Native		Departmental Proficiency.....	32
Speakers of English.....	15	Portfolios.....	32
Admission Denial.....	16	Advanced Placement Program.....	32
<b>Tuition and Fee Information</b> .....	<b>17</b>	College Level Examination Program.....	33
Residency.....	17	Armed Service Experience.....	33
Tuition and Fees.....	17	High School Articulation.....	33
Cooperative Educational Agreements.....	18	<b>Graduation Requirements</b> .....	<b>34</b>
Refund Policy.....	18	Illinois Articulation Initiative Agreement (IAI).....	34
Return of Federal Financial Aid Policy.....	19	Purpose of General Education.....	34
Military Called to Active Duty.....	19	Graduation.....	34
Senior Citizens Tuition Waiver.....	19	Associate in Arts/Associate in Science.....	34
Books and Supplies.....	19	Associate in Arts Teaching – Early Childhood	
Financial Arrears.....	19	Education.....	37
Deferred Payment Program.....	20	Associate of Arts Teaching – Secondary Mathematics....	38
<b>Financial Aid</b> .....	<b>21</b>	Associate in Arts Teaching – Special Education.....	39
Application Procedures.....	21	Associate in Applied Science.....	41
Academic Progress.....	21	Associate in Liberal Studies.....	42
Black Hawk College Achievement Awards.....	21	Career Program Certificates.....	43
State Funded Financial Aid.....	21	<b>Transfer of Graduates</b> .....	<b>44</b>
Federal Funded Financial Aid.....	22	Transfer Programs.....	44
Veterans' Benefits.....	22	Career Programs.....	44
Black Hawk College Scholarship Program.....	22	u.select, Illinois.....	44
<b>Placement and Orientation</b> .....	<b>23</b>	Transfer of Courses.....	44
Placement.....	23	<b>Services to Students</b> .....	<b>45</b>
Orientation.....	23	Advisement Services.....	45

Career Services.....	45	<b>Computer Specialist AAS.....</b>	<b>72</b>
Counseling.....	46	Desktop Support Technician Certificate .....	75
Disability Accommodations .....	46	Network Administrator Certificate .....	76
Enrollment Services.....	46	Networking Security Specialist.....	76
Financial Aid .....	46	Network Technician.....	76
Housing .....	46	PC Application Programmer Certificate .....	77
Independent Learning Center (ILC) .....	46	Visual Communication .....	77
Intercollegiate Athletics.....	47	Web Developer Certificate .....	78
Libraries .....	47	<b>Health Related Programs.....</b>	<b>80</b>
Student Activities .....	47	Associate Degree in Science – EMS.....	81
Student Success Center.....	47	Nursing Associate Degree.....	82
<b>Flexible Learning Options.....</b>	<b>48</b>	Basic Nurse Assistant Training Program .....	83
Evening College .....	48	Health Information Management .....	83
Weekend College .....	48	Massage Therapy & Bodywork Program .....	84
Telecourses.....	48	Medical Assisting Certificate.....	85
Online Learning.....	48	Medical Billing Specialist Certificate .....	86
Online Degree.....	48	Medical Coding Specialist Certificate .....	86
Study Unlimited .....	48	Medical Transcription.....	87
Interactive Television .....	49	Physical Therapist Assistant .....	87
Minimester.....	49	Practical Nursing.....	88
<b>International Study Programs .....</b>	<b>50</b>	Radiologic Technology.....	89
Study Abroad Opportunities .....	50	<b>Child Development .....</b>	<b>90</b>
International Field Study Programs .....	50	<b>English as a Second Language.....</b>	<b>92</b>
International Studies Certificate .....	50	<b>Trade and Technical Programs .....</b>	<b>93</b>
International Business Programs .....	50	Agriculture Mechanics.....	93
<b>Career Program Descriptions .....</b>	<b>51</b>	Agriculture Mechanics Technology.....	93
<b>Agriculture Programs .....</b>	<b>52</b>	Air Conditioning Specialist.....	94
Agribusiness Management .....	52	Apprentice Training Programs.....	94
Agribusiness Management—Crop Protection Technology Option.....	53	Apprenticeship Construction Laborer (ACL) .....	95
Agriculture Production Technology .....	54	Apprenticeship Electrical Construction .....	96
Agriculture Production .....	54	Apprenticeship Pipe Trades (APT).....	97
Equestrian Science.....	55	AutoCAD Certificate .....	98
Horse Science Technology .....	55	Automotive Repair.....	98
Horse Science Technology Certificate .....	56	Automotive Repair Technology.....	99
Horticulture Science .....	56	Brake Specialist .....	99
Horticulture Science Certificate .....	57	CNC (Computer Numeric Control) Certificate.....	100
<b>Business Programs .....</b>	<b>58</b>	Electro-Mechanical Certificate .....	100
Accounting Clerk .....	59	Engineering Technology.....	100
Accounting Specialist.....	59	Engineering Technology Fundamentals Certificate .....	101
Administrative Assisting .....	60	Fire Service Officer.....	101
Administrative Office Support Certificate.....	61	General Occupational and Technical Studies .....	102
Administrative Virtual Assistant Certificate.....	61	Law Enforcement Technology.....	102
Business Information Technology.....	62	Logistics and Warehousing .....	104
Business Information Technology Certificate .....	62	Manufacturing Processes Certificate.....	104
Business Management and Marketing.....	63	ProE Certificate.....	104
Financial Services Management .....	64	Sustainable Energy Certificate .....	105
Banking and Finance Certificate .....	64	Truck Driving .....	105
Information Processor .....	65	Warehouse & Distribution Specialist.....	105
Information Technology Specialist .....	65	Welding.....	106
International Trade .....	66	Wheel Alignment/Suspension.....	106
Inventory Specialist.....	66	<b>Scott Community College Cooperative Programs .....</b>	<b>107</b>
Lead Employee.....	66	<b>Certificate of Course Completion.....</b>	<b>108</b>
Legal Office Professional.....	67	International Studies .....	108
Legal Office Support Certificate .....	67	<b>Transfer Programs .....</b>	<b>109</b>
Medical Office Receptionist.....	68	The Compact Agreement .....	109
Small Business Management.....	68	Graduating at Black Hawk.....	109
Team Leader.....	69	Academic Advising.....	109
<b>Computer Technology Programs.....</b>	<b>70</b>	Degree Planning Worksheets .....	109
Art Technology Certificate.....	71	Associate in Arts and Associate in Science Program.....	110
Computer Specialist.....	71	Accounting.....	110
		Agriculture Transfer.....	111

Anthropology-Archaeology.....	111	Illinois International Trade Center.....	147
Art .....	112	Illinois Procurement Technical Assistance Center (PTAC).....	147
Biological Science.....	113	Business Training Center (BTC).....	147
Business Transfer.....	113	<b>Course Descriptions.....</b>	<b>148</b>
Business Transfer International Business.....	114	Accounting.....	148
Supply Chain Management .....	114	Agriculture.....	149
Chemistry .....	115	Banking.....	153
Pre-Chiropractic .....	115	Anthropology.....	153
Computer Science Information Systems .....	116	Apprenticeship Training Programs - See Advising Center for information .....	153
Computer Science.....	117	Archaeology.....	153
Pre-Dietetics/Nutrition .....	117	Art .....	153
Earth Science.....	118	Astronomy .....	156
Earth Science Geology .....	119	Automotive Mechanics .....	156
Education Pre-Teaching .....	119	Business Administration.....	156
Pre-Engineering.....	121	Business Education.....	159
English Literature.....	122	Biology.....	162
English Writing .....	122	Business Law.....	164
French.....	123	Child Development.....	164
German.....	123	Chemistry.....	165
Health, Physical Education, Recreation, and Sport Management.....	124	Computer Information Processing .....	166
History.....	125	Computer Operation and Equipment Repair.....	169
Horticulture Transfer.....	126	Communications.....	169
Journalism .....	127	Criminal Justice .....	169
Pre-Law .....	127	Computer Science.....	170
Law Enforcement Transfer.....	128	Economics.....	171
Mathematics .....	128	Education .....	171
Pre-Medicine .....	129	Emergency Medical Services.....	172
Pre-Veterinary Medicine .....	129	English.....	174
Music.....	130	Engineering Technology.....	176
Pre-Pharmacy .....	133	English as a Second Language.....	179
Pre-Veterinary Medicine/Animal Science (East Campus Only) .....	133	Equine Science.....	182
Philosophy.....	134	French .....	184
Political Science .....	134	Fire Service Officer.....	185
Psychology .....	135	Engineering.....	185
General Social Services.....	136	Geography.....	186
Sociology.....	136	Geology.....	186
Spanish.....	137	German.....	186
Speech.....	138	General Technology.....	187
Theatre.....	138	Health Careers.....	187
<b>Reaching Out to the Community .....</b>	<b>140</b>	Health.....	187
Adult Education & Family Literacy .....	140	Health Information Management.....	187
Instructional Programs .....	140	History .....	188
Support Programs.....	140	Health, Physical Education and Recreation .....	189
Sufficient Enrollment.....	141	Horticulture.....	193
Facilities.....	141	Humanities .....	194
Business and Community Education Center (BCEC) ...	141	Independent Study .....	194
Professional and Career Development .....	141	International Studies .....	194
Certified Manager Program.....	142	Journalism.....	194
Global Language/Culture.....	142	Latin.....	195
Travel, Tourism & Hospitality Certificate Program....	142	Law Enforcement.....	195
Health Care Certificate Programs .....	143	Liberal Studies .....	195
Workforce Training.....	145	Logistics/Warehousing .....	195
Online Classes.....	145	Massage Therapy & Bodywork .....	196
Computer Training.....	145	Mathematics.....	196
Community Education .....	146	Mechanics .....	199
Seniors Program.....	146	Military Science.....	199
College For Kids .....	146	Manufacturing Technology.....	200
BCEC Registration Procedures .....	146	Montessori .....	200
Illinois Small Business Development Center .....	147	Music .....	200

Nursing Assistant .....	202	Social and Behavioral Science .....	212
Networking .....	202	Sociology .....	213
Natural Science.....	204	Spanish.....	213
Nursing .....	205	Speech.....	214
Orientation.....	207	Truck Driving .....	215
Philosophy .....	207	Theatre .....	215
Physical Education Classes .....	207	Technical Math .....	216
Physics.....	207	Television .....	216
Political Science .....	208	Warehouse & Distribution Specialist.....	216
Practical Nursing .....	209	Welding.....	216
Physical Science .....	209	<b>Board of Trustees.....</b>	<b>218</b>
Psychology .....	209	<b>Executive Administration .....</b>	<b>218</b>
Physical Therapist Assistant.....	211	<b>Administration.....</b>	<b>219</b>
Reading.....	212	<b>Faculty .....</b>	<b>220</b>
Security.....	212	<b>Index .....</b>	<b>224</b>

## 2010-2011 Academic Year

*Calendar is tentative and subject to change.*

July 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	<b>5H</b>	<b>6JL</b>	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	<b>16A</b>	<b>17A</b>	<b>18A</b>	<b>19A</b>	<b>20A</b>	21
22	<b>23S</b>	24	25	26	27	28
29	30	31				

September 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	<b>6H</b>	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	<b>11H</b>	12	13	14	15	16
17	18	19	<b>20M</b>	21	22	23
24	25	26	27	28	29	30
31						

November 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	<b>11H</b>	12	13
14	15	16	17	18	19	20
21	22	23	24	<b>25H</b>	<b>26H</b>	<b>27C</b>
<b>28C</b>	29	30				

December 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	<b>13F</b>	<b>14F</b>	<b>15F</b>	<b>16F</b>	<b>17F</b>	18
19	<b>20R</b>	<b>21R</b>	<b>22R</b>	<b>23H</b>	<b>24H</b>	<b>25C</b>
<b>26C</b>	<b>27R</b>	<b>28R</b>	<b>29R</b>	<b>30R</b>	<b>31H</b>	

January 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<b>1C</b>
<b>2C</b>	<b>3R</b>	<b>4R</b>	<b>5R</b>	<b>6R</b>	<b>7R</b>	8
9	<b>10A</b>	<b>11A</b>	<b>12A</b>	<b>13A</b>	<b>14A</b>	15
16	<b>17H</b>	<b>18S</b>	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	<b>21H</b>	22	23	24	25	26
27	28					

March 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	<b>12M</b>
13	<b>14V</b>	<b>15V</b>	<b>16V</b>	<b>17V</b>	<b>18V</b>	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	<b>22H</b>	<b>23C</b>
<b>24C</b>	25	26	27	28	29	30

May 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	<b>12F</b>	<b>13F</b>	14
15	<b>16F</b>	<b>17F</b>	<b>18F</b>	<b>19CQ</b>	<b>20CE</b>	21
22	23	24	25	26	27	28
29	<b>30H</b>	31				

June 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	<b>6JN</b>	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

A All College Assembly days  
 C Closed  
 CE Commencement – East  
 CQ Commencement – Quad-Cities  
 F Final Examinations  
 H Holiday (all facilities closed)

JL Summer – July Start  
 JN Summer – June Start  
 M Semester Mid-Date  
 R Recess for academic year faculty  
 S First contact day of semester  
 V Vacation (College open, no classes)

## College Information & Policies

**Black Hawk College ID Number**  
**Catalog Disclaimer**  
**Governance**  
**myBlackHawk**

**Student E-Mail Account**  
**Affirmative Action**  
**Freedom of Information Act**  
**Student Right to Know**

### 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, 2010, to August 30, 2011. 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.

### Governance

Black Hawk College operates at two primary campuses, one located in the Quad-Cities and one located near Kewanee, and at a number of additional instructional centers throughout the District. The College operates under the guidelines of the Illinois Community College Board and the North Central Association of Colleges and Schools of 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

**myBlackHawk**, BHC's Web portal system, provides a convenient method for students to obtain information via the Web. **myBlackHawk** is the way important College information and services will be provided, including registration and payment. Students may:

- View their overall schedule of courses.
- Register and pay for their classes (add or drop classes, check registration status, view class schedules, view account balances, make credit card payments).
- Access information about their courses.
- View their student records (academic holds, COMPASS scores, past grades, unofficial academic transcript).
- View their ID number
- View financial aid information (eligibility requirements and financial aid award information)
- Receive College and personal announcements about events, dates and activities.
- Send/receive email from their College e-mail address.

### 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. This e-mail account is available through the myBlackHawk Web portal.

### 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 Jo Johnson, 796-5005 (email: johnsonjo@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. Contact the Public Relations Office for more information.

## **Student Right to Know**

**Graduation and Transfer Rates** For information regarding completion rates, contact the Research and Planning Office on the Quad-Cities Campus in Building 1.

**Campus Security Act** For information, contact the Public Safety Office on the Quad-Cities Campus in Building 3, Room 315. (This information is published in compliance with Public Law 101-542.)

# Facilities

## Quad-Cities Campus East Campus Outreach Centers

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 five miles south of Kewanee, Illinois.

Operated as one college with two campuses and several Outreach sites, Black Hawk offers more than 40 liberal arts and science curricula in the transfer area and more than 70 career track programs leading to degrees and 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. Four modern, well-equipped buildings are accessible to the physically challenged, and 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 Assistance, Testing, Enrollment Services, Bursar's Office and Financial Aid. There are classrooms and a large lecture hall. English, Philosophy, Foreign Language, Social and Behavioral Studies, Business, and Computer Information Technology departments are also located in Building #1.

The Manufacturing, Science and Business career 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 houses Math, Speech, Allied Health, Nursing, and the Health and Physical Education departments. It also

## Parking Information Technology Systems

houses two gymnasiums, a swimming pool, an indoor track and a fitness center, along with the Athletic Director, Hospitality Services, and Public Safety department. In the Direct Services addition to this building is the College Bookstore, Marketing/Media Services Office, Alumni Office, Foundation Office, Public Relations Office, Campus Services, and Shipping and Receiving Office.

Art and Music are in Building #4. This building also houses Food Service, Student Government Association, and the student newspaper, *The Chieftain*.

## East Campus

The East Campus of Black Hawk College is located on a beautiful 102-acre partially wooded site approximately five miles south of Kewanee.

The East Campus includes a building that serves as a nucleus for campus life. Four other buildings on campus provide additional classroom and general space for College and community activities. 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 recent addition of a 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.

## Outreach Centers

The College operates two Outreach Centers – one in the Quad-Cities and one in Kewanee, Illinois. These facilities offer adult basic and continuing education courses, general education development (GED), alternative education classes, business and industrial training, and special community programs. The Quad-Cities Outreach Center is located 301 Avenue of the Cities, East Moline and includes two fully equipped IBM computer labs, and a multi media training room for customized training. The East Campus Community Education Center is located at 404 East 3<sup>rd</sup> Street, Kewanee, (309) 854-1875.

Other outreach facilities include:

The **Illinois workNet Center (IWNC)**, 4703 16<sup>th</sup> Street, Moline, provides a one-stop center where the public can easily access a broad array of services related to employment and training. These services include a career resource center, job openings and placement, unemployment insurance, training and services for dislocated workers and persons on public assistance, upgrading skills, adult basic skills, general education development (GED) preparations, and referral information for other needs. The Small Business Development Center and International Trade Center are housed at the IETC to serve the small business community.

The **Black Hawk College Technology Center** is located in the Watch Tower Plaza at 3930 11th Street, Rock Island. Adult learning for students at least 16 years old, college credit classes, customized classes for business and industry, and continuing education classes for the community are offered in modern classrooms and state-of-the-art computer labs.

## Parking

At the Quad-Cities Campus, parking tags are required for all students wanting to park in Lots #1, #2, or #3. These tags can be purchased each semester from the Public Safety Office or other posted areas at time of registration. No tag is required to park in Lot #4. Parking tags are not required at East Campus or other College locations.

A complete list of parking rules and regulations is available in the Public Safety Offices at each campus and online at the Public Safety Web page.

## Information Technology Services

The Information Technology Services (ITS) department at Black Hawk College is dedicated to serving the College's mission "to provide the environment and resources for individuals to become life-long learners." The department strives to accomplish this by maximizing efficient resource utilization 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 in most locations at the Quad-Cities Campus, as well as select areas of the East Campus
- Web Portal (myBlackHawk), course management, and self-service systems support (registration, Web payment, grades, etc.)

It is ITS's responsibility to provide quality, first-level support for all computer and video conferencing and telecommunications technology; project management and technical expertise; and development and implementation of enhanced systems and processes. In addition, ITS is responsible to provide secure, reliable technical resources for the faculty, staff, and students of Black Hawk College.

## **Admission Information**

### **Admission Policy**

#### **Concurrent Enrollment of High School Students**

#### **Dual Enrollment of High School Students**

#### **Application for Admission**

#### **High School or GED Transcripts**

#### **Subject-Specific Admissions Requirements for**

#### **Students Entering Baccalaureate Programs**

#### **beginning in the Fall of 1993**

### **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:

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 Enrollment Services.

- 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 residents. 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 the Enrollment Services Office.

### **Concurrent Enrollment of High School Students**

Although the primary function of the College is to serve students of post high school age, there are circumstances that justify enrollment of students who are still attending high school. Students still attending high school who are at least 16 years of age must receive approval from high school representatives and parents.

A “Permission to Attend Form” must be completed and signed by a parent or guardian, by the high school principal, or his/her representative, and by the Dual Enrollment Coordinator. This form is available at Enrollment Services or the local high school. Every attempt should be made to have the form submitted to the

### **Admission of Transfer Students**

#### **BHC/NIU Dual Admission**

#### **BHC/WIU Dual Admission**

#### **Admission of International Students**

#### **Admission of Non-Native Speakers of English**

#### **Admission Denial**

College Enrollment Services office at least two weeks prior to enrollment.

### **Dual Enrollment of High School Students**

High school students age sixteen (16) or older who meet the necessary placement requirements and course prerequisites may enroll in Black Hawk College courses held on campus, at one of the College’s extension sites, or, in some cases, at the high school. College credit will be granted for each successfully completed course. The determination of whether a college course is offered 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. Anyone having previously attended Black Hawk College and wishing to return after an absence of two years must complete another application for admission. When possible, applications should be submitted at least one week prior to registration or an assessment test.

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

### **High School or GED Transcripts**

Students should check specific program requirements and athletic eligibility requirements to determine if the final high school transcript is required. High school graduates applying for the Academic Competitiveness Grant must have a final high school transcript sent to Enrollment Services.

## Subject-Specific Admissions Requirements for Students Entering Baccalaureate Programs beginning in the Fall of 1993

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.

## Admission of Transfer Students

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 only upon written request of the student and upon enrollment at the College. The written request for evaluation of transfer credit may be submitted by either of the following methods:

1. Complete a "Request for Transcript Evaluation" form in the Enrollment Services office.
2. Forward a letter to the Enrollment Services office requesting credit evaluation. This letter must indicate the student's degree or certificate program interest and the name of the college and or university from which the transcripts are being sent.

**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.

## BHC/NIU Dual Admission

A dual admission agreement has been developed to provide a seamless transition in the transfer process from Black Hawk College (BHC) to Northern Illinois University (NIU). Students who are admissible to NIU and BHC are eligible to benefit from the dual admission agreement. Students indicate an intention to participate in this agreement by signing a statement of intent that includes their primary area of academic interest at the time of their admissions to NIU and BHC. All students taking part in the dual admissions agreement are subject to the same admissions, matriculations, and degree requirements governing all other NIU and participating community college students. Students who participate in the dual admissions agreement and earn an AA or AS degree will be entitled to the same academic benefits as undergraduates new to NIU regardless of previous enrollment at NIU.

## 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.

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

General admission procedure: International students who wish to enter Black Hawk College must be at least 18 years old.

For admission to Black Hawk College, an international student must submit a completed and signed Application for Admission.

To be issued the Form I-20 or IAP-66, an international student must submit the following:

1. An Application for Form I-20 or IAP-66.
2. Financial support documents showing the availability of sufficient funds.

International students should contact the International Student and Scholar Program Coordinator for a complete application packet for international students or visit the program's homepage at <http://www.bhc.edu>, and print the required forms. Please note: Financial support documents must be submitted in the original and accompanied by certified English translations. The phone number for the

International Student and Scholar Program Coordinator is (309) 796-5186.

International students and non-native speakers of English must prove English language proficiency before enrolling in an academic program. These students must take the English as a Second Language placement tests before registering for any courses at Black Hawk College. These placement tests include the following:

1. Michigan Test of English Language Proficiency
2. Michigan Test of Aural Comprehension
3. Writing Sample
4. Oral Interview

The TOEFL test is not required for admission to Black Hawk College. However, if the student has taken this test, he/she should send the score to the ESL Coordinator. This score as well as other background information about the student’s English language training will be helpful to the ESL Coordinator in determining placement. Students who have achieved at least a 117 on the TOEFL have the best chance of succeeding in the ESL program.

The ESL Coordinator will review the student’s placement test scores, high school background and former English language study to determine placement. The following are guidelines for placement:

Score (MTELP)	Placement
Below 60	Beginning Level ESL only
Beginner - writing sample (Courses offered at Outreach Center)	
61-80 (Courses offered at Quad-Cities Campus)	Intermediate/Advanced ESL Courses only
81 and above	Advanced ESL/Pre-Academic
Advanced writing sample Academic Courses and oral interview (Courses offered at Quad-Cities Campus)	

If placement test scores determine that students need further preparation in English before enrolling in academic courses, students will be placed in the following programs:

**ESL-Levels 1-4:** These ESL classes prepare international students and non-native speakers of English in basic speaking, listening, reading, and writing skills in preparation for employment or enrollment in levels 5, 6, and 7.

**ESL-Levels 5-7:** These ESL courses prepare international students and non-native speakers of English to begin academic work. Students will refine their language and study skills and deepen their knowledge of U. S. culture through a series of specially designed courses in sentence structure, reading, writing, speaking, and listening. Support services are offered to the students through the Independent Learning Lab and the Writing Lab.

Students whose placement scores indicate advanced English language proficiency may take some academic classes while continuing to work on English. Students will be allowed to take a full academic load after completion of the required courses with satisfactory evaluations and a recommendation from the ESL Coordinator.

### 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.

# Tuition and Fee Information

**Residency  
Tuition & Fees  
Cooperative Educational Agreements  
Refund Policy  
Return of Federal Financial Aid Policy**

**Military Called to Active Duty  
Senior Citizens Tuition Waiver  
Books and Supplies  
Financial Arrears  
Deferred Payment Program**

## 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. 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.** 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.
2. Emancipated Minor. A student under 18 years of age who is solely responsible for his/her support and whose parents did not claim him/her as a tax exemption for the current year, and who legally resides in the district.

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

- Aledo Community Unit High School District 201
- 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
- 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
- Westmer Community Unit School District 203
- Wethersfield Unit School District 230

**Any individual who shows proof of full-time employment by a company located within the Black Hawk College District will pay the in-district tuition rate.**

**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 in the State of Illinois.

Out-of-district residents who wish 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. These forms can be obtained from the student’s local high school district or community college district and should be filed 30 days prior to the term that the out-of-district student wishes to begin attending 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.

**Verification of Residency.** Proof of residency is verified by any of the following:

1. An Illinois driver’s license and/or vehicle registration
2. Voter registration card
3. Payment of property taxes in BHC District 503
4. Full-time employment in BHC District 503
5. Other documents that are not self-serving

Students approved for the INS I-20 student status for registration at Black Hawk College pay out-of-state tuition for the entire time that they are enrolled.

## Tuition and Fees

*Tuition and fees are subject to change.*

**Payment of Tuition and Fees.** All tuition and fees are due and payable at the time of billing. Students desiring financial assistance should contact the Director of Financial Aid. See Financial Aid for a description of available assistance. A late fee of \$25 will be charged to any student account that is past due.

**Tuition Rate.** Charges for all courses that do not have a special rate shown in the semester schedule of classes are determined on a credit hour basis according to the following schedule:

Residence	Rate Per Cr. Hr.
Black Hawk College District	\$ 85.00
Illinois outside the College District	\$193.00
Iowa residents of Clinton, Louisa, Muscatine or Scott Counties	\$119.00

All other out-of-state residents	\$193.00
Tuition for Online Courses, in-state residents	\$ 99.00
Tuition for Online Courses, out-of-state residents	\$119.00

Students have five business days before the first day of class to change residency. The residency will not be changed during the term. If a residency change is needed, it will be effective for the next term at the time of registration.

If Illinois students outside the Black Hawk College District notify their local community college of their intent to attend Black Hawk College, a specific out-of-district charge per credit hour may be paid by their home district if the curriculum is not offered at their local community college.

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.

**Auxiliary Fees.** The student auxiliary fee is \$3.00 per credit hour. All students, full and part-time, are required to pay the auxiliary fee.

Among the many things this fee covers are the following:

1. Use of Student Center facilities
2. Subscription to College newspaper
3. Admission to home athletic games
4. Admission to social activities and special programs
5. Funding for student clubs, organizations and activities

**Late Graduation Fees.** Students who apply for spring graduation ceremony late (see published deadlines) will be charged a \$5.00 late fee. Contact Enrollment Services for annual deadlines.

**Laboratory Fees.** Laboratory fees are charged for courses which include laboratory sessions and courses for which materials are supplied by the College. The fees for these courses are shown in the semester schedule of classes.

**Instructional Material Fees.** There is a \$2.00 per credit hour fee for materials.

**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.

**Technology Fee.** There is a \$4.50 per credit hour fee for technology. All students, full and part-time, are required to pay the technology fee.

## Cooperative Educational Agreements

Students interested in pursuing a program at another Illinois community college which is not offered at Black Hawk College may qualify for Chargeback/Cooperative Agreement benefits. A complete listing of individual cooperative agreements which Black Hawk has with other Illinois community colleges is available from the Advising Center.

**Scott Community College (Iowa):** Programs are offered cooperatively between Black Hawk College and Scott Community College. Please contact the Advising Center for more information. See page 107 for program availability.

## Refund Policy

1. If a student has completed registration and withdraws from class(es), the withdrawal must be received by the Enrollment Services Office according to the refund schedule in order for the student to receive a refund of tuition, laboratory, instructional materials, auxiliary fees and technological 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
7-16	Prior to the beginning of the term	Thru 7 <sup>th</sup> Calendar day of term	8-14 <sup>th</sup> Calendar day of term	14 <sup>th</sup> Calendar day of term
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	7 <sup>th</sup> Calendar day of the week in which class begins
1-2	1 day prior to the start of class	Not available	Not available	1 day prior to the start of class

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 submits a statement recommending that the student withdraws from all his/her classes for medical reasons. Physician Statement forms are available in the Enrollment Services office.

WITHDRAWAL must be complete - not a reduced load. The Physician Statement, along with a signed ADD/DROP form, must be submitted in a timely fashion no later than the beginning of final examinations for the term enrolled.

Once the term begins, any drop from a course becomes part of the student's permanent academic record and is

recorded as a “W” (withdrawal). 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. If the class meets less than 16 weeks, consult Enrollment Services regarding withdrawal and needed instructor permission. If the student stops attending a course without officially withdrawing, the student is likely to receive an “F” grade. If the student never attends or ceases to attend any course in which he/she has enrolled, the student may be administratively withdrawn.

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 in the appropriate refund date.

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. 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.

Every attempt will be made to issue authorized refund checks by the end of the fifth week of classes. 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.

Refunds are processed in the Bursar’s Office and will be made payable to and mailed to the student. When a student owes the College money, it is College policy to deduct that amount from the tuition refund. These charges include past due tuition and fees, returned checks, fines, or other obligations.

## **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 for active duty. This shall include a 100% refund of tuition and fees upon verification from the soldier’s commanding officer. This verification should be submitted to Enrollment Services. In addition, the College supports faculty in enabling soldiers, 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. The College is committed to assisting students as they transition to active duty and back again. Students needing additional support services are encouraged to discuss their needs with the appropriate staff member from the departments within Student Services.

## **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.

## **Books and Supplies**

Textbooks and other supplies are available through the College bookstores located on both campuses. Textbooks may be ordered online at the College Web <http://bookstore-qc.bhc.edu> for Quad Cities classes and to <http://bookstore-east.bhc.edu> for East Campus classes. Students can order books directly from this Website beginning May 24 for summer classes and August 2 for fall classes. Please contact the Bookstore 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 student or former student is in financial arrears to the College for any services, the College will not permit the student to re-register or to obtain an official transcript until the matter is settled to the College’s satisfaction.

## Deferred Payment Program

This program is offered for those students who need extra time to pay for tuition and fees for the current semester (books not included).

1. The student pays one-third of the total charges, PLUS the non-refundable deferred payment fee on or before the payment due date.
2. Student must sign a promissory note for the outstanding balance at the Enrollment Services office on the East Campus or the Bursar's Office on the Quad-Cities Campus.
3. The remaining two-thirds of the charges will be divided into two payments. Scheduled payments must

be received on or before stated due dates to avoid late fees.

4. Students must be in good standing with the Bursar's Office and have no outstanding administrative holds on their accounts before deferred payments can be executed.
5. Deferred payments which remain outstanding may be turned over to a collection agency; the collection costs and attorney fees will be paid by the student.
6. The promissory note must be paid in full even if a student withdraws from or stops attending classes after the refund period.
7. Deferred payments are available for spring and fall semesters only.
8. Questions about the program should be directed to the Bursar's Office at (309) 796-5200.

## Financial Aid

**Application Procedures**  
**Academic Progress**  
**Black Hawk College Achievement Awards**  
**State Funded Financial Aid**

**Federal Funded Financial Aid**  
**Veterans' Benefits**  
**BHC Scholarship Program**

### Application Procedures

Students should complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA is used to apply for the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Stafford Loans (subsidized and unsubsidized), Federal Work Study, and the Illinois Student Assistance Commission Monetary Award and Incentive for Access Grant.

To be eligible for financial aid, students must be high school graduates or GED recipients, or show the “ability to benefit” by achieving satisfactory scores on the COMPASS test. Financial aid applications and requested documents must be in the Financial Aid Office by July 1 for the fall tuition due dates. Applications for financial assistance 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.

### Academic Progress

Students receiving financial aid must maintain acceptable academic progress. Students must successfully complete 67% of the hours attempted.

Students must also meet a 2.0 cumulative grade point average (GPA) requirement.

If the required credit hours are not completed or the cumulative grade point average is not met, students will be placed on financial aid probation for one semester. Financial aid can be received while on probation. Students who do not meet the academic progress requirements during their probation semester will be placed on financial aid dismissal and will not be eligible for financial aid.

Students have a maximum 96 attempted hours to earn an Associate's degree or 48 attempted hours for a certificate program.

For specific information about Financial Aid Academic Progress requirements, see the BHC Student Handbook or contact the Financial Aid Office.

### 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: academic, athletic, art, intercultural, journalism, student government, drama, music, and crop/horse/livestock judging. See the Financial Aid Office for application information.

### State Funded Financial Aid

**Illinois Student Assistance Commission Monetary Award.** The State of Illinois provides an opportunity for Illinois residents to receive an award not to exceed tuition and approved fees. The amount of the award is based upon financial need as computed by the Illinois Student Assistance Commission and available funds. The monetary award is not based upon academic achievement, test scores, or high school rank. No repayment is required. Early application for the Illinois Student Assistance Commission Monetary Award is encouraged. Apply using the Free Application for Federal Student Aid.

**Silas Purnell Illinois Incentive for Access Grant.** This grant is a one-time award for freshman students who, based on the Federal formula, are determined to have little or no family resources for college costs.

**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 could be eligible to have their tuition and certain fees paid by the State of Illinois. Soldiers who served in a foreign country during a time of hostilities could also be eligible if they meet all of the State's required criteria. The veteran must have a DD214 Member 4 copy to apply and may also be required to show paperwork for all periods of service.

**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 apply annually for the grant.

**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.

**Other Scholarships/Grants Offered by the State**

- Minority Teachers of Illinois Scholarship
- Robert C. Byrd Honors Scholarship
- MIA/POW Scholarship
- Grant for Dependents of Police or Fire Officers
- Grant for Dependents of Correction Officers
- Merit Recognition Scholarship

Additional information on these programs is available at the Financial Aid Office.

**Federal Funded Financial Aid**

**Federal Pell Grants.** The Federal Pell Grant is awarded to undergraduate students who have financial need as determined by a Federal formula which evaluates the information a student reports on the FAFSA. The amount a student receives will depend not only on their financial need, but also on the costs to attend school, full or part-time enrollment status, and if a student attends school for a full academic year or less. Contact the Financial Aid Office or your high school guidance office for further information on how to apply.

**Federal Supplemental Educational Opportunity Grants.** Students with demonstrated need and enrolled at least half-time in an eligible program may apply. Award preference is given when all application information is completed in the Financial Aid Office by May 15.

**Federal Academic Competitiveness Grants.** The Federal Academic Competitiveness Grant is awarded to Pell Grant eligible students who have completed a rigorous secondary program of study and are enrolled full-time in an eligible program. Contact the Financial Aid Office for more information on how to qualify.

**Federal Work-Study Program.** The Federal government and the College provide funds for part-time employment opportunities for students who are determined to have financial need and are enrolled at least half-time. Students work on campus or off campus in a community service position.

**Federal Stafford Loan Program.** Stafford loan applications are available at the Financial Aid Office for

subsidized loans (based on financial need) and unsubsidized loans (not based on need). Loans must be repaid.

**Parent Loans for Undergraduate Students (PLUS).**

Parents may borrow for their dependent undergraduate student. The loan is not based on financial need. PLUS loan applications are available at the Financial Aid Office.

**Veterans' Benefits**

Black Hawk College processes benefits for veterans qualifying under the Montgomery GI Bill - Active Duty, the Veteran's Educational Assistance Program (VEAP), and Reserve Educational Assistance Program (REAP) and Selected Reserves. Students may also qualify for Dependent's Educational Assistance or Vocational Rehabilitation benefits. See the Financial Aid Office for 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 70 endowed and annual scholarships available through the Quad-Cities and East Campuses each year.

**Application Instructions.** Scholarship applications and application deadlines online at [www.foundation.bhc.edu](http://www.foundation.bhc.edu).

**Black Hawk College Foundations.** The Black Hawk College Foundation and the Black Hawk East College 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 the Foundation's Web site at <http://foundation.bhc.edu/> or contact the Black Hawk College Foundation at (309) 796-5052 or 800-334-1311, Ext. 5052; or contact the Black Hawk East College Foundation at (309) 854-1723 or 800-233-5671, Ext. 1123.

# Placement and Orientation

## Placement Orientation

### Placement

All students enrolling for six or more college credit hours must complete the college's course placement test (COMPASS).

The COMPASS test measures 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 mandatory for English Composition, Math, and Reading. Therefore, students are encouraged to prepare for the COMPASS test (see Compass Web site [www.bhc.edu/compass](http://www.bhc.edu/compass) for more information).

Some courses require a specific test score prior to enrollment and 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 COMPASS.**

Students who have taken the **ACT test within the past two years and have scores 22-36** may be able to have portions of the COMPASS test waived. ACT 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, you will be required to take all portions of the test.***

While there is a suitable calculator built in to the test, students may use their own approved four-function, scientific, or graphing calculator if they prefer. For more information about approved calculators, refer to [www.bhc.edu/compass](http://www.bhc.edu/compass).

The COMPASS test is computerized and is not timed. It is recommended that students plan for up to 3 hours to take the full placement test. Placement results will be available immediately. Students scoring in the decision zone on the writing skills portion of COMPASS will write an essay on the computer which can be evaluated immediately.

Black Hawk College students may take the COMPASS test free of charge one time per academic year. Students wishing to retake COMPASS within the same academic year will be charged a fee (see [www.bhc.edu/compass](http://www.bhc.edu/compass) for exact amount).

## Placement for Students in Foreign Languages

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 the Web page for the most current information at [www.bhc.edu/compass](http://www.bhc.edu/compass).

All students whose second language is English need to contact Anne Bollati, ESL Program Coordinator (email [bollati@bhc.edu](mailto:bollati@bhc.edu), phone (309)796-5183), to take the Michigan Test of English Language Proficiency. This two and a half hour exam will test English language proficiency in listening, reading, grammar and writing.

### Orientation

Several options for orientation to Black Hawk College are offered for new students. Students will learn about class scheduling, registration procedures, myBlackHawk user information, and campus resources.

- Two-hour group orientation sessions called "Smart Start" are scheduled periodically throughout the year on the Quad-Cities Campus. Check the Web site [www.bhc.edu/orientation](http://www.bhc.edu/orientation) for information on the dates and times available.
- Visit the Quad Cities Campus for a mini-orientation/campus tour. Call (309)796-5100 for available weekly days/times.
- See the "Roadmap to Success" online orientation at [www.bhc.edu/roadmap](http://www.bhc.edu/roadmap).

## Placement for Students in Foreign Languages

Students registering in the following levels of French, German, Italian, Japanese or 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.

**Advanced level 253**

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

**Advanced level 254**

The student should have had four years of the foreign language in high school with a “C” or above or five semesters of the foreign language in college with a “C” or above or the equivalent.

# Registration

**Student Responsibilities**  
**Student Handbook**  
**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 [www.bhc.edu](http://www.bhc.edu).

## 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.

For additional information contact the Enrollment Services office.

## Maximum Course Load

For the student's own benefit, there is a maximum course load of 18 credit hours during the fall and spring semesters. Nine hours is the maximum summer term load without special permission. Students may exceed this total only with permission of the Dean of Students or Registrar at the Quad-Cities Campus or the Assistant Dean of Student Services at the East Campus.

A student who expects to do satisfactory work should 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 twelve credit hours for fall and spring semesters to be a full-time student; for summer, a student enrolled in a minimum of six credit hours in any combination of summer terms is considered a full-time student. For financial aid purposes, twelve 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.

# Student Records

## Records Policy Deficiency Reports Transcripts

### 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 through formal and informal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office, Department of Education, Washington, DC 20202, concerning the alleged failures of Black Hawk College to comply with the Act.

Black Hawk College designates the following categories of student information as public or "directory information": name, address, telephone listing, email 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.

The above information may be disclosed by the institution for any purpose at its discretion. However, currently enrolled students may withhold disclosure of these items by notifying the Enrollment Services Office (Quad-Cities Campus) or Admissions Office (East Campus) in writing within the first fourteen days of classes each semester. Request for non-disclosure will remain in force until the student asks to terminate the request for non-disclosure.

If a currently enrolled student wants to authorize a person and/or entity to access his/her non-directory information, the student must file a "Student Consent to Release of Information" in one of the offices listed above. This consent remains in effect until the student requests termination of this release.

## Change of Address Denial of Enrollment Transcript Retention

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Enrollment Services Office (Quad-Cities Campus) or Admissions Office (East Campus).

### Deficiency Reports

These reports are used to notify students that successful completion of the course is in jeopardy. Deficiency Reports are used at the discretion of the instructor. Students are encouraged to monitor their own class progress.

### Transcripts

The College will release transcripts of academic records only upon the online request of the student and providing that all financial obligations due the College are cleared. Transcripts can be ordered at [www.bhc.edu/transcript](http://www.bhc.edu/transcript). Transcripts will be sent within approximately four working days for a \$6 fee. Transcripts will be sent within 24 hours (excluding holidays and College vacation days) for a \$15 fee.

### Change of Address

It is the responsibility of the student to notify the Enrollment Services office in writing of a change in name, address, telephone number and any other records information.

### Denial of Enrollment

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

### 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 Systems**  
**Cheating and Plagiarism**  
**Repeat Policy**  
**Attendance**  
**Children in Class**  
**Withdrawing from College**  
**Adding/Dropping a Class**  
**Academic Standards**

**Academic Progress Policy**  
**Baccalaureate/Transfer Course Guarantee**  
**Occupational Program Guarantee**  
**Conferring of Degrees and Certificates**  
**Calendar**  
**Unit of Credit**  
**Student Classification**  
**Honors Information**

## Grading System

Grade		Grade Pts. per Cr. Hr.
A	Excellent	4
B	Good	3
C	Average	2
D	Poor (A student may elect to take 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. 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.)	
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.

**Grade Point Average.** The student’s grade point average is determined by dividing the number of credit hours attempted into the total grade points earned. 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.

## 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.

Since it is the faculty member’s responsibility to assign grades, 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.

## 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:

- a. 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, the course may be repeated once.
- b. If the student needs to bring the grade point average up to required level for graduation, a course may be repeated once.
- c. 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. 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 the registration office 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 withdraw officially. The student is responsible financially for tuition and fees for all classes not officially dropped by the refund date. The student should complete an Add/Drop form or send a letter, fax or email with the student’s name, ID number, and course information. Email must be sent from the student’s myBlackHawk account. The Add/Drop form, letter, fax or email must be sent 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 the Enrollment Services Office.

## 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.

**Adding a Class** – Students who wish to add a class after they have already registered for a specific semester must complete the Black Hawk College Add/Drop Form. Courses may be added during normal registration periods. In order to add a class after the start date of the class, the student will need to complete the Add/Drop Form and obtain an instructor’s signature to add the class or section.

**Dropping a Class** – Once a student has registered for class, the student must drop the course officially within the designated withdrawal period. Failure to drop officially 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.

A student may withdraw from a course through the 12th week of the fall or spring semesters. 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 email from the student's myBlackHawk account to the Registrar. 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 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. 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 2.00 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 2.00, 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 GPA of 2.00.

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

## Academic Progress Policy

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

A student will be placed on academic warning if his or 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 under conditions set by the College.

A student will be placed on academic probation if his or her BHC cumulative grade point average remains below 2.0 GPA for more than one semester.

If a student has been placed on academic probation, the student will be required to meet with an academic advisor or faculty advisor prior to enrollment to develop an academic plan for success. The student will remain on academic probation until his or her BHC grade point average is 2.0 or higher.

If the student has been placed on academic probation and then earns a term grade point average 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 major semester (fall or spring). After not attending for a full semester, the student may be readmitted on probationary status and must maintain a term GPA of 2.0 or higher until his or her cumulative BHC grade point average reaches 2.0 or higher. 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 explaining circumstances and plans for insuring academic success. An Academic Appeals Committee will consider student requests and make final decisions.

## 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 Table 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 Table is available through the Black Hawk College Web site at [www.bhc.edu](http://www.bhc.edu).

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’s degrees (AA, AS, AAS, 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.

## Calendar

The College operates on a semester calendar. It also offers certain curricula on other schedules.

## Unit of Credit

The unit of credit is the credit hour; normally, 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 can be found in the course descriptions.

## 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.** PTK is the national honor fraternity for community college students. The Eta Kappa Chapter was established at the Quad-Cities Campus in 1950. PTK recognizes students who have completed 12 credit hours of college level coursework with a minimum GPA of 3.5 and who are currently enrolled in at least 6 credit hours

actively pursuing a major. In addition, students must be recommended for membership by two Black Hawk College faculty members, complete the proper registration form and pay a fee.

**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 3.00 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 3.25 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.

**Semester Honors.** At the end of the spring and fall semesters a Highest Honors List and a 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.

**Graduation 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.

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

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

# Non-Traditional Credit

## Departmental Proficiency Portfolio Advanced Placement Program

## College Level Examination Program (CLEP) Armed Services Experience High School Articulation

Students with wide varieties of educational experience can convert this experience into college credit. Credit may be earned by the following methods: (1) Departmental proficiency, (2) Advanced Placement Program, (3) College Level Examination Program (CLEP), (4) Armed Service Experience, and (5) High School Articulation.

Non-traditional credit is available only to persons who are currently enrolled or who have earned college credit at Black Hawk College.

### 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 wishing departmental proficiency evaluation should first contact the Enrollment Services Office (Quad-Cities Campus) or Admissions Office (East Campus). In all cases, decisions concerning the methods used and the decisions regarding awarding of credit on the basis of proficiency belong to the department.

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 Centers and with the ALS degree advisor(s). A maximum of nine credit hours may be earned toward any degree.

### 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 on the basis of tests in the following areas: Art History, Biology, Calculus AB, Calculus BC, Chemistry, English Language and Composition, French Language, German Language, Physics B, Physics C: Electricity and Magnetism, Spanish Language, Statistics, US History.

Students wishing such credit or placement 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 upon their transcript. A transcript recording fee of \$10 per course will be assessed. Black Hawk College grants credit for the following:

#### Advanced Placement Tests Score BHC Course Credit

Advanced Placement Tests	Score	BHC Course	Credit
Art History	3	ART 281	3 credit hours
Biology	3	BIOL 101	4 credit hours
Biology	4	BIOL 105	5 credit hours
Biology	5	BIOL 105 & 106	10 credit hours
Calculus AB	3	MATH 124	4 credit hours
Calculus BC	3	MATH 225	4 credit hours
Chemistry	4	CHEM 101	4 credit hours
English Language and Composition	3	ENG 101	3 credit hours
French Language	3	FREN 101	4 credit hours
German Language	3	GERM 101	4 credit hours
Physics B	3	PHYS 101	5 credit hours
Physics C: Electricity and Magnetism	3	PHYS 102	5 credit hours
Spanish Language	3	SPAN 101	4 credit hours
Statistics	3	MATH 108 or MATH 228	3 credit hours
US History	3	HIST 105	3 credit hours

## College Level Examination Program

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 or who have earned college credit 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 wishing Black Hawk College credit on the basis of CLEP scores should contact Enrollment Services for specific details and equivalencies.

## 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 (2 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.

**DANTES and USAFI.** Guidelines for the acceptance of Defense Activity Non-Traditional Education Support

(DANTES), previously known as 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. Evaluation will be based upon the ACE's "The Guide to the Evaluation of Educational Experiences in the Armed Services."

Students wishing to apply for such credit should determine the parallel courses by comparing the Guide recommendations with course descriptions in the College catalog. Copies of the Guide are available in the Enrollment Services Office (Quad-Cities Campus) and LRC (East Campus). A copy of the recommendations from the Guide and proof of the appropriate military training program must be submitted to the Registrar before military training credit will be considered.

Students wishing to receive credit for military training experience should first contact the Enrollment Services Office.

## High School Articulation

The College has a number of articulation agreements with area high schools. These agreements enable students who have completed particular high school courses to receive credit for specified college courses. For information about these courses and requirements for articulated credit, contact the Enrollment Services office.

# Graduation Requirements

## Illinois Articulation Initiative Agreement (IAI)

### Purpose of General Education

### Graduation

### Associate in Arts/Associate in Science

### Associate in Arts Teaching – Early Childhood Education

### Associate in Arts Teaching – Secondary Mathematics

## Associate in Arts Teaching –

### Special Education

## Associate in Applied Science

### Associate in Liberal Studies

## Career Program Certificates

## 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.

The following codes identify qualifying general education courses: IAI C (Communication), IAI F (Fine Arts), IAI H (Humanities), 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. Read about the IAI on the World Wide Web (<http://www.itransfer.org/>).

Students will be able to realize the benefit of this statewide articulation agreement by completing the General Education Core Curriculum alone or by earning the Associate of Arts or Science degrees. 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 AA/AS credential to gain the additional benefits of compact and/or course equivalency agreements which have been negotiated with senior 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. 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.

## Purpose of General Education

General education is a part of every student's formal course of study regardless of his/her technical, vocational, or professional preparation. It is intended to provide lifelong learning, develop personal values, prepare

individuals to adapt to change in an interdependent world community, foster self-esteem and motivation, and attain skills in analysis, communication, quantification and synthesis. A Black Hawk College student completing the general education requirements will be able to think critically, communicate effectively, and demonstrate multicultural and aesthetic understanding.

## 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 the semester Class Schedules, the Enrollment Services office. Diplomas and certificates are mailed six to eight weeks after the end of the semester in which the students are approved to graduate.

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 Science

**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.

The Associate in Arts/Associate in Science degree programs are the first two years of study for those students who plan to pursue a baccalaureate degree. Students pursuing these degrees and planning to transfer to a senior institution should read page 44.

Students wishing to pursue the AA or 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 on online AA/AS degrees, available courses, support services, etc.,

consult the Online Learning Center Web site at <http://www.bhc.edu/onlinelearningcenter>. For information about all flexible learning options, see page 48.

Students seeking an Associate in Arts degree should follow one of the curricula in the catalog recommended for an Associate in Arts degree beginning on page 109. Students with a specific transfer institution in mind should contact that school for specific course recommendations.

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, Natural Sciences and Engineering, and Transfer.

Students seeking an Associate in Science degree should follow one of the curricula in the catalog recommended for an Associate in Science degree beginning on page 109. 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. In addition, a student may also earn an Associate in Arts in Teaching. 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.

Each student who is awarded an Associate in Arts or Associate in Science degree by the College shall have completed:

1. A total of sixty-four (64) credit hours with a "C" (2.0) grade point average or above for all work completed at Black Hawk College.
2. Forty (40) to forty-three (43) credit hours of general education:

**Communications:** 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	Composition I
ENG 102	Composition II
SPEC 101	Principles of Speech Communication

**Mathematics and Computer Science:** 2 courses (6 semester credits) with a minimum of one course (3 semester credits) in mathematics required.

#### Mathematics

ECON 228	Probability and Statistics for Business and Economics
MATH 108	Statistics for General Education
MATH 110	Mathematics for General Education

MATH 124	Calculus I with Analytic Geometry
MATH 131	Finite Mathematics
MATH 132	Calculus for Bus/Soc Sciences
MATH 161	Discrete Mathematics
MATH 225	Calculus II with Analytic Geometry
MATH 226	Calculus III with Analytic Geometry
MATH 228	Probability and Statistics

#### Math Education Majors Only:

MATH 200	Mathematics for Elem. Ed. Teachers II (verify courses with transfer institution)
----------	--

#### Computer Science

CS 100	Intro to Computers
CS 101	Intro to Structured Programming
CS 121	Intro to Computer Science

#### CS Education Majors Only:

CS 210	Intro to Educational Computing (verify courses with transfer institution)
--------	---

**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	Descriptive Astronomy
ASTR 102	Descriptive Astronomy
CHEM 101	General Chemistry I
CHEM 110	Introduction to Chemistry
CHEM 111	Principles of Organo-Biochemistry
GEOG 101	Physical Geography
GEOG 102	Physical Geography
GEOG 106	Introductory Meteorology (no lab)
GEOL 101	Physical Geology
GEOL 102	Historical Geology
PHYS 101	General Physics
PHYS 110	Introduction to Physics
PHYS 140	Practical Physics (no lab)
PHYS 201	General Physics
PS 101	Introduction to Physical Science
PS 205	Issues in Science, Technology, & Society

#### Life Sciences

BIOL 100	Introduction to Biology
BIOL 101	General Human Biology
BIOL 105	General Biology I
BIOL 108	Principles of Biology I
BIOL 135	Evolution of Microbes and Humans
BIOL 190	General Zoology
BIOL 200	Environmental Biology I (no lab)
BIOL 201	Environmental Biology II (no lab)
BIOL 211	General Botany
BIOL 250	Genetics (no lab)

#### Interdisciplinary: Physical/Life Sciences

*NSCI 101	Environmental Science I
*NSCI 102	Environmental Science II

**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
- ENG 206 Minority American Literature
- ENG 207 Introduction to Women Writers
- ENG 208 Introductory to Poetry
- ENG 210 Introduction to Fiction
- ENG 213 American Literature I
- ENG 214 American Literature II
- ENG 215 Western/World Literature Translated I
- ENG 216 Western/World Literature Translated II
- ENG 221 British Literature I
- ENG 222 British Literature II
- ENG 223 Introduction to Shakespeare
- FREN 202 Intermediate French II
- FREN 253 Advanced French I
- FREN 254 Advanced French II
- GERM 202 Intermediate German II
- GERM 253 Advanced German I
- GERM 254 Advanced German II
- HIST 125 Western Civilization I
- HIST 127 Western Civilization II
- HUM 101 Humanities I
- HUM 102 Humanities II
- PHIL 101 Introduction to Philosophy
- PHIL 103 Ethics
- PHIL 100 Logic
- PHIL 206 Philosophy of Religion
- SPAN 202 Intermediate Spanish II
- SPAN 253 Advanced Spanish I
- SPAN 254 Advanced Spanish II

Consult transfer institution to determine if foreign language is required.

**Fine Arts**

- ART 100 Art Appreciation
- ART 281 History of Art
- ART 282 History of Art
- MUSC 153 Music Appreciation
- MUSC 154 Music Appreciation
- MUSC 256 Introduction to American Music
- THEA 111 Introduction to Theatre Arts
- TV 212 History and Appreciation of the Motion Picture

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

- ANTH 101 Introduction to Physical Anthropology
- ARCH 203 Introduction to Archaeology
- ECON 221 Principles of Macro Economics
- ECON 222 Principles of Micro Economics
- HIST 105 History of the US to 1877
- HIST 106 History of the US since 1877
- POLS 191 Introduction to Political Science

- POLS 122 American National Government
- POLS 252 State and Local Government
- POLS 261 Introduction to Comparative Government: European
- PSYC 101 Introduction to Psychology
- PSYC 200 Human Growth and Development
- PSYC 230 Social Psychology
- PSYC 262 Child Psychology
- PSYC 264 Social Psychology of Aging
- SOC 101 Principles of Sociology
- SOC 102 Contemporary Social Problems
- SOC 250 Minority Relations
- SOC 251 Marriage and Family
- SOC 264 Social Psychology of Aging

3. 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.
4. All general education courses are assigned an Illinois Articulation Initiative number. No more than one course with the same IAI number can be selected to satisfy the minimum requirements in each general education category.
5. No more than two courses (6 credit hours) with a History prefix can be used to fulfill the IAI GECC Humanities and Fine Arts requirement.
6. Electives. Students should select only articulated transfer or career courses as electives to satisfy the 64 credit hour requirement. Articulated courses are defined as those which have been evaluated by at least three state universities in Illinois as accepted for transfer credit. Because requirements vary among institutions and from state to state, students should request assistance in determining course transferability from their academic advisor or in Advisement Services on the Quad-Cities campus and the Advising Center or Admissions Office on the East Campus.
7. Student must earn at least 24 credit hours, excluding Advanced Placement, CLEP, proficiency and military credit, at Black Hawk College.
8. **Other provisions:**
  - a. **Non-Western Studies:** 1 course (3 semester credits)
    - \*AG 288 Agriculture of Developing Countries
    - ANTH 102 Introduction to Cultural Anthropology
    - ART 285 Survey of Asian Art
    - ART 286 Survey of Non-Western Art
    - \*ECON 270 Intro to International Business
    - ENG 217 African & Caribbean Literature
    - ENG 218 Latin American Literature in Translation

ENG 219	Eastern Literatures in Translation
GEOG 105	Introductory Regional Geography
HIST 141	History of Asia I
HIST 142	History of Asia II
HIST 151	History of the Middle East since 1700
HIST 181	History of Latin American Civilization to 1825
HIST 182	History of Latin American Civilization since 1825
HIST 222	Comparative Religions
IS 220	Global Issues
MUSC 158	Introduction to Non-Western Music
POLS 262	Introduction to Comparative Government: Non-European
POLS 271	International Relations
*SPEC 175	Intercultural Communication

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.

- b. Credit earned through the College Level Examination (CLEP) may apply toward the AA/AS degree as stated on page 33.
- c. Up to four credits of physical education activity courses will count as electives toward graduation. The HPE Varsity Sports Courses (numbers 101-122) will be evaluated as activity courses for the purpose of graduation.
- d. Up to four credits of applied music lessons will count as electives toward graduation. Persons who plan to transfer as music majors may use 12 credits of applied music lessons as electives toward graduation.
- e. No courses numbered below 100 will apply towards satisfying any AA/AS degree requirements.
- f. 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, 219, 230; SOC 101, 222, 250, 251; SPEC 101.

\*Does not satisfy IAI General Education Core Curriculum.

## Associate in Arts Teaching – Early Childhood Education

*Associate in Arts Teaching Code 1102*

The Associate in Arts in Teaching – Early Childhood Education Degree provides the initial, lower-division preparation needed to transfer to an upper-division teacher education program in a college or university in Illinois. Students who complete the AAT Early Childhood Education Degree should be able to enter a teacher education program at the junior level, having equal status with students who began their studies at that university and having had the opportunity to take courses in their major, observe instruction in early childhood settings, and begin documentation of their competencies in an electronic portfolio system. This degree requires a total of 64 semester hours, including General Education courses, Professional Education courses, and courses in the Early Childhood Education major area. The degree also requires a minimum of 15 contact hours of early field experience incorporated into EDUC 101 (focused observations in Early Childhood Education, middle, and secondary school settings) and 64 contact hours in CD 202 (focused observations in Birth-Age 8 programs). Students must satisfactorily complete the entire core of early childhood competencies to qualify for the AAT-Early Childhood Education degree. Students must pass the Illinois Basic Skills test to earn the AAT degree in Early Childhood Education. Students will take the Basic Skills Test in their third semester of study or by the time they have completed 45 semester credit hours. Students enrolled in the AAT Early Childhood Education degree program are required to see an advisor for assistance in course selection and access to specific requirements of the colleges and universities to which they plan to transfer. Students must also demonstrate satisfactory professional dispositions, develop an electronic portfolio to demonstrate their achievement of specified Illinois teaching standards, and have an overall GPA of at least 2.5. Admission into baccalaureate degree programs is competitive and most senior institutions require a GPA of 2.5 or higher; completion of these courses alone does not guarantee admission. For certification, all AAT courses must have a "C" or higher.

1. A total of sixty-one (61) credit hours with a grade point average of 2.5 or higher for all work completed at Black Hawk College. Admission in baccalaureate degree programs is competitive and most senior institutions require a GPA of 2.5 or higher; completion of this degree alone does not guarantee admission.
2. Forty (40) credit hours of general education, see mandatory courses below.
3. Students must apply to be admitted into the Associate of Arts in Teaching, Early Childhood Education degree program. Applicants may be admitted when they are:
  - Qualified to enroll in or have completed a college level composition (ENG 101) course

- Qualified to enroll in or have completed an appropriate college level math course (Math 110, and 108 or 200)
  - Enrolled in or have completed EDUC 101 (fall only)
4. 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 to obtain transfer credit.
  5. All general education courses are assigned an Illinois Articulation Initiative number. No more than one course with the same IAI number can be selected to satisfy the minimum requirements in each general education category.
  6. Students must earn at least 24 credit hours, excluding Advanced Placement, CLEP, proficiency and military credit, at Black Hawk College.

Other Provisions

- a. Students must demonstrate satisfactory professional dispositions (for example, punctuality, appropriate dress, dependability, etc) in order to qualify for this degree.
- b. Students earning the AAT – Early Childhood Education degree are required to see an advisor each term prior to course registration for assistance in course selection and access to specific requirements for their respective transfer institution.
- c. Students will be required to prepare an electronic portfolio at Black Hawk College to demonstrate their achievement of specified Illinois teaching standards.
- d. Students must pass the Basic Skills Test in their third semester or by the time they have completed 45 semester credit hours. Students must send an official report of the Basic Skills Test scores to Enrollment Services at Black Hawk College.
- e. Information regarding registration, study guides and fees for the Basic Skills Test can be accessed at [www.icts.nesinc.com](http://www.icts.nesinc.com).
- f. Most baccalaureate institutions require a background check as a requirement for admission to their teacher certification programs.

	Credit Hours
<b>FIRST SEMESTER</b>	
①ENG 101 Composition I	3
②CD 100 Intro to Early Childhood	3
②CD 200 Growth & Development of Young Child	3
SPEC 101 Principles of Speech Communication	3
MATH 100 Math for Elementary Teachers I	3
EDUC 101 Introduction to Education	3
<b>SECOND SEMESTER</b>	
③CD 202 Observation & Guidance of Young Child	3
③CD 203 Curriculum for Early Childhood Programs	3
③CD 201 Health, Safety and Nutrition	3
③CD 222 Child, Family and Community	3
ENG 102 Composition II	3

THIRD SEMESTER

MATH 200 Math for Elementary Teachers II	3
Life Science elective	3 or 4
HIST 105 History of the United States to 1877 <b>OR</b>	3
HIST 106 History of the US since 1877	
HUM 101 Humanities I	3
IS 220 Global Issues	3

FOURTH SEMESTER

Physical Science Elective	3 or 4
ART 100 Art Appreciation	3
MUS 154 Music Appreciation	3
GEOG 105 Introductory Regional Geography <b>OR</b>	3
POLS 122 American National Government	
④CS 210 Introduction to Educational Computing	3

Total hours required for degree 64

① Students will take the COMPASS Test to determine eligibility for ENG 101

② Fall semester only.

③ Spring semester only.

④ CS 210 must be taken last semester.

NOTE: Students must pass Basic Skills Test by the time 45 credit hours are earned.

## Associate of Arts Teaching – Secondary Mathematics

### *Associate of Arts Teaching Code 1101*

The AAT–Secondary Mathematics degree provides the initial, lower-division preparation needed to transfer to an upper-division teacher education program in a college or university in Illinois. Students who complete the AAT–Secondary Mathematics degree should be able to enter a teacher education program at the junior level, having equal status with students who began their studies at that college or university. This degree requires a total of 62 semester hours, including General Education courses, Professional Education courses, and courses in the mathematics major area. The degree also requires a minimum of 15 contact hours of early field experience incorporated into EDUC 101, including focused observations in elementary, middle, and secondary school settings. Students must satisfactorily complete the entire core of mathematics courses–Calculus I, II, and III and Linear Algebra–to qualify for the AAT–Secondary Mathematics degree. In addition, before receiving the AAT Secondary Mathematics degree, students must pass the Illinois Basic Skills Test with a satisfactory score. Students will take the Basic Skills Test in their third semester or by the time they have completed 45 semester credit hours. Students will be required to prepare an electronic portfolio to demonstrate their achievement of specified Illinois teaching standards and earn an overall GPA of 2.5. Admission into the baccalaureate degree program is competitive and most senior institutions require a GPA of 2.5 or higher; completion of these courses alone does not guarantee admission. Illinois Teacher Certification requires a “C” or better in *all* courses leading to certification.

1. A total of sixty-two (62) credit hours with a grade point average of 2.5 or higher for all work completed at Black Hawk College. Admission in baccalaureate degree programs is competitive and most senior institutions require a GPA of 2.5 or higher; completion of this degree alone does not guarantee admission.
2. Forty four (44) credit hours of general education, see mandatory course below.
3. Students must apply to be admitted into the Associate of Arts in Teaching, Secondary Mathematics degree program. Applicants may be admitted when they are:
  - Qualified to enroll in or have completed a college level composition (ENG 101) course
  - Qualified to enroll in or have completed an appropriate college level math course (Math 112 or 116 or 118 or 124)
  - Enrolled in or have completed EDUC 101 (fall only)
4. 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 to obtain transfer credit.
5. Students must earn at least 24 credit hours, excluding Advanced Placement, CLEP, proficiency and military credit, at Black Hawk College. Credit earned through the College Level Examination (CLEP) may apply toward the AAT degree.

**Other Provisions**

- a. Students earning the AAT – Secondary Mathematics degree are required to see an advisor each term prior to course registration for assistance in course selection and access to specific requirements for their respective transfer institution.
- b. Students will be required to prepare an electronic portfolio at Black Hawk College to demonstrate their achievement of specified Illinois teaching standards.
- c. Students must pass the Basic Skills Test in their third semester or by the time they have completed 45 semester credit hours. Students must send an official report of the Basic Skills Test scores to Enrollment Services at Black Hawk College.
- d. Information regarding registration, study guides and fees for the Basic Skills Test can be accessed at [www.icts.nesinc.com](http://www.icts.nesinc.com)
- e. Most baccalaureate institutions require a background check as a requirement for admission to their teacher certification programs.

	Credit Hours
<b>FIRST SEMESTER</b>	
ENG 101 Composition I	3
EDUC 101 Introduction to Education	3
PSYC 101 Introduction to Psychology	3
MATH 124 Calculus I with Analytic Geometry	4
② Humanities Elective	3

<b>SECOND SEMESTER</b>	
ENG 102 Composition II	3
MATH 225 Calculus II with Analytic Geometry	4
Fine Arts Elective	3
① Physical Science Elective	3-4
② Social Science Elective	3

<b>THIRD SEMESTER</b>	
CS 210 Introduction to Educational Computing	3
SPEC 101 Principles of Speech Communication	3
MATH 226 Calculus III with Analytic Geometry	5
① Life Science Elective	3-4

<b>FOURTH SEMESTER</b>	
③ PSYC 290 Educational Psychology	3
MATH 230 Linear Algebra	3
② Social Science Elective	3
② Humanities/Fine Arts Electives	3
Non-Western Elective	3

Total hours required for degree 62

- ① One must be a lab.
- ② No more than two courses (6 credit hours) with a History prefix can be applied toward the minimum requirements in the Humanities/Fine Arts and Social/Behavioral Sciences categories combined (18 credit hours). History courses found in Non Western Studies are excluded.
- ③ PSYC 290 must be taken last semester.
- ④ All general education courses are assigned an Illinois Articulation Initiative number. No more than one course with the same IAI number can be selected to satisfy the minimum requirements in each general education category.

Life Science recommendations: BIOL 101 or BIOL 200  
 Physical Science recommendations: CHEM 101 or PHYS 140  
 Humanities/Fine Arts recommendations: HUM 101, ENG 190 or MUSC 154  
 Non-Western recommendation: ANTH 102  
 Social Science recommendation: HIST 105 or 252, SOC 101

**Associate in Arts Teaching – Special Education**

*Associate in Arts Teaching Code 1103*

The Associate of Arts in Teaching – Special Education Degree provides the initial, lower-division preparation needed to transfer seamlessly to an upper-division teacher education program in a college or university in Illinois. Students who complete the AAT Special Education Degree will be able to enter a teacher education program at the junior level, having equal status with students who began their studies at that university and having had the opportunity to take courses in their major, observe instruction in special education settings, and begin

documentation of their competencies in an electronic portfolio system. This degree requires a total of 61/62 semester hours, including General Education courses and Professional Education courses. The degree also requires a minimum of 15 contact hours of early field experience incorporated into EDUC 101 (focused observations in special education, early, middle, and secondary school settings). Students must satisfactorily complete the entire core of professional education competencies to qualify for the AAT Special Education degree. In addition, before receiving this degree, students must pass the Illinois Basic Skills Test with a satisfactory score. Students will take the Basic Skills Test in their third semester or by the time they have completed 45 semester credit hours. Students enrolled in the AAT Special Education degree program are required to see an advisor for assistance in course selection and access to specific requirements of the colleges and universities to which they plan to transfer. Students must also demonstrate satisfactory professional dispositions, develop an electronic portfolio to demonstrate their achievement of specified Illinois teaching standards, and have an overall GPA of at least 2.5. Illinois Teacher Certification requires a “C” or better in *all* courses leading to certification. Admission into baccalaureate degree programs is competitive and most senior institutions require a GPA of 2.5 or higher; completion of these courses alone does not guarantee admission.

1. A total of sixty-one (61) credit hours with a grade point average of 2.5 or higher for all work completed at Black Hawk College. Admission in baccalaureate degree programs is competitive and most senior institutions require a GPA of 2.5 or higher; completion of this degree alone does not guarantee admission.
2. Forty (40) credit hours of general education, see mandatory courses below.
3. Students must apply to be admitted into the Associate of Arts in Teaching, Special Education degree program. Applicants may be admitted when they are:
  - Qualified to enroll in or have completed a college level composition (ENG 101) course
  - Qualified to enroll in or have completed an appropriate college level math course (Math 110, and 108 or 200)
  - Enrolled in or have completed EDUC 101 (fall only)
4. 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 to obtain transfer credit.
5. All general education courses are assigned an Illinois Articulation Initiative number. No more than one course with the same IAI number can be selected to satisfy the minimum requirements in each general education category.
6. No more than two courses (6 credit hours) with a history prefix can be used to fulfill the IAI GECC Humanities and Fine Arts requirement. One of the 3

courses required for the Humanities and Fine Arts category has to be selected from the following courses:

- ART 285 Survey of Asian Art
- ENG 217 African and Caribbean Literature
- ENG 218 Latin American Literatures
- ENG 219 Eastern Literatures
- HIST 222 Comparative Religions
- MUSC 158 Introduction to Non-Western Music

7. Students must earn at least 24 credit hours, excluding Advanced Placement, CLEP, proficiency and military credit, at Black Hawk College.

Other Provisions

- a. Students must demonstrate satisfactory professional dispositions (for example, punctuality, appropriate dress, dependability, etc) in order to qualify for this degree.
- b. Students earning the AAT – Special Education degree are required to see an advisor each term prior to course registration for assistance in course selection and access to specific requirements for their respective transfer institution.
- c. Students will be required to prepare an electronic portfolio at Black Hawk College to demonstrate their achievement of specified Illinois teaching standards.
- d. Students must pass the Basic Skills Test in their third semester or by the time they have completed 45 semester credit hours. Students must send an official report of the Basic Skills Test scores to Enrollment Services at Black Hawk College.
- e. Information regarding registration, study guides and fees for the Basic Skills Test can be accessed at [www.icts.nesinc.com](http://www.icts.nesinc.com).
- f. Most baccalaureate institutions require a background check as a requirement for admission to their teacher certification programs.

	Credit Hours
<b>FIRST SEMESTER</b>	
ENG 101 Composition I	3
①PSYC 101 Introduction to Psychology	3
EDUC 101 Introduction to Education	3
MATH 110 Math for General Education <b>OR</b>	3
MATH 108 Statistics for General Education	
CD 200 Growth & Development of Young Child	3
<b>SECOND SEMESTER</b>	
ENG 102 Composition II	3
①HIST 105 History of the United States to 1877 <b>OR</b>	3
HIST 106 History of the US since 1877	
②Fine Arts	3
CD 212 Survey of Children with Special Needs	3
Physical Science Elective	3 or 4
<b>THIRD SEMESTER</b>	
① POLS 122 American National Government	
② Humanities	3
MATH 100 Math for Elementary Teachers I	3
CS 210 Introduction to Educational Computing	3
Life Science Elective	3 or 4

**FOURTH SEMESTER**

PSYC 290 ④ Educational Psychology	3
MATH 200 Math for Elementary Teachers II	3
② Humanities/Fine Arts	3
SPEC 101 Principles of Speech Communication	3
EDUC 102 Diversity of School and Society	3
Total hours required for degree	61

① Required Social Science courses

② Black Hawk College requires 9 credit hours in Humanities/Fine Arts for this degree; at least one course must have a Humanities Non-Western designation.

③ Black Hawk College requires two courses in science to graduate, including one physical science and one life science course. One science course **must** be a laboratory course.

④ PSYC 290 to be taken during last semester

**Associate in Applied Science**

**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.

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 are met.

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 beginning on page 51.
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.

**Communications (3 credit hours minimum)**

BE 180  
COMM 100, 105  
ENG 101, 102, 103, 132  
SPEC 101, 111, 114, 120

**Humanities**

ART 100, 101, 281, 282  
\*ENG 190, 206, 207, 223, 210, 213, 214, 215, 216, 221, 222  
FREN 101, 102, 201, 202  
GERM 101, 102, 201, 202  
HIST 125, 102  
HUM 101, 102  
ITAL 101, 102  
MUSC 153, 154, 256  
PHIL 101, 103, 206  
SPAN 101, 102, 201, 202  
SPEC 114  
THEA 111  
TV 212

**Social Sciences**

ACCT 101, 102  
AG 121, 281  
ANTH 101, 102  
MECH 213  
BA 110, 170\*, 180\*  
ECON 150\*, 221, 222  
GEOG 105  
HIST 105, 106  
POLS 191, 251, 252  
PSYC 101, 230  
SOC 101, 102

\*Courses that may not be transferable; students planning to transfer should take ACCT 101, 102, or another Economics course.

**Mathematics and Computer Science**

AG 123, 225  
BA 160\*  
CIP 101\*  
CS 100\*  
ECON 228  
ENGT 105  
MATH 103, 108, 110, 112, 113, 116, 118, 123, 124, 131, 223, 228  
PHIL 100\*  
TMAT 101

\*Courses that may not meet mathematics requirements at certain colleges and universities.

**Science**

AG 135, 136, 137, 142  
ASTR 101, 102  
BIOL 100, 101, 105, 106, 108, 109, 120, 145, 146, 150, 190, 200, 201, 211, 261  
CHEM 101, 102, 110, 111  
GEOG 101, 102, 106, 107  
GEOL 101, 102  
PHYS 101, 102, 110, 140, 200, 201, 202  
PN 110

**Non-Western (International Studies)**

AG 288  
 ARCH 203  
 ART 285  
 BA 270\*  
 ECON 270  
 ENG 217, 218, 219  
 HIST 141, 142, 151, 181, 182, 222  
 MUSC 158  
 POLS 262  
 POLS 271  
 SPEC 175

\*Course that may not be transferable; students planning to transfer this course should take ECON 270.

3. The student shall have an overall grade average of “C” (2.0) or above for all work completed at Black Hawk College.
4. The student shall have completed twenty percent of the credit hours at Black Hawk College.
5. The student may earn no more than fifty percent of proficiency course credit in the curriculum leading to a degree.
6. The student may earn a maximum of thirty credit hours of credit through the College Level Examination Program (CLEP) which may apply towards the AAS degree as stated on page 33.

**Associate in Liberal Studies**

**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 course work 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 64 credit hours of credit 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, IND 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, 231, 232  
 JOUR 222

**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, 102  
 MUSC 153, 154, 256  
 Any philosophy course  
 THEA 111  
 TV 212  
 Any foreign language course.

**Social Sciences**

ANTH 101  
 ARCH 203, 204  
 ECON 150, 221, 222  
 Any history course except HIST 125, 102 and  
 those listed in non-western studies  
 Any psychology course except PSYC 105  
 Any political science course except POLS 262,  
 and 271  
 Any sociology course  
 CD 200  
 CRJU 200

**Science**

ASTR 101, 102  
 Any biology course except BIOL 150  
 Any chemistry course  
 HPE 220 or 221  
 Any geography course except GEOG 105  
 Any physics course  
 PN 110

**Mathematics**

Any mathematics course numbered 100 or above  
 Any computer science course (CS Prefix)  
 BA 160 or BA 220

**Non-Western Studies**

AG 288  
 ANTH 102  
 ART 285  
 ECON 270  
 ENG 217, 218, 219  
 GEOG 105  
 HIST 141, 142, 151, 181, 182, 222  
 IS 220  
 MUSC 158  
 POLS 262  
 SPEC 175

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 wishing 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 as stated on page 33.
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 Career Programs

The choice of a transfer school is not a simple matter. In Illinois alone, there are twelve public and over ninety private colleges and universities. The selection of a baccalaureate institution should be an individual decision based upon the compatibility of the student with the academic programs, facilities, student body size, location, philosophy, and cost of attending the transfer school. Above all else, the decision should be one which is based upon as much accurate information as the student can possibly accumulate.

## Transfer Programs

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 (<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.

Black Hawk College maintains an articulation directory accessible through the College's Web page at [www.bhc.edu/index.aspx?NID=405](http://www.bhc.edu/index.aspx?NID=405). It is helpful in identifying course transferability between Black Hawk and other colleges and universities. In addition, agreements exist with other private and public institutions that are not participants in the Illinois Articulation Initiative mentioned above. Students should check with Advisement Services on the Quad-Cities Campus and the Advising Center or the Admissions Office on the East Campus for full details. It is the responsibility of the student to check with the transfer school so they are aware of the degree requirements.

## u.select, Illinois Transfer of Courses

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 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.

## Career Programs

Courses and curricula in the Career Programs at Black Hawk College provide employment skills in a wide variety of areas and are not primarily intended for transfer. However, in some cases, completed Associate in Applied Science degrees maybe transferred to certain special programs at selected institutions. The "Capstone" Program at Southern Illinois University (Carbondale) is one such program. In addition, courses within career curricula may transfer to certain baccalaureate institutions. In all cases, students should check with their academic advisor, Advisement Services on the Quad-Cities Campus, or the Advising Center on the East Campus to determine the transfer status of their particular course or program. Specific questions regarding requirements for admission to a particular field of study or to a particular institution may be directed to that institution.

## u.select, Illinois

Black Hawk College is a participant in u.select, Illinois, 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. u.select can tell students if credits will transfer and how credits will apply toward a degree at another college or university. u.select is accessible at <https://www.transfer.org/uselect/>.

## Transfer of Courses

Students may determine how career program and transfer program courses offered by Black Hawk are accepted by a variety of state universities and private institutions by referring to the Course Equivalency tables which can be accessed from the Black Hawk College Web page (Transfer Advisement) at [www.bhc.edu](http://www.bhc.edu).

## Services to Students

**Advisement Services**  
**Career Services**  
**Counseling**  
**Disability Accommodations**  
**Enrollment Services**  
**Financial Aid**

**Housing**  
**Independent Learning Center (ILC)**  
**Intercollegiate Athletics**  
**Libraries**  
**Student Activities**  
**Student Success Center**

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

College programs require students to meet with a faculty advisor prior to registration.

### Advisement Services

Advisors aid students in developing an educational program which is both enriching and purposeful. The advisor is concerned with the student's academic progress, career and professional aspirations, development of an academic program, and revision of the academic program, when necessary. Faculty, counselors and educational advisors all serve as academic advisors to students.

### Career Services

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

Students are strongly encouraged to meet with their advisor each semester. Frequent advisor contact will help ensure that students have current academic information and are making adequate progress toward educational goals. Faculty, professional advisors, and the student generally share responsibility for academic advising.

Career development (self assessment, interest testing, career exploration and job search) services 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 unless they receive 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.

**Advising Center.** Educational advisors offer assistance to both currently enrolled and prospective students.

**Career Centers.** The Career Services Center on the Quad-Cities Campus, the Education to Career Center at East 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 research. Research materials include occupational and career development books, Internet sites, labor market trends, current job listings, and job search materials (resumes, cover letters, interviewing skills).

#### Services include:

- General admission regulations and program specific admission requirements.
- Explanation of all registration processes.
- Assistance with selecting classes, drop options, and schedule changes.
- Prerequisite explanations and course descriptions.
- Transfer planning for those students considering transfer to or from a university or college.
- Referral to other college services that assist students in achieving educational goals.
- Progress toward graduation.
- Change of major.

**Career Counseling.** 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.

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

The DISCOVER program is a user-friendly computer interactive career guidance and research system. DISCOVER is available at the Quad-Cities and East Campus sites. It includes extensive occupational information on over 500 careers, 6,500 educational and training institutions, college and financial aid sources, and more. This program is useful in career planning when a person is unclear about their interests, values and abilities and wishes to expand knowledge of themselves and careers or someone wishing to confirm what they believe will be their career choice. DISCOVER is free but appointments are required. Other tests include the Self

**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

Directed Search, CAPS/COPS/COPES, Strong Interest Inventory, and many others.

**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, resume and cover letter writing, job applications and skills identification. Internships and job shadowing experiences are offered to students. An online Employment Services System/Career Management System at [www.collegecentral.com/bhc](http://www.collegecentral.com/bhc), local job books, Internet job search sites, and an annual Job Fair are also offered to students, alumni and the community.

**Career Assistants** Career Assistants are Black Hawk College students who are trained to assist other students in a variety of career development areas, including: resume writing, cover letters, job search skills, interviewing skills, interest testing and self assessment. Career Assistants are selected yearly by a committee of students and Career Services Center staff.

## Counseling

The Black Hawk College counselors assist 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 and speech 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.

## 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 impairments, visual impairments, mobility impairments, learning disabilities, Attention Deficit Disorder, and others. Examples of services to students include note-taking assistance, readers, test accommodations, computer-assistive technology, text taping resources, 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.

## Enrollment Services

The Enrollment Services Office (Admissions Office at East Campus) 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.

## Housing

Black Hawk College does not have dormitories or other housing available on campus. While the College is informed of available housing in the area, it does not have a policy of approving such housing for its students. Students interested in lists of housing at the East Campus should contact the Admissions Office. This is an availability list, not an authorized list attesting to the quality of housing provided. Students at the Quad-Cities Campus are advised to check the local newspapers.

The State of Illinois prevents community colleges from building dormitories. The College has no jurisdiction to establish, supervise, or in any way restrict the housing choices made by students. The College has no authority to negotiate with renters for students, to supervise rental agreements, or to inspect housing.

The Black Hawk East College Foundation has student apartments available adjacent to the East Campus.

## Independent Learning Center (ILC)

**Quad-Cities Campus.** The Independent Learning Center (ILC) is located in the lower level of Building #1 and is an area in which students are provided academic support services for instructional programs. Computerized instructional materials, handouts, cassette tapes, and videotapes are among the types of materials available. The

ILC also houses microcomputer labs, a computerized testing center, and a testing room.

**East Campus.** The East Campus Independent Learning Center provides test proctoring services for Study Unlimited and Going the Distance courses, make-up tests for instructors, online testing, arranged testing for other educational institutions, and GED testing at specific posted hours during the fall, spring and summer sessions.

## Intercollegiate Athletics

The intercollegiate athletic program at Black Hawk 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

**Quad-Cities Campus.** The Quad-Cities Campus library provides access to print and electronic resources for students, faculty and staff, and community residents. It is a member of the Prairie Area Library System. The Library Web site at [www.bhc.edu/qclibrary](http://www.bhc.edu/qclibrary) provides access to the Library's catalog as well as detailed information about library services and links to resources for research.

**East Campus.** The East Campus Learning Resources Center has a strong and varied collection of print and online resources for students, faculty, and staff. It is a member of the Alliance Library System, a partnership of

nearly 300 academic, public school, and special libraries in the region. Reference services, library instruction, circulation services, reserves, and interlibrary loans are provided. The East Campus Learning Resources Center supports the Independent Learning Center (ILC), Media Services, and videoconferencing. The East Campus Learning Resources Center Web site can be accessed at [www.bhc.edu](http://www.bhc.edu).

## Student Activities

Student participation in a program of policy governance, social, cultural, multicultural physical, educational, and recreational activities which augments classroom instruction is strongly encouraged by the College. Independent and creative thinking are fostered by these engagement activities, and participation helps to develop initiative, responsibility, leadership, poise, and loyalty to the College. Student engagement activities at the College cover a wide range of areas including student government, clubs and organizations, publications, social functions, entertainment, and recreational activities. These engagement initiatives help to create an inclusive and welcoming community for learning.

## Student Success Center

The Student Success Center is located below the Library in Building #1 on the Quad-Cities Campus. Services provided to students include one-on-one tutoring, tutoring labs in many subject areas, study groups, learning styles instruction and coaching, and assistance with successful learning practices such as study skills, time management, note taking and test taking. The Center works with students to identify problem areas and obstacles to success in college. The Student Support Services TRIO grant is also housed in the Center. TRIO is a federally-funded program that assists eligible students with the goals of graduation and transfer to a four-year school. The East Campus Student Success Center is a part of the Education to Careers Center on the second floor of Building A.

# Flexible Learning Options

**Evening College**  
**Weekend College**  
**Telecourses**  
**Online Learning**

**Online Degree**  
**Study Unlimited**  
**Interactive Television**  
**Minimester**

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 Evening College, Weekend College, Online Learning or Study Unlimited in order to accelerate their degree completion plans.

## Evening College

Students can complete eighteen (18) certificates or degrees during Evening College. Course and program offerings will be continuously improved and expanded to better meet the needs of busy adults.

## Weekend College

Students can complete a certificate, degree or upgrade their skills by attending Weekend College in combination with a variety of other flexible learning options. The program is designed primarily for working adults whose work schedules, family responsibilities or other commitments make attending weekday or evening classes inconvenient or difficult. Courses are offered at the Quad-Cities Campus during a 13-week session in the fall and spring semesters.

## Telecourses

The College offers a limited number of courses through the telecourse delivery approach. (Going the Distance)

## Online Learning

Online courses enable students to customize their learning to their time and their place since the courses are taught primarily via the Internet rather than in the classroom. Online courses are NOT independent study courses. These courses are highly structured and involve frequent interactions with the instructor and with other students enrolled in the courses. Students use the Internet for communicating with the instructor and other students, accessing course materials, conducting research, and submitting assignments.

For some courses, a minimal number of on-campus visits may be required. Textbooks and course packs required for some courses can be ordered from the campus bookstore.

It is NOT necessary to have a high level of computer proficiency, but students should have some computer experience navigating the Internet and using e-mail. The

ability to use a word processing program is very important in an online course.

## Online Degree

Students may mix individual online courses with other flexible learning options or pursue an Associates of Arts or Associate of Science degree entirely online. For up-to-date information on online AA/AS degrees, available courses, support services, etc., consult the Online Learning Center at <http://www.bhc.edu/onlinelearningcenter>.

To learn more about online courses, evaluate whether online learning is right for you, and learn how to register, visit the College's Web site at [www.bhc.edu/onlinelearningcenter](http://www.bhc.edu/onlinelearningcenter).

## Illinois Community Colleges Online (ILCCO)

Colleges belonging to the ILCCO consortium, including Black Hawk College, also share online courses between them. See an advisor for more information about taking an online class not offered by Black Hawk College but available from one of the ILCCO partners.

## Illinois Virtual Campus

Black Hawk College is a partner of the Illinois Virtual Campus (IVC), which provides an online searchable directory of distance education courses and degree programs offered by over 73 colleges and universities. 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 online or Distance Learning courses. Visit the IVC catalog at its Web site at [www.ivc.illinois.edu](http://www.ivc.illinois.edu).

## Study Unlimited

Study Unlimited (SU) provides a student with an alternative to the traditional classroom by offering selected college credit courses. Study Unlimited is of special service to students who are busy adults, have a family, have a changing work schedule, are without regular transportation to the college campus, or have a disability. Study Unlimited courses are not correspondence courses.

Courses taken via Study Unlimited place a great deal of responsibility on the students. Although the course instructor will impose certain time and progress requirements, students work at their own pace and at their own times within these guidelines. Thus, students must be

self-disciplined and self-motivated to do well. Students who need the structure of the regular classroom, such as a regular time and place to meet, contact with an instructor and peer group, and continual personal guidance regarding when and how to do coursework, are not candidates for Study Unlimited.

Study Unlimited course formats include instruction by means of videocassettes, audiocassettes, multimedia, and/or printed materials. The College faculty who teach these courses, correct and evaluate all student work, are available for questions and extra help in person, on campus, or by phone. Course sections offered through Study Unlimited require the same prerequisites as traditional sections, are offered for the same number of credit hours, and are completely equivalent to sections which are taught in the classroom.

All course work may be done on campus or, if materials are available, work for some courses may be completed at home. For example, 1/2" VHS videocassettes for selected video courses and most audio courses can be rented for a user's fee and a return-deposit. However, materials are limited and are available on a first come, first serve basis beginning the Monday before classes begin.

College credit courses generally available are listed below:

ART 100  
 ASTR 101  
 BA 160  
 BA 220  
 BA 230  
 BE 106  
 BL 201  
 BL 202  
 BIOL 150  
 BIOL 200  
 CS 100  
 ENG 101  
 ENG 102  
 ENG 132  
 ENG 210  
 HEAL 102  
 HIST 222  
 MUSC 154  
 PHIL 103  
 PSYC 101  
 SOC 101  
 TV 212

**Registration.** Students register for courses in Study Unlimited through regular procedures. SU classes start at the beginning of each semester. Students may enroll in SU classes through the first week of the fall and spring semesters (fifth day of summer session). SU coursework is to be completed and final examination taken by the end of the semester.

To enroll in courses in Study Unlimited, new students must have the appropriate COMPASS score or permission from the course instructor. Returning students should see their advisor to evaluate academic progress prior to taking Study Unlimited courses.

## Interactive Television

At both the Quad-Cities and East campuses, students can take a number of courses by means of the Interactive Television (DL) system. These courses may originate from either campus or from other sites. Local participating high schools may also receive Interactive Television courses, including Cambridge, Geneseo and Aledo High Schools.

The major benefit to students of Interactive Television is access to an expanded range of courses at convenient locations. Students may take either undergraduate or graduate courses through this system.

Black Hawk College's interactive videoconferencing rooms are equipped to provide live, real-time distance education and/or business and community videoconferencing at its Quad-Cities, Kewanee, and other regional locations. This interactive video system connects with surrounding regional, state, national, and international locations.

## Minimester

Minimester allows students to use the holiday vacation or time between 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 enjoy the same cost structure, financial aid eligibility and transfer equivalency as courses offered in the traditional semester length format.

## International Study Programs

### Study Abroad Opportunities International Field Study Program

#### Study Abroad Opportunities

Black Hawk College students majoring in business and liberal arts areas may study abroad in a variety of sites. Liberal arts students may study in Austria, Costa Rica, Denmark, France, Germany, Japan, Mexico, Netherlands, Portugal, Russia, Sweden, and Zimbabwe. Business students may study in Australia, Canada, Denmark, Germany, Netherlands, and Sweden. Students may also work abroad for a semester or complete a semester combining both study and work in these countries.

To qualify for study and work abroad opportunities, students need to have completed 30 semester hours with an overall grade point average of 2.75. Each participant needs the recommendation of two Black Hawk College faculty. All BHC policies for students completing coursework provided on-campus also apply to students participating in study abroad programs. Students need to prove health insurance coverage or purchase it prior to departure.

Students reside with host families, where they are have morning and evening meals. All accommodations are approved by the international college or university.

Study abroad programs are available each semester, including summers. The deadline for fall semester study abroad programs is April 15; for summer study abroad programs the deadline is March 15; and the deadline for spring semester study abroad programs is November 1.

In addition to completing a full schedule of classes, study abroad students may participate in field trips to historic sites and places of traditional tourist interest.

A study abroad fee is paid for participating in most study abroad programs. Students receiving financial assistance normally may continue that coverage while participating in study abroad programs.

For details concerning study abroad opportunities, please contact the Study Abroad Coordinator, Dr. Traci Davis (309-796-5408).

#### International Field Study Programs

Each year, Black Hawk College offers International Field Study Programs. Details for current programs are available in the Study Abroad Office or on the College's homepage.

### International Studies Certificate International Business Programs

Students participating in a International Field Study Program complete academic work prior to departure and upon return from the international site. The programs usually last 7-8 days. College faculty and coordinators accompany the students.

Black Hawk College students have participated in international field study programs in Sweden, Venezuela, Israel, France, Mexico, and Costa Rica.

#### International Studies Certificate

The International Studies Certificate provides an opportunity for increased global awareness and the proficient development of a foreign language of choice. To further develop expertise about cultures and languages of other nations, the student completing the international studies certificate is especially encouraged to study abroad.

The certificate requires the successful completion of 20 credit hours from the following courses. The student must successfully complete at least one year of foreign language. The credit hours earned for each course is indicated in parenthesis.

- ART 285 Study of Asian Art (3)
  - ARCH 203 Intro to Archaeology (3)
  - ECON 270 International Business
  - ENG 217 Black Literature (3)
  - ENG 218 Latin American Literature (3)
  - ENG 219 Eastern Literatures (3)
  - FREN 101 Elementary French I (4)
  - FREN 102 Elementary French II (4)
  - GERM 101 Elementary German I (4)
  - GERM 102 Elementary German II (4)
  - HIST 151 History of Middle East since 1700 (3)
  - HIST 222 Comparative Religions (3)
  - HIST 261 History of Europe to 1815 (3)
  - HIST 262 History of Europe Since 1815 (3)
  - MUSC 148 Intro to Nonwestern Music
  - POLS 258 Selected Studies in Political Science (1-3)
  - POLS 262 Intro to Non-European Comparative Government (3)
  - SPAN 101 Elementary Spanish I (4)
  - SPAN 102 Elementary Spanish II (4)
  - SPEC 175 Intercultural Communication (3)
- and courses available through Study Abroad Programs

#### International Business Programs

International Business Programs are detailed on pages 66 and 114.

## **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 the graduation requirements identified on page 34. These requirements must be met and take precedence over suggested programs of study if there is a conflict.

## 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 (see page 93), Agriculture Production Technology, Agriculture Transfer (see page 111), Horse Science Technology, Equestrian Science, Horticulture Science, Horticulture Transfer (see page 126), and Pre-Veterinary Medicine (see page 133).

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 page 17). 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.

For more information about the Agriculture Program or any of its courses, contact the department chair of Applied Science.

### Agribusiness Management

*Associate in Applied Science Code 9142*

*Contact Person: East Campus, Bill Good, Ext. 1831, Rm. A-226, or Angela Heckman, Ext. 1724, Rm. A-202B*

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.

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
AG 101 Introductory Ag Seminar	1
AG 121 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
<b>SECOND SEMESTER SUGGESTED COURSES</b>	
AG 102 Ag Work Experience Seminar	1
AG 107 Agribusiness Work Experience	7
AG 122 Farm Management	4
AG 132 Field Crop Science	1.5

AG 135	Ag Chemicals 1	1.5
AG 171	Ag Materials Handling Equipment	2
* AG Electives		1
Mathematics Elective		3

**SUMMER SEMESTER SUGGESTED COURSES**

AG 133	Field Crop Science 2	2
AG 136	Ag Chemicals 2	1

**THIRD SEMESTER SUGGESTED COURSES**

AG 134	Field Crop Science 3	0.5
AG 137	Ag Chemicals 3	0.5
AG 201	Advanced Ag Work Exp. Seminar	1
AG 207	Adv. Agribusiness Work Exp.	5
AG 211	Ag Salesmanship	3
AG 225	Computer App. in Ag	3
* AG Electives		2

**FOURTH SEMESTER SUGGESTED COURSES**

AG 202	Advanced Ag Seminar	1
AG 222	Agricultural Marketing	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 Person: East Campus, Bill Good, Ext. 1831, Rm. A-226, or Angela Heckman, Ext. 1724, Rm. A-202B*

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****FALL SEMESTER**

AG 101	Introductory Ag Seminar	1
AG 121	Ag Economics	3
AG 125	Computers in Agriculture	1
AG 131	Soils and Soil Fertility	4
AG 138	Crop and Soil Management	3
AG 172	CDL Training	2
AG 173	Ag Chemical Equipment Tech I	1
HPE 200	First Aid	1
Communications Elective		3

**SPRING SEMESTER**

AG 102	Ag Work Experience Seminar	1
AG 107	Agribusiness Work Experience	7
AG 122	Farm Management	4
AG 132	Field Crop Science	1.5
AG 135	Ag Chemicals 1	1.5
AG 171	Ag Materials Handling Equipment	2
AG 174	Ag Chemical Equipment Tech II	1
AG Elective		1
Mathematics Elective		3

**SUMMER SEMESTER**

AG 133	Field Crop Science 2	2
AG 136	Ag Chemicals 2	1

**Second Year****FALL SEMESTER**

AG 134	Field Crop Science 3	0.5
AG 137	Ag Chemicals 3	0.5
AG 173	Ag Chemical Equipment Tech I	1
AG 201	Advanced Ag Work Exp. Seminar	1
AG 207	Adv. Agribusiness Work Exp.	5
AG 211	Ag Salesmanship	3
AG 225	Computer App. in Ag	3
AG Elective		1

**SPRING SEMESTER**

AG 174	Ag Chemical Equipment Tech II	1
AG 202	Advanced Ag Seminar	1
AG 214	Agriculture Tech & Info Mgmt	3
AG 222	Agricultural Marketing	4
AG 223	Ag 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 Sem.) AG 138 Crop & Soil Management, AG 238 Crop and Soil Evaluation II, AG 272 Grain Drying and Handling, AG 275 Field Machinery Operation I; (Spring Sem.) AG 232 Forage Crops, AG 276 Field Machinery Operations II.

## Agriculture Production Technology

*Associate in Applied Science Code 9141*

*Contact Person: East Campus, Andrew Larson, Ext. 1830, Rm. B-213; or Angela Heckman, Ext. 1724, Rm. A-202B*

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.

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
AG 101 Introductory Ag Seminar	1
AG 121 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

<b>SECOND SEMESTER SUGGESTED COURSES</b>	
AG 102 Ag Work Exp. Seminar	1
AG 108 Ag Production Work Exp.	7
AG 122 Farm Management	4
AG 132 Field Crop Science	1.5
AG 135 Ag Chemicals 1	1.5
AG 171 Materials Handling Equipment	2
* AG Electives	1
Mathematics Elective	3

<b>SUMMER SEMESTER SUGGESTED COURSES</b>	
AG 133 Field Crop Science 2	2
AG 136 Ag Chemicals 2	1

<b>THIRD SEMESTER SUGGESTED COURSES</b>	
AG 201 Advanced. Agricultural Work Experience Seminar	1
AG 208 Advanced Agricultural Production Work Experience	5
AG 275 Field Machinery Operations I	3
AG 134 Field Crop Science 3	0.5
AG 137 Ag Chemicals 3	0.5
AG 225 Computer Applications in Ag	3
* AG Electives	2

### FOURTH SEMESTER SUGGESTED COURSES

AG 202 Advanced Ag Seminar	1
AG 222 Agricultural Marketing	4
AG 223 Ag 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 offered during the Fall semester include: AG 138, 142, 148, 238, 244, 248, and 272. Electives offered during the Spring semester include: AG 147, 149, 214, 232, 241, 242, 245, 246, 247, 249 and 276.

## Agriculture Production

*Certificate Codes 9541, 9543, 9544*

*Contact Person: East Campus, Andrew Larson, Ext. 1830, Rm. B-213; or Angela Heckman, Ext. 1724, Rm. A-202B*

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

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
AG 141 Animal Science	4
AG 244 Swine Science	3

<b>SECOND SEMESTER SUGGESTED COURSES</b>	
AG 245 Beef Science	3
AG 247 Animal Health	2

Minimum total hours required for certificate 12

### Beef Production Certificate Code 9543

<b>FIRST SEMESTER SUGGESTED COURSES</b>	
AG 141 Animal Science	4

<b>SECOND SEMESTER SUGGESTED COURSES</b>	
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

**FIRST SEMESTER SUGGESTED COURSES**

AG 141	Animal Science	4
AG 244	Swine Science	3

**SECOND SEMESTER SUGGESTED COURSES**

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 Person: East Campus, Donna Irvin, Ext. 1840,  
 Rm. A-215, or Angela Heckman, Ext. 1724, Rm. A-202B

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.

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
AG 125	1
AG 285	4
AG 141	4
EQ 101	1
EQ 151	4
EQ 158	1
EQ 161	4
HPE 200	1
Communications Elective	3
<b>SECOND SEMESTER SUGGESTED COURSES</b>	
EQ 102	1
EQ 109	7
EQ 154	3
EQ 159	1
EQ 167	3
Mathematics Elective	3

**THIRD SEMESTER SUGGESTED COURSES**

AG 142	Animal Nutrition	3
EQ 262	Princ and Methods of English Eq.	4
EQ 263	Methods of Teach Horsemanship	2
EQ 267	Farrier Science	2
AG 281	Ag Economics <b>OR</b>	4
AG 121	Ag Economics	3
*EQ/AG Electives		3 or 4

**FOURTH SEMESTER SUGGESTED COURSES**

AG 211	Agricultural Salesmanship	3
AG 225	Computer Applications in Agriculture <b>OR</b>	3
AG 289	Microcomputer Skills for Agriculture <b>OR</b>	3
CS 100	Introduction to Computers	3
EQ 264	Advanced Horse Training & Development	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: (Fall Semester) ENG 102, SPEC 101, 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 Person: East Campus, Angela Heckman, Ext. 1724, Rm. A-202B

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.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
AG 125	Computers in Agriculture	1
AG 141	Animal Science <b>OR</b>	4
AG 285	Animal Science	
EQ 101	Introductory Equine Seminar	1
EQ 151	Horse Production and Management	4
EQ 158	Horse Evaluation I	1
EQ 161	Princ and Methods of Stock Seat Eq.	4
HPE 200	First Aid	1
	Communications Elective	3

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
EQ 102	Horse Science Work Experience Seminar	1
EQ 109	Horse Science Work Experience	8
EQ 154	Horse Equipment and Facilities	3
EQ 159	Horse Evaluation II	1
AG 232	Forage Crops	3
	Mathematics Elective	3

THIRD SEMESTER SUGGESTED COURSES		Credit Hours
AG 121	Ag Economics <b>OR</b>	3
AG 281	Ag Economics	4
AG 142	Animal Nutrition	3
EQ 253	Horse Health Care	4
EQ 254	Stable Management	3
	*EQ/AG Electives	3 or 4

FOURTH SEMESTER SUGGESTED COURSES		Credit Hours
AG 201	Advanced Agric. Work Experience Seminar	1
EQ 209	Advanced Horse Science Work Experience	5
AG 211	Ag Salesmanship	3
AG 225	Computer Applications in Ag	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 Person: East Campus, Angela Heckman, Ext. 1724, Rm. A-202B*

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.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
AG 141	Animal Science	4
AG 142	Animal Nutrition	3
EQ 151	Horse Production and Mgmt.	4
EQ 161	Prin. and Meth. of Stock Seat Eq.	4
EQ 253	Horse Health Care	4
EQ 254	Stable Management	3
	*EQ/AG Electives	1

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
AG 232	Forage Crops	3
EQ 154	Horse Equip. and 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, EQ 158, AG 224, AG 225 (Spring Semester) AG 102, EQ 109, EQ 120, EQ 159, EQ 220, AG 225.

## Horticulture Science

*Associate in Applied Science Code 9045*

*Contact Persons: East Campus, Jeff Hawes, Ext. 1835, Rm. A-216; Angela Heckman, Ext. 1724, Rm. A-202B*

The Horticulture Science Program offers courses and laboratory exercises that are necessary in giving students technical knowledge for exciting careers in the horticulture field such as nursery manager, groundskeeper, retail florist, landscape designer, turf and golf course manager, greenhouse manager, lawn service person and worker. An eight week supervised work experience program is completed during the fourth semester of the two year Horticulture Science Program. Students are encouraged to choose their area of interest for their work experience.

Facilities offering internships include landscaping businesses, greenhouses, golf courses and many others. Special program features include: knowledgeable instructors with expertise in their areas of specialization, supervised on-the-job experience during the second year of the program, minimum of nine elective hours of coursework allowing students to specialize in their areas of interest and a majority of courses in horticulture or horticulture related areas.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
AG 101	Introduction to Ag Seminar	1
AG 121	Agricultural Economics	3
AG 282	Introduction to Soils	4
HORT 192	Landscape Design	3
HORT 284	Introduction to Hort Science	3
	Communications Elective	3

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
AG 135	Ag Chemicals 1	1.5
AG 136	Ag Chemicals 2	1
AG 137	Ag Chemicals 3	0.5
BIOL 211	General Botany	4
HORT 194	Identification of Hort Plants	3
HORT 196	Perennials and Ground Cover	3
HORT 198	Turf and Lawn Management	3
	HORT Electives	3

THIRD SEMESTER SUGGESTED COURSES		Credit Hours
HORT 292	Greenhouse Crops	3
HORT 294	Greenhouse Management	3
	HORT Electives	3
	SPEC 101 or SPEC 114	3
	Mathematics Elective	3

FOURTH SEMESTER SUGGESTED COURSES		Credit Hours
AG 211	Ag Salesmanship	3
AG 201	Adv. Ag Work Experience Seminar	1
HORT 210	Horticulture Internship/WE	5
HORT 296	Hort Business Management	3
	HORT Electives	3

Minimum Total Hours Required for Degree 66

**Note:** A minimum of 9 elective hours are required in the Horticulture Science program. Suggested electives include: Fall Semester -HORT 190, Identification of Landscape Plants; HORT 193, Trees/Arboriculture; HORT 191,

Beginning Floral Design; Spring Semester - HORT 203, Horticulture Research Internship; HORT 293, Small Fruits and Viticulture; HORT 195, Vegetable Production; and HORT 295, Landscape Construction Maintenance and Operation; HORT 203, Horticulture Research Internship.

## Horticulture Science Certificate

*Certificate Code 9646*

*Contact Persons: East Campus, Jeff Hawes, Ext. 1835, Rm. A-216; Angela Heckman, Ext. 1724, Rm. A-202B*

The one year certificate program is designed to provide students with the skills and knowledge for occupations in the field of horticulture. Specific jobs include nursery person, groundskeeper, floral arranger, landscape worker, turf and golf course manager, greenhouse production worker, garden center worker and many others.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
AG 101	Introduction to Ag Seminar	1
HORT 284	Introduction to Hort Science	3
AG 131	Soils and Soil Fertility	4
HORT 192	Landscape Design	3

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
AG 135	Ag Chemicals 1	1.5
AG 136	Ag Chemicals 2	1
AG 137	Ag Chemicals 3	0.5
BIOL 211	General Botany	4
HORT 194	Identification of Hort Plants	3
HORT 196	Perennials and Ground Cover	3
HORT 198	Turf and Lawn Management	3
HORT 296	Horticulture Business Management	3

Minimum Total Hours Required for Certificate 30

## 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 Accounting and Business Transfer curricula in the Transfer Programs section of this catalog on pages 110 and 113.

The Business Information Technology (BIT) programs are either one or two years in length. The two-year programs lead to an Associate in Applied Science degree in Administrative Assisting, Legal Office Professional, or Business Information Technology. The one-year programs lead to a certificate in Business Information Technology, Legal Office Support, Administrative Assisting, Information Processor, Information Technology Specialist, Inventory Specialist, 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 who now wish to upgrade their knowledge and skills are welcomed and encouraged to contact an instructor in the Business Information Technology programs for advice and assistance.

All students in Business Information Technology programs at the Quad-Cities Campus are encouraged to meet with a faculty advisor from the Business and Office Technology Education 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.

### **Articulation**

There are many business/computer courses which will articulate (transfer) from high school to college credit. See an advisor for more information.

## Accounting Clerk

Certificate Code 5731

Contact Person: QC Campus: Mary Kline, Ext. 5321, Rm. 2-252; East Campus, Wendy Smith, Ext. 1713, Rm. A-246

The Accounting Clerk curriculum is offered by the Department of Business and Office Technology Education (QC) and the Department of Business and Technology (EC).

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.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
② BA 160	Business Math I	3
BA 266	Business Policy	3
BA 170	Fundamentals of Accounting I	3
BA 171	Fundamentals of Accounting Lab I	1
BE 145A	Information Processing I <b>OR</b>	1
BE 145B	Information Processing II	
COMM 105	Essentials of English	3
CIP 230	Spreadsheet Analysis	3

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
BA 110	Introduction to Business	3
BA 180	Fundamentals of Accounting II	3
BA 181	Fundamentals of Accounting Lab II	1
BA 220	Business Math II	3
BA 290	Accounting Applications I	2
① BE 180	Business Communications	4
ACCT 121	Accounting with QuickBooks <b>OR</b>	2
ACCT 122	Accounting with Peachtree	

Minimum total hours required for certificate 35

- ① Students enrolling in BE 180 must have the appropriate COMPASS test score or have taken COMM 105 as a prerequisite.
- ② Students enrolling in BA 160 must have the appropriate COMPASS test score or have taken MATH 103 or MATH 080 as a prerequisite.

## Accounting Specialist

Associate in Applied Science Code 5265

Contact Person: QC Campus: Mary Kline, Ext. 5321, Rm. 2-252; East Campus, Wendy Smith, Ext. 1713, Rm. A-246

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, cost, managerial, and tax accounting. Students get hands-on experience through several computer lab simulations and practice courses. Students will also 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 Accounting or Business Transfer curriculum in the Transfer Programs section of this catalog on pages 110 and 113.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
BA 266	Business Policy	3
② BA 160	Business Math I	3
BA 170	Fundamentals of Accounting I	3
BA 171	Fundamentals of Accounting Lab I	1
BE 145A	Information Processing I <b>OR</b>	1
BE 145B	Information Processing II	
COMM 105	Essentials of English	3
CIP 230	Spreadsheet Analysis	3

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
BA 110	Introduction to Business	3
① BA 180	Fundamentals of Accounting II	3
BA 181	Fundamentals of Accounting Lab II	1
BA 220	Business Math II	3
BA 290	Accounting Applications I	2
BE 180	Business Communications	4

THIRD SEMESTER SUGGESTED COURSES		Credit Hours
ACCT 102	Managerial Accounting	3
ACCT 104	Managerial Accounting Lab	1
ACCT 209	Intermediate Accounting I	3

ACCT 250	Federal Income Tax I	4
BL 202	Business Law II	3
③SPEC 101	Principles of Speech Communication	3

**FOURTH SEMESTER SUGGESTED COURSES**

ACCT 121	Accounting with QuickBooks	2
ACCT 122	Accounting with Peachtree	2
ACCT 205	Principles of Cost Accounting	3
ACCT 210	Intermediate Accounting II	3
ACCT 251	Federal Income Tax II	3
④BA 263	Accounting Specialist Internship <b>OR</b>	3
BA 111,	Business Relations I, II, and III	
112, 113		
Minimum total hours required for degree		66

- ① Students enrolling in BE 180 must have an appropriate COMPASS test score or have taken COMM 105 as a prerequisite.
- ② Students enrolling in BA 160 must have an appropriate COMPASS test score or have taken MATH 103 or MATH 080 as a prerequisite.
- ③ Speech 111 may be substituted with permission of advisor.
- ④ Students enrolling in Internship courses must have prior approval of the coordinator.

**Administrative Assisting**

*Associate in Applied Science Code*  
 Contact Person: Quad-Cities Campus, Amy Levins-Smith, Ext. 5329, Rm. 1-357; East Campus, Wendy Smith, Ext. 1713, Rm. A-246

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

Administrative Assisting students acquire proficiency in working with current MS Windows software applications, computerized keyboarding, machine transcription, 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 are also invited to network with the members of the International Association of Administrative Professionals by attending or joining a student association sponsored by the local chapter of this organization. With

these opportunities in place, graduates are successful in finding employment with this degree.

**FIRST SEMESTER SUGGESTED COURSES**

		Credit Hours
BE 100	Work Environment Orientation	2
BE 110	Data Entry (Fall only)	2
BE 112	Document Editing/Proofreading (Fall only)	3
BE 145A,B,C	Info Processing I, II, III Word <b>OR</b>	3
BE 145	Information Processing	
BE 160	Machine Transcription (Fall only)	3
BA 160	Business Math I	3

**SECOND SEMESTER SUGGESTED COURSES**

BE 106	Records Management	3
BE 122	Administrative Support Systems (Spring only)	3
BE 142	Keyboarding II	3
BE 146	Excel for Business	3
BE 163	Presentation Graphics (PowerPoint)	1
COMM 105	Essentials of English	3

**THIRD SEMESTER SUGGESTED COURSES**

BE 101	Office Accounting (Fall only)	3
BE 170	Beginning Web Page Development (Fall only)	3
*BE 180	Business Communications	4
BE 248	Desktop Publishing (Fall only) <b>OR</b>	3
BE 248 A,B,C	Desktop Publishing I, II, III (Fall only)	3
BE 264	Introduction to Data Base Management	3

**FOURTH SEMESTER SUGGESTED COURSES**

BE 243	Computerized Keyboarding III (Spring only)	3
BE 247	Advanced Information Processing (Spring only)	3
BE 260	Office Management (Spring only)	3
BE 261	Seminar	1
BE 265	Internship	3
SPEC 114	Interpersonal Communications <b>OR</b>	3
SPEC 175	Intercultural Communications	

Minimum total hours required for degree 64

\*Students should look at Assessment and Orientation on page 23.

## Administrative Office Support Certificate

*Certificate Code 5768*

*Contact Person: Quad-Cities Campus, Amy Levins-Smith, Ext. 5329, Rm. 1-357; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

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. Higher level degree positions may require 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.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
BE 100	Work Environment Orientation	2
BE 110	Data Entry (Fall only)	2
BE 112	Document Editing/Proofreading (Fall only)	3
BE 145 A,B,C	Information Processing – Word <b>OR</b>	3
BE 145	Information Processing	
BE 160	Machine Transcription (Fall only)	3
BA 160	Business Math	3

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
BE 106	Records Management	3
BE 122	Administrative Support Systems (Spring only)	3
BE 142	Computerized Keyboarding II	3
BE 146	Excel for Business	3
BE 163	Presentation Graphics (PowerPoint)	1
COMM 105	Essentials of English	3
Minimum total hours required for certificate		32

The Administrative Office Support Certificate is based upon a “ladder” concept so that students may exit the program after 32 hours or continue to pursue the Administrative Assisting Associate in Applied Science degree. The certificate consists of the first two semesters of the degree.

## Administrative Virtual Assistant Certificate

*Certificate Code 5767*

*Contact Person: Quad-Cities Campus, Amy Levins-Smith, Ext. 5329, Rm. 1-357; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

A Virtual Assistant (VA) is an independent entrepreneur providing administrative, creative and/or technical services. Utilizing advanced technological modes of communication and data delivery, a professional VA assists clients in his/her area of expertise from his/her own office on a contractual basis. The Administrative Virtual Assistant Certificate has been designed for students who either have an Associate of Applied Science degree in Administrative Assisting or for students who have worked in an office setting as an administrative assistant, information processor, or similar capacities.

The Administrative Virtual Assistant Certificate prepares the student to work independently, on a contractual basis for private industry, non-profit organizations, and government offices. This online program will provide opportunities for students to gain entrepreneurial skills, attitudes, technology skills and related knowledge to adapt to providing office services virtually from their home offices.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
BE 161	Introduction to Microsoft Windows	1
BE 180	Business Communications	4
BE 248 A	Desktop Publishing I (Fall only)	1
BE 248 B	Desktop Publishing II (Fall only)	1
ACCT 121	QuickBooks <b>OR</b>	2
ACCT 122	Peach Tree	
BA 121	Small Business Management	3
BA 245 B	The Business Plan	1
●	Elective	3

ECOND SEMESTER SUGGESTED COURSES		Credit Hours
BE 171	Web Software Development Tools (Spring only)	3
BE 243	Keyboarding III (Spring only)	3
BE 247	Advanced Information Processing (Spring only)	3
BE 270	Virtual Office Administration (Spring only)	2
BE 275	Virtual Assistant Internship (Spring only)	3
BA 113	Business Relations	1
BA 245 C	Financial Statement Analysis	1
Minimum total hours required for certificate		32

● Elective from the following courses (or otherwise an approved elective from a BE professor):

- BE 120 Technology Tools (2 credit hours) AND BE 248 C Desktop Publishing III (1 credit hour)
- NETW 120 Basic Computer Networks
- COER 116 Microcomputer Hardware
- BA 118 Small Business Simulations
- BA 230 Principles of Marketing
- BA 242 Principles of Supervision
- BA 243 Developing Team Skills
- BA 266 Business Policy and Ethics
- BL 202 Business Law II
- SPAN 101 Elementary Spanish I
- SPEC 111 Business and Professional Communication
- SPEC 290 Leadership Development

### Business Information Technology

Associate in Applied Science Code 9365

Contact Persons: Quad-Cities Campus, Cathy Attebery, Ext. 5314, Rm. 1-367; East Campus, Wendy Smith, Ext. 1713, Rm. A-246

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

Students acquire proficiency working with computer technology and managing business information processing needs. The student in this program combines business application knowledge to computer processes by attaining proficiency with current MS Windows software applications, Internet and Web Page work, business correspondence, presentation graphics, database management, microcomputer hardware, basic computer networks, management of copy centers, desktop publishing, and office management.

Students complete a one-semester internship before graduation. Graduates will be qualified for careers such as: software trainers, technical support, software installers and maintenance, PC sales support staff; PC operators using current software applications, desktop publishing designer, technical systems analysts, and system troubleshooters. Today's need for a broad knowledge of computer technology in the business sector assure these students a variety of employment opportunities.

FIRST SEMESTER SUGGESTED COURSES	Credit Hours
BE 100 Work Environment Orientation	2
BE 120 Technology Tools (Fall only)	2
BE 141 Computerized Keyboarding I	3
BE 145A,B,C Information Processing – Word <b>OR</b>	3
BE 145 Information Processing	3
BA 160 Business Math	3
COMM 105 Essentials of English	3

### SECOND SEMESTER SUGGESTED COURSES

BE 142 Computerized Keyboarding	3
BE 144 Concepts of Information Processing (Spring only)	3
BE 146 Excel for Business	3
BE 163 Presentation Graphics (PowerPoint)	1
BE 264 Introduction to Database Management	3
COER 116 Microcomputer Hardware	3

### THIRD SEMESTER SUGGESTED COURSES

BE 170 Beginning Web Page Development (Fall only)	3
*BE 180 Business Communications	4
BE 248 Desktop Publishing (Fall only) <b>OR</b>	3
BE 248 A, B, C Desktop Publishing I, II, III (Fall only)	3
BA 110 Introduction to Business	3
SPEC 114 Interpersonal Communication <b>OR</b>	3
SPEC 175 Intercultural Communications	3

### FOURTH SEMESTER SUGGESTED COURSES

BE 171 Web Software Development Tools (Spring only)	3
BE 247 Advanced Information Processing (Spring only)	3
BE 260 Office Management (Spring only)	3
BE 261 Seminar	1
BE 265 Internship	3
NETW 120 Basic Computer Networks	3

Minimum total hours required for degree 64

\*Students should look at Assessment and Orientation on page 23.

### Business Information Technology Certificate

Certificate Code 5678

Contact Persons: Quad-Cities Campus, Cathy Attebery, Ext. 5314, Rm. 1-367; East Campus, Wendy Smith, Ext. 1713, Rm. A-246

The Business Information Technology Certificate is offered only at the Quad-Cities Campus.

Students gain skill in using current MS Windows applications; the curriculum also builds proficiency in spreadsheet design, database design, Internet research, presentation graphics, data entry, computer keyboarding, and Web page development. The student will gain experience in PC office applications.

Students completing the program may be employed in entry-level office positions because they have strong computer skills. This certificate can be completed in one year.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
BE 100	Work Environment Orientation	2
BE 120	Technology Tools (Fall only)	2
BE 141	Computerized Keyboarding I	3
BE 145 A,B,C	Information Processing (Word) <b>OR</b>	3
BE 145	Information Processing	
BA 160	Business Math	3
COMM 105	Essentials of English	3

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
BE 142	Computerized Keyboarding II	3
BE 144	Concepts of Information Processing (Spring only)	3
BE 146	Excel for Business	3
BE 163	Presentation Graphics	1
BE 264	Intro to Database Management	3
COER 116	Microcomputer Hardware	3

Minimum total hours required for certificate 32

The Business Information Technology Certificate is based upon a “ladder” concept so that students may exit the program after 32 hours or continue to pursue the Business Information Technology Associate in Applied Science degree. The certificate consists of the first two semesters of the degree.

## Business Management and Marketing

*Associate in Applied Science Code 5035*

*Contact Person: QC Campus, Acie Earl, Ext. 5267, Rm. 2-255; Gwen Johnson, Ext. 5268, Rm. 2-259; East Campus, Deana Bobzien, Ext. 1810, Rm. A-226A*

Success in a business career in the 21st Century will require preparation in core subjects and at least one specialty. The following curriculum in Business Management and Marketing is designed to give graduates the knowledge, skills and attitudes to build careers. In this program, students learn management skills, accounting procedures, financial management techniques, and skills to market products and/or services. They also gain general knowledge of business law, economics, and computer skills. The Business Management and Marketing degree expands on the coursework of the Lead Employee, Team Leader, and International Business certificates.

Listed below are the core subjects every Business Management student must complete. Each student can then also select four business electives that meet his/her special needs or interests.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
BA 110	Introduction to Business	3
①BA 160	Business Math I	3
BL 201	Business Law I	3
CS 100	Introduction to Computers	3
SPEC 101	Principles of Speech Communication <b>OR</b>	3
SPEC 111	Business & Professional Communications Business Elective	3

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
BA 111	Business Relations I	1
BA 112	Business Relations II	1
BA 113	Business Relations III	1
BA 170	Fundamentals of Accounting I	3
BA 171	Fundamentals of Accounting Lab I	1
BA 220	Business Math II	3
②BA 270	Introduction to International Business	3
③BE 180	Business Communications	4

THIRD SEMESTER SUGGESTED COURSES		Credit Hours
BA 230	Principles of Marketing	3
BA 240	Principles of Management	3
BA 260	Business Financial Management I	3
ECON 221	Principles of Macro Economics <b>OR</b>	3
ECON 222	Principles of Micro Economics Business Elective	3
	Business Elective	3

FOURTH SEMESTER SUGGESTED COURSES		Credit Hours
BA 236	Principles of Advertising	3
BA 238	Principles of Salesmanship	3
BA 250	Human Resources Management	3
Internship BA 247 or BA 140 or BA 276		3
Internship Seminar BA 249 or BA 145 or BA 278		1
Business Elective		3

Minimum total hours required 69

Business electives should be selected from any class with an ACCT, BA, BL, or ECON prefix, as well as SPEC 175 and GEOG 105.

①Students enrolling in BA 160 must have an appropriate COMPASS test score (see course description) **OR** have taken MATH 103 or MATH 080.

②Students wishing to take BA 270 online should enroll in the online section of ECON 270.

③**REQUIRED BUSINESS ELECTIVE:** Students enrolling in BE 180 must have an appropriate COMPASS test score (see course description) **OR** take COMM 105 as a prerequisite.

## Financial Services Management

Associate in Applied Science Code 5099

Contact Person: QC Campus, Gary Drew, Ext. 5249, Rm. 2-258

The Financial Services Management program is designed to provide the student with an understanding of the business environment, skills in finance, and specialized working knowledge of financial systems, procedures and markets.

The program has been developed with the cooperation of Quad-Cities area financial institutions and offerings are modified and changed to fit the needs of the local community. Programs can be individualized so that both students with little or no financial background as well as people currently employed in the field can be served. The Financial Services Management degree expands on the coursework of the Banking and Finance certificate.

Individuals graduating from this program with a degree can seek employment as loan officers, marketing officers, bank tellers, customer service representatives, or as management trainees in firms within the financial industry. Individuals graduating from this program with a degree can seek entry-level positions in all kinds of financial institutions, e.g., accounting offices, banks, credit unions, real estate offices or savings and loan associations.

Individuals receiving a Banking and Finance certificate can seek employment as tellers, customer service representatives, or as management trainees in firms within the financial industry.

Students interested in a four-year bachelor’s degree in finance or other business administration related areas should see the Business Transfer curriculum in the Transfer Programs section of this catalog on page 113.

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
BA 110 Introduction to Business	3
●BA 160 Business Math I	3
BL 201 Business Law I	3
CS 100 Introduction to Computers	3
SPEC 101 Principles of Speech Communication <b>OR</b>	3
SPEC 111 Business & Professional Communications	3
*Elective	3

<b>SECOND SEMESTER SUGGESTED COURSES</b>	
BA 111 Business Relations I	1
BA 112 Business Relations II	1
BA 113 Business Relations III	1
BA 170 Fundamentals of Accounting I	3
BA 171 Accounting I Lab	1
BA 220 Business Math II	3
●BE 180 Business Communications	4
BL 202 Business Law II	3

### THIRD SEMESTER SUGGESTED COURSES

BA 180 Fundamentals of Accounting II	3
BA 181 Accounting II Lab	1
BA 240 Principles of Management	3
BA 260 Business Financial Management I	3
ECON 221 Principles of Macro Economics	3
ACCT 250 Federal Income Tax I	4

### FOURTH SEMESTER SUGGESTED COURSES

BA 266 Business Policy and Ethics	3
ECON 150 Consumer Economics	3
BA 215 Personal Investing	3
*Elective	3
*Elective	2-3

Minimum total hours required for degree 66

#### \*Recommended Electives

ACCT 251 Federal Income Tax II	3
AIB 100 Principles of Banking	3
BA 247 Business Management Internship	2-3
BA 249 Business Management Seminar	1
BA 230 Principles of Marketing	3
BA 242 Principles of Supervision	3
BA 250 Human Resources Management	3
BA 252 Pay and Benefits Administration	3

●Students enrolling in BA 160 must have an appropriate COMPASS test score (see course description) OR have taken MATH 103 or MATH 080.

●REQUIRED BUSINESS ELECTIVE: Students enrolling in BE 180 must have an appropriate COMPASS test score (see course description) OR take COMM 105 as a prerequisite.

## Banking and Finance Certificate

Certificate Code 5595

Contact Person: QC Campus, Gary Drew, Ext. 5249, Rm. 2-258

This certificate is offered only at the Quad-Cities Campus. This certificate helps provide a foundation toward the completion of the Financial Services Management degree.

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
BA 110 Introduction to Business	3
●BA 160 Business Math I	3
BL 201 Business Law I	3
CS 100 Introduction to Computers	3
SPEC 101 Principles of Speech Communication <b>OR</b>	3
SPEC 111 Business & Professional Communications	3

**SECOND SEMESTER SUGGESTED COURSES**

BA 111	Business Relations I	1
BA 113	Business Relations III	1
BA 170	Fundamentals of Accounting I	3
BA 171	Accounting Lab	1
BA 215	Personal Investing	3
BA 260	Financial Management	3
AIB 100	Principles of Banking OR	3
ECON 150	Consumer Economics	

Minimum total hours required for certificate 30

● Students enrolling in BA 160 must have an appropriate COMPASS test score (see course description) OR have taken MATH 103 or MATH 080.

**Information Processor**

*Certificate Code 5869*

*Contact Person: Quad-Cities Campus, Amy Levins-Smith, Ext. 5329, Rm. 1-357; East Campus, Wendy Smith, Ext. 1713, Rm. A-246.*

This certificate is offered only at the Quad-Cities Campus.

Information processing students develop strong keyboarding skills. Potential students should like to process documents on the computer. Students acquire excellent communication and proofreading skills. The curriculum includes machine transcription, records management, data entry, and the current MS Windows software applications for spreadsheet development and word processing. In the classroom, they will have many opportunities for working with teams, which is consistent with today’s business environment.

Graduates will be qualified to work in a variety of information processing positions. They will have knowledge of the latest technology and software applications employed in offices. Good entry-level job opportunities are available for people trained in information processing.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
BE 106	Records Management	3
BE 110	Data Entry Applications (Fall only)	2
BE 145 A, B & C	Information Processing Word OR	3
BE 145	Information Processing	
BE 160	Machine Transcription (Fall only)	3
BE 248	Desktop Publishing (Fall only) OR	3
BE 248 A, B & C	Desktop Publishing I, II & III (Fall only)	
BA 160	Business Math I	3

**SECOND SEMESTER SUGGESTED COURSES**

BE 100	Work Environment Orientation	2
*BE 142	Computerized Keyboarding II	3
BE 144	Concepts of Information Processing	3
BE 146	Excel for Business	3
*BE 180	Business Communications	4
COMM 105	Essentials of English	3

Minimum total hours required for certificate 35

\*Students should look at Assessment and Orientation on page 23.

**Information Technology Specialist**

*Certificate Code: 5646*

*Contact Persons: East Campus, Wendy Smith, Ext. 1713, Rm. A-246; Quad-Cities Campus, Cathy Attebery, Ext. 5314, Rm. 1-367*

This certificate is offered only on the East Campus.

The course work required for the Information Technology Specialist Certificate prepares students to collect, organize, input, format, and distribute information using computer technology found in a variety of office settings.

Certificate completers are qualified to process all forms of business information and to operate a variety of computer applications including the latest versions of word processing, database, spreadsheet, presentation, and electronic mail software. They are prepared to work as office support personnel in any business environment.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
BA 110	Introduction to Business	3
BA 160	Business Math I	3
BE 299	Independent Study	1
BE 141	Computerized Keyboarding I	3
COMM 105	Essentials of English	3
CS 100	Introduction to Microcomputers	3

**SECOND SEMESTER SUGGESTED COURSES**

BA 170	Fundamentals of Accounting	3
BA 171	Fundamentals of Accounting Lab	1
BA 247	Business Management Internship	3
BA 249	Business Management Seminar	1
*BE 180	Business Communications	4
BE 247	Advanced Info Processing Applications (Spring only)	3
BE 143	Keyboarding Speed & Accuracy	2

Minimum total hours required for certificate 33

Students who complete the Information Technology Specialist Certificate may wish to pursue a degree in Business Management and Marketing at East Campus. Such students could apply the following Information Technology Specialty courses as electives toward the East Campus Business Management and Marketing Degree:

- BE 141 Computerized Keyboarding I
- BE 143 Keyboarding Speed & Accuracy
- BE 247 Advanced Information Processing Apps
- BE 299 Independent Study
- COMM 105 Essentials of English

\*Students should look at Assessment and Orientation on page 23.

## International Trade

*Certificate Code 5531*

*Contact Person: QC Campus, Gwen Johnson, Ext. 5268, Rm. 2-259*

The International Trade curriculum is designed for those who want a career in importing and exporting functions throughout business and industry, and also for those who are currently employed in the field but need to improve their skills and knowledge for better job performance or promotability. Those already having a degree in another discipline may use this program to expand their existing capabilities or to enter a new career. This certificate helps provide a foundation toward the completion of the Business Management and Marketing degree.

International trade is becoming increasingly important in the United States and the world. This growth requires the availability of well trained people to carry on the business of importing and exporting and related activities.

FIRST SEMESTER SUGGESTED COURSES	Credit Hours
BA 110 Introduction to Business	3
●BA 160 Math as Applied to Business	3
CS 100 Introduction to Computers	3
ECON 270 Introduction to International Business	3
SPEC 175 Intercultural Communications	3

SECOND SEMESTER SUGGESTED COURSES	Credit Hours
BA 230 Principles of Marketing	3
BA 272 International Marketing	3
BA 276 International Internship	3
BA 278 International Seminar	1
BA 280 Introduction to E-Commerce OR	3
GEOG 105 Introduction to Regional Geography	3
BA 287 International Business Cultures	3

Minimum total hours required for certificate 31

●Students enrolling in BA 160 must have an appropriate COMPASS test score (see course description) OR have taken MATH 103 or MATH 080.

## Inventory Specialist

*Certificate Code 5774*

*Contact Person: QC Campus, Gwen Johnson, Ext. 5268; Stephanie Allers, Ext. 5160, Rm. 1-Advising; East Campus, Paula Luft, Ext. 1818, Rm. E2-111*

The Inventory Specialist certificate program is designed for entry-level employment in the logistic or warehousing industry or the logistics department of a manufacturing or retail company. Modern inventory control relies on technology for successful inventory management; therefore, the program includes computer skills as defined by industry, primarily word processing, spreadsheets, databases, and accurate data entry. Students will receive an introduction to modern business practices and warehouse management as well as an opportunity to use standard warehouse management software.

FIRST SEMESTER SUGGESTED COURSES	Credit Hours
BE 100 Work Environment Orientation	2
BE 101 Office Accounting (Fall only)	3
BE 110 Data Entry Applications (Fall only)	2
BE 141 Computerized Keyboarding	3
BA 160 Business Math I	3
BA 241 Intro to Supply Chain Management	3
SECOND SEMESTER SUGGESTED COURSES	Credit Hours
BE 146 Excel for Business	3
BE 153 Warehouse Management Systems	2
BE 261 Seminar	1
BE 264 Intro to Database Management	3
BE 265 Field Project/Internship	3
COMM 100 Communications Skills	3
Minimum total hours required for certificate	31

## Lead Employee

*Certificate Code 5636*

*Contact Person: QC Campus, Acie Earl, Ext. 5267, Rm. 2-255*

Students who enroll in the Lead Employee Certificate program will pursue a one-year course of study designed to give students a basic understanding of several business topics, including accounting, computer skills, human relations, and law. This certificate helps provide a foundation toward the completion of the Business Management and Marketing degree.

Students interested in additional educational opportunities will find that the courses required for the Lead Employee Certificate also apply to the Team Leader Certificate.

FIRST SEMESTER SUGGESTED COURSES	Credit Hours
BA 110 Introduction to Business	3
●BA 160 Math as Applied to Business	3
CS 100 Introduction to Computers	3
BL 201 Business Law I	3

**SECOND SEMESTER SUGGESTED COURSES**

BA 111	Business Relations I	1
BA 112	Business Relations II	1
BA 113	Business Relations III	1
BA 170	Fundamentals of Accounting	3
BA 171	Fundamentals of Accounting Lab	1
SPEC 101	Principles of Speech Communication <b>OR</b>	3
SPEC 111	Business & Professional Communication	
ECON 221	Principles of Macro Economics	3

Minimum total hours required for certificate 25

● Students enrolling in BA 160 must have an appropriate COMPASS test score (see course description) **OR** have taken MATH 103 or MATH 080.

**Legal Office Professional**

*Associate in Applied Science Code 5150*

*Contact Persons: Quad-Cities Campus, Amy Levins-Smith, Ext. 5329, Rm. 1-357; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

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

Legal Office Professional students acquire proficiency in keyboarding, machine transcription, written communications, electronic organization tools, and computer software.

Students in this program learn specialized skills appropriate for employment in legal offices. They are acquainted with many legal forms and transcribe legal documents using varied formats. Students are proficient in the use of legal terminology and computers. Internships in local offices provide practical work experience.

Legal Office Professional majors can obtain full-time positions in small or large legal firms and legal departments in banks, insurance companies, and industrial companies. Possibilities of employment are strong locally and nationally.

		Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>		
BE 100	Work Environment Orientation	2
BE 106	Records Management	3
BE 120	Technology Tools (Fall only)	2
BE 141	Computerized Keyboarding I	3
BE 160	Machine Transcription (Fall only)	3
BE 248 B	Desktop Publishing (Fall only)	1
COMM 105	Essentials of English	3

**SECOND SEMESTER SUGGESTED COURSES**

BE 122	Administrative Support Systems (Spring)	3
BE 142	Computerized Keyboarding II	3
BE 145 A,B,C	Information Processing Word <b>OR</b>	3
BE 145	Information Processing	
BE 151	Legal Terminology and Procedures (Spring only)	3
BL 201	Business Law I	3

**THIRD SEMESTER SUGGESTED COURSES**

BE 101	Office Accounting (Fall only)	3
BE 170	Beginning Web Page Development (Fall only)	3
*BE 180	Business Communications	4
BA 160	Business Math I	3
BL 202	Business Law II	3

**FOURTH SEMESTER SUGGESTED COURSES**

BE 146	Excel for Business	3
BE 243	Computerized Keyboarding III (Spring)	3
BE 260	Office Management (Spring)	3
BE 261	Seminar	1
BE 265	Internship	3
SPEC 114	Interpersonal Communications <b>OR</b>	3
SPEC 175	Intercultural Communications	

Minimum total hours required for degree 64

\* Students should look at Assessment and Orientation on page 23.

**Legal Office Support Certificate**

*Certificate Code 9150*

*Contact Persons: Quad-Cities Campus, Amy Levins-Smith, Ext. 5329, Rm. 1-357; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

Completion of this certificate program prepares the student to seek employment as clerical support staff in legal-related offices. Students will be required to complete credit hours in legal procedures so that they are familiar with law office practices. In addition they will receive training in 21<sup>st</sup> century workforce skills emphasizing communication, team work, project management, problem solving, and systems development.

In addition to the professional law office staff, legal-related offices seek employees who can assist the legal secretary, paralegals, attorneys, and others to complete office tasks. The titles for these positions will vary.

The Legal Office Support position is not a terminal occupation. Individuals employed in this type of work will be presented with opportunities to move up the corporate ladder upon receiving additional work experience, training, and/or education. Many students will work in this area on a part-time basis as they continue their education. Still others prefer part-time work due to family or other personal responsibilities. A job in an office as a Legal Office Support person will allow individuals to experience the law office environment before deciding on the type of law and type of office in which they would like to seek more permanent employment.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
BE 100	Work Environment Orientation	2
BE 106	Records Management	3
BE 120	Technology Tools (Fall only)	
BE 141	Computerized Keyboarding I	3
BE 160	Machine Transcription (Fall only)	3
BE 248B	Desktop Publishing II (Fall only)	1
COMM 105	Essentials of English	3

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
BE 122	Administrative Support Systems (Spring only)	3
BE 142	Computerized Keyboarding II	3
BE 145 A,B,C	Information Processing – Word <b>OR</b>	3
BE 145	Information Processing	
BE 151	Legal Terminology and Procedures (Spring only)	3
BL 201	Business Law I	3

Minimum total hours required for certificate 32

The Legal Office Support Certificate is based upon a “ladder” concept so that students may exit the program after 32 hours or continue to pursue the Legal Office Professional Associate in Applied Science degree. The certificate consists of the first two semesters of the degree.

## Medical Office Receptionist

*Certificate Code 5588*

*Contact Person: QC Campus, Amy Levins-Smith, Ext. 5329, Rm. 1-357*

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.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
BE 100	Work Environment Orientation	2
BE 141	Computerized Keyboarding	3
BIOL 150	Medical Terminology	3
HIM 156	Intro to Health Ins	3
BE 110	Data Entry (Fall only)	2
BE 101	Office Accounting/Quickbooks (Fall only)	3

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
BE 122	Administrative Support Systems (Spring only)	3
HIM 255	Medical Manager Software	3
BE 106	Records Management	3
BE 145 A & B	Information Processing I & II	2
HIM 200	Advanced Medical Terminology	3
*BE 180	Business Communications	4

Minimum total hours required for Certificate 3

\* Students should look at Assessment and Orientation on page 23.

## Small Business Management

*Certificate Code: 9597*

*Contact Person: QC Campus, Gwen Johnson, Ext. 5248, Rm. 2-259 or Marty Hanson at hansonm@bhc.edu; East Campus, Deana Bobzien, Ext. 1810, Rm. A-226A*

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, ecommerce, 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.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
ACCT 121	Accounting with QuickBooks	2
BA 121	Small Business Management	3
BA 280	Introduction to E-Commerce	3
BA 242	Principles of Supervision <b>OR</b>	3
BA 243	Developing Team Skills	
BA 245A	Purchasing the Small Business	1
BA 245B	The Business Plan	1
Business Online Electives		3

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
BA 113	Business Relations III	1
BA 118	Small Business Simulations	3
●BA 160	Business Math I	3
BA 230	Principles of Marketing	3
BA 245C	Financial Statement Analysis	1
BE 180	Business Communications	4

Minimum total hours required for certificate 31

Suggested Business Online Electives

BA 110	Introduction to Business	3
BA 287	International Business Culture	3
CS 100	Introduction to Computers	3
ECON 221	Principles of Macro Economics	3
ECON 222	Principles of Micro Economics	3

●Students enrolling in BA 160 must have an appropriate COMPASS test score (see course description) OR have taken MATH 103 or MATH 080.

## Team Leader

*Certificate Code: 5735*

*Contact Person: QC Campus, Acie Earl, Ext. 5267, Rm. 2-255*

Students who enroll in the Team Leader Certificate program will pursue a three-semester course of study designed to give students a more detailed understanding of business topics that build upon the courses found in the Lead Employee Certificate program. This certificate helps provide a foundation toward the completion of the Business Management and Marketing degree.

Students who are interested in the Team Leader Certificate will find that the courses in the curriculum are also needed for completion of the Associate in Applied Science degree in Business Management and Marketing.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
BA 110	Introduction to Business	3
●BA 160	Math as Applied to Business	3
BL 201	Business Law I	3
CS 100	Introduction to Computers	3

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
BA 112	Business Relations II	1
BA 113	Business Relations III	1
BA 170	Fundamentals of Accounting	3
BA 171	Fundamentals of Accounting Lab	1
ECON 221	Principles of Macro Economics	3
SPEC 101	Principles of Speech Communication <b>OR</b>	3
SPEC 111	Business & Professional Communication	

THIRD SEMESTER SUGGESTED COURSES		Credit Hours
BA 230	Principles of Marketing	3
BA 240	Principles of Management <b>OR</b>	3
BA 242	Principles of Supervision	
BA 243	Developing Team Skills	3
BE 180	Business Communications	4

Minimum total hours required for certificate 37

●Students enrolling in BA 160 must have an appropriate COMPASS test score (see course description) OR have taken MATH 103 or MATH 080.

## 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 of Applied Science degrees and many of the certificates include a real-world internship so students leave with real on-the-job experience.

The Computer Specialist 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: Desktop Support Technician, Network Administration, Web Programming, Computer Programming, and Network Security. Many of the tracks cover courses that prepare students for industry certifications such as A+, NETW+, CISCO's CCNA and Microsoft certifications.

The Desktop Support Technician Certificate, Web Developer Certificate, Network Administrator Certificate, Networking Technician Certificate, Network Security Specialist Certificate, and PC Application Programmer Certificate are available for students wishing to complete their course of study in a computer program within one academic year.

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.

Opportunities for employment are excellent in these areas.

## Art Technology Certificate

Certificate Code 5957

Contact Persons: Quad-Cities Campus, Zaiga Thorson, Ext. 5469, Rm. 4-134

This certificate is offered only at the Quad-Cities Campus.

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.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
ART 101	2-D Design	3
ART 121	Drawing	3
ART 290	Applications in Computer Art	3
ART 230	Type & Digital Layout	3
ART 215	Digital Imagery (Photoshop)	3
ART 100	Art Appreciation	3
SECOND SEMESTER SUGGESTED COURSES		
ART 111	3-D Design	3
ART 122	Drawing	3
ART 217	Digital Drawing (Illustrator)	3
ART 246	Graphic Design OR	3
ART 248	Production and Prepress	
ART 200	Art Problems – Digital Photography	2
CS 100	Introduction to Computers	3
Minimum total hours required for certificate		35

## Computer Specialist

Approved Program, revisions pending anticipated ICCB approval.

Certificate Code: 5178

Contact Person: QC Campus, Debbie Collins, Ext. 5316, Rm. 2-155, collinsd@bhc.edu; Don Mosier, Ext. 5278, Rm. 2-154, mosierd@bhc.edu; East Campus, Jodee Werkheiser, Ext. 1821, Rm. EC2-114

This certificate is offered at the Quad-Cities Campus.

The Computer Specialist Associate in Applied Science degree is a multi-disciplinary degree designed to produce graduates with the knowledge necessary to work in today's business technology environment. All students will study a variety of basic 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 Desktop Support Technician, Network Administration, Web Programming, Computer Programming, and Network Security. The degree is designed so that an individual may complete one of the related certificate programs (Desktop Support Technician Certificate, Web Developer Certificate, PC Application Programmer Certificate, Network Technician Certificate, and Network Security Certificate), and then complete the Computer Specialist Associate's degree. Individuals may also enroll directly in the Computer Specialist 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 N+ certification, Microsoft's MCDST (Microsoft Certified Desktop Support Technician) and MCP certification, CISCO's CCNA certification, and CIW (Certified Internet Web Professional) Foundations exam.

About the tracks: Desktop support 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. Network security work secures systems and detects security attacks. Programmers design and create complex programs in high-level languages. Languages studied include Visual Basic, SQL, VBA, and Java. Web programmers develop and update Web sites with interactive technologies including HTML, CSS, JavaScript, Flash, ASP.NET and PHP.

# Computer Specialist AAS

Breadth – Take All Core Courses  
 Depth - Choose One Track for Specialization

## Desktop Support Track

COER 180 Desktop Application Support	3
COER 118 Computer Troubleshooting	3
COER 216 Advanced PC Hardware/A+ Prep	3
CIP 230 Spreadsheet Analysis	3
BE 120 Tech Tools	2
COER 110 Basic Electronics	3
NETW 210 Windows WorkStation	3
NETW 215 Windows Server	3
Technical Electives	4

## Networking Administration Track

CIP 167 Scripting for System Administration	3
NETW 125 Cisco I	3
NETW 145 Cisco II	3
NETW 165 Cisco III	3
NETW 185 Cisco IV	3
NETW 210 Windows Workstation	3
NETW 215 Windows Server	3
NETW 216 Windows Network Environment	3
NETW 252 E-Mail Server Administration	3

### CORE COURSES

#### Course

NETW 120 – Basic Computer Networks	3
CIP 170 – Web Page Development	4
CI P 201 – Microsoft Project	1
NETW 170 – Intro to Information Security	3
COER 116 – Microcomputer Hardware	3
COER 112 – Microcomputer Operating Systems	3

#### Credits

#### Gen Ed Requirements

CIP 101 – Computer Logic & Design	4
ENGT 105 – Introduction to Computers	3*
Eng 101 or BE 180 – Composition/Business Communication	3 or 4
General Education Course	3
General Education Course	3

#### Internships

NETW 190 – Internship	3
COER 125 – Seminar	1

Minimum hours required for degree (depends on track selected) 64

\* Can substitute with CS 100

## Programming Track

CIP 104 Intro to Computer Programming	3
CIP 204 Visual Basic Programming	4
CIP 205 Advanced Visual Basic	4
CIP 226 Database Management	3
CIP 227 Database Management II	3
CIP 151 Adv Office Apps w/ VBA	3
CIP 167 Scripting for Systems Admin	3
CIP 250 Java	3
CIP 260 Systems Design & Development	3

## Security Track

CIP 167 Scripting for System Administration	3
NETW 125 Cisco I	3
NETW 145 Cisco II	3
NETW 215 Windows Server	3
NETW 216 Windows Network Environment	3
NETW 255 Advanced Networking/N+ Prep	3
NETW 270 Microcomputer Forensics	3
NETW 274 Ethical Hacking & Security	3
NETW 280 Network Firewalls	3

## Web Track

CIP 104 Intro to Computer Programming	3
CIP 182 JavaScript	3
CIP 185 XML	1
CIP 204 Visual Basic Programming	3
CIP 205 Advanced Visual Basic	3
CIP 227 Database Management II	3
CIP 228 Web Database Programming	3
CIP 211A Intro to Flash	2
CIP 211B Flash Programming	2
CIP 260 Systems Design & Development	3
CIP 206 Web Services OR CIP 250 JAVA	3

**Computer Specialist –  
Desktop Support Technician Track**

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
CIP 170 Web Page Development <b>OR</b> CIP 170A and CIP 170B	4
CIP 101 Computer Logic and Design	4
COER 116 Microcomputer Hardware	3
NETW 120 Basic Computer Networks	3
COER 110 Basic Electronics	3

<b>SECOND SEMESTER SUGGESTED COURSES</b>	
COER 112 Microcomputer Operating System	3
BE 180 Business Communication <b>OR</b>	3-4
ENG 101 Composition I	
②ENGT 105 PC Applications in Technology	3
COER 118 Computer Troubleshooting	3
①Technical Elective	

<b>SUMMER</b>	
General Ed Elective in Humanities, Social Sciences or Science	3

<b>THIRD SEMESTER SUGGESTED COURSES</b>	
CIP 230 Spreadsheet Analysis	3
NETW 170 Intro to Information Security	3
NETW 210 Windows Workstation	3
NETW 215 Windows Server	3
BE 120 Tech Tools	2
①Technical Elective	

<b>MINIMESTER</b>	
CIP 201 Microsoft Project	1

<b>FOURTH SEMESTER SUGGESTED COURSES</b>	
COER 180 Desktop Application Support	3
COER 216 Advanced PC Hardware/A+ Prep	3
General Education Elective	3
NETW 190 Internship	3
COER 125 Seminar	1

Minimum total hours required for certificate 64

①Suggested Technical Electives (4 credits needed)	
NETW 255 Advanced Networking/N+ Prep	3
CIP 226 Database Management	3
CIP 104 Intro to Computer Programming	3
CIP 182 JavaScript	3
CIP 204 Visual Basic	4
CIP 167 Scripting for Administration	3
NETW 125 CISCO I	3
CIP 185 XML	1
BE 248B Adobe Acrobat	1

②May substitute with CS 100 (3 cr. hrs.)

**Computer Specialist –  
Network Administration Track**

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
CIP 170 Web Page Development <b>OR</b> CIP 170A and CIP 170B	4
CIP 101 Computer Logic and Design	4
COER 116 Microcomputer Hardware	3
NETW 120 Basic Computer Networks	3
*ENGT 105 PC Applications in Technology	3

<b>SECOND SEMESTER SUGGESTED COURSES</b>	
COER 112 Microcomputer Operating System	3
BE 180 Business Communication <b>OR</b>	3-4
ENG 101 Composition I	
NETW 125 Cisco I	3
NETW 255 Advanced Networking/N+ Prep	3
NETW 210 Windows Workstation	3

<b>SUMMER</b>	
General Ed Elective in Humanities, Social Sciences or Science	3

<b>THIRD SEMESTER SUGGESTED COURSES</b>	
NETW 170 Intro to Information Security	3
NETW 145 Cisco II	3
NETW 215 Windows Server	3
CIP 167 Scripting for System Administration	3
General Education Elective	3

<b>MINIMESTER</b>	
CIP 201 Microsoft Project	1

<b>FOURTH SEMESTER SUGGESTED COURSES</b>	
NETW 165 Cisco III (first 8 weeks)	3
NETW 185 Cisco IV (second 8 weeks)	3
NETW 216 Windows Network Environment	3
NETW 190 Internship	3
COER 125 Seminar	1

Minimum total hours required for certificate 64

\*May substitute CS 100 (3 cr. hrs.)

**Computer Specialist – Network Security Track**

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
CIP 170 Web Page Development <b>OR</b> CIP 170A and CIP 170B	4
CIP 101 Computer Logic and Design	4
COER 116 Microcomputer Hardware	3
NETW 120 Basic Computer Networks	3
NETW 125 Cisco I	3
<b>SECOND SEMESTER SUGGESTED COURSES</b>	
COER 112 Microcomputer Operating System	3
BE 180 Business Communication <b>OR</b>	3-4
ENG 101 Composition I	
NETW 145 Cisco II	3
NETW 255 Advanced Networking/N+ Prep	3
General Education Elective	3
<b>SUMMER</b>	
General Ed Elective in Humanities, Social Sciences or Science	3
<b>THIRD SEMESTER SUGGESTED COURSES</b>	
*ENGT 105 PC Applications in Technology	3
NETW 170 Intro to Information Security	3
NETW 215 Windows Server	3
CIP 167 Scripting for System Administration	3
<b>MINIMESTER</b>	
CIP 201 Microsoft Project	1
<b>FOURTH SEMESTER SUGGESTED COURSES</b>	
NETW 270 Microcomputer Forensics	3
NETW 274 Ethical Hacking and Security	3
NETW 280 Network Firewalls	3
NETW 190 Internship	3
NETW 216 Windows Network Environment	3
COER 125 Seminar	1
Minimum total hours required for certificate	64

\*May substitute with CS 100 (3 cr. hrs.)

**Computer Specialist – Programming Track**

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
*ENGT 105 PC Applications in Technology	3
CIP 101 Computer Logic and Design	4
NETW 120 Basic Computer Networks	3
CIP 104 Intro to Computer Programming	3
CIP 226 Database Management	3
<b>SECOND SEMESTER SUGGESTED COURSES</b>	
COER 112 Microcomputer Operating System	3
BE 180 Business Communication <b>OR</b>	3-4
ENG 101 Composition I	
CIP 204 Visual Basic Programming	4
CIP 227 Database Management II	3
CIP 151 Adv. Office Applications w/VBA	3
<b>SUMMER</b>	
General Ed Elective in Humanities, Social Sciences or Science	3
<b>THIRD SEMESTER SUGGESTED COURSES</b>	
NETW 170 Intro to Information Security	3
CIP 205 Advanced Visual Basic	4
CIP 167 Scripting for Systems Admin	3
CIP 170 Web Page Development <b>OR</b> CIP 170A and CIP 170B	4
COER 116 Microcomputer Hardware	3
<b>MINIMESTER</b>	
CIP 201 Microsoft Project	1
<b>FOURTH SEMESTER SUGGESTED COURSES</b>	
CIP 250 Java	3
CIP 260 Systems Design and Development	3
General Education Elective	3
CIP 270 Field Project	3
Minimum total hours required for certificate	66

\*May substitute with CS 100 (3 cr. hrs.)

**Computer Specialist – Web Programmer Track**

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
CIP 170	Web Page Development <b>OR</b>	4
CIP 170A and CIP 170B		
CIP 101	Computer Logic and Design	4
COER 116	Microcomputer Hardware	3
NETW 120	Basic Computer Networks	3
CIP 104	Intro to Computer Programming	3

MINIMESTER (OR SUMMER)		Credit Hours
CIP 185	XML – eXtensible Markup Language	1

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
CIP 204	Visual Basic Programming	4
CIP 182	Client-Side Scripting	3
CIP 211A	Intro to Flash	2
CIP 211B	Flash Programming	2
CIP 227	Database Management II	3

SUMMER		Credit Hours
General Ed Elective in Humanities, Social Sciences or Science		3

THIRD SEMESTER SUGGESTED COURSES		Credit Hours
*ENGT 105	PC Applications in Technology	3
BE 180	Business Communication <b>OR</b>	3-4
ENG 101	Composition I	
CIP 205	Advanced Visual Basic	4
CIP 228	Web Database Programming	3
COER 112	Microcomputer Operating System	3

MINIMESTER		Credit Hours
CIP 201	Microsoft Project	1

FOURTH SEMESTER SUGGESTED COURSES		Credit Hours
CIP 206	AJAX and WebServices <b>OR</b>	3
CIP 250	Java	
General Education Elective		3
CIP 260	Systems Design and Development	3
CIP 270	Field Project	3
NETW 170	Intro to Information Security	3

Minimum total hours required for certificate 67

\*May substitute with CS 100 (3 cr. hrs.)

**Desktop Support Technician Certificate**

*Certificate Code: 5725*  
*Contact Person: QC Campus, Don Mosier, Ext. 5278, Rm. 2-154, mosierd@bhc.edu; East Campus, Jodee Werkheiser, Ext. 1821, Rm. EC2-114*

This certificate is offered at the Quad-Cities Campus.

The Desktop Support Technician Certificate prepares individuals for positions in computer operations, maintenance, and repair of personal computers. The program develops computer technicians that will assume the responsibilities of hardware maintenance, application assistance, and software support in commercial and industrial environments. Graduates from this program will be responsible for installing software, troubleshooting and repairing or replacing faulty components (disks, memory, I/O devices, etc.), assisting with computer-related purchases and inventories, supporting peripheral devices (i.e., modems, printers, monitors), and performing basic computer maintenance.

Students starting this program and wishing to continue their education can do so with the Computer Specialist – Desktop Support Track AAS.

Opportunities for employment exist in commercial, business, and industrial environments. Typical positions include field service personnel, help desk, and computer system support staff.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
CS 100	Introduction to Computers	3
NETW 120	Basic Computer Networks	3
COER 116	Microcomputer Hardware	3
COER 110	Basic Electronics	3
NETW 210	Windows Workstation	3

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
COER 112	Microcomputer Operating Systems	3
COER 180	Desktop Application Support	3
COER 216	Advanced PC Hardware/A+ Prep	3
COER 118	Computer Troubleshooting	3
COER 124	Internship	3
COER 125	Seminar	1

Minimum total hours required for certificate 31

## Network Administrator Certificate

Approved program, revisions pending anticipated ICCB approval.

Certificate Code: 5659

Contact Person: QC Campus, Don Mosier, Ext. 5278, Rm. 2-154, mosierd@bhc.edu; East Campus, Jodee Werkheiser, Ext. 1821, Rm. EC2-114

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, Exchange Server (Mail) Administration, Linux operating systems, Cisco and basic network security. Several of the courses prepare students for certification exams including CompTIA's N+ and Microsoft's MCP.

Students starting this program and wishing to continue their education can do so with the Computer Specialist Network Administration Track AAS.

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
COER 112 Operating Systems	3
NETW 120 Basic Computer Networks	3
NETW 210 Windows Workstation	3
NETW 215 Windows Server	3
NETW 125 Cisco I	3

<b>SECOND SEMESTER SUGGESTED COURSES</b>	
NETW 145 Cisco II	3
NETW 170 Intro to Information Security	3
NETW 216 Windows Network Environment	3
NETW 255 Advanced Networking/N+ Prep	3
NETW 252 E-Mail Server Administration	3

Minimum total hours required for certificate 30

## Networking Security Specialist

Certificate Code: 5647

Contact Person: QC Campus, Don Mosier, Ext. 5278, Rm. 2-154, mosierd@bhc.edu; East Campus, Jodee Werkheiser, Ext. 1821, Rm. EC2-114

This certificate is offered at the Quad-Cities Campus.

The Networking Security Specialist certificate is for individuals wishing to enter the growing field of network/information security. It is also of interest to current IT professionals who wish to expand and upgrade their skills for career advancement. Students completing the program will have entry-level skills in conducting computer forensics, developing security policies, implementing security procedures and best practices,

anticipating and countering attacks, and testing for security vulnerabilities.

Students starting this program and wishing to continue their education can do so with the Computer Specialist Network – Security Track AAS.

Employment opportunities existing in the information technology field for security analysts or security specialists. Additionally, security training enhances an individual's employability for the full range of IT jobs, from PC/Network Technician to Network Administrator and beyond.

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
NETW 170 Intro to Information Security	3
NETW 215 Windows Server	3
NETW 125 Cisco I	3
NETW 255 Advanced Networking/N+ Prep	3
CIP 167 Scripting for Systems Administration	3

<b>SECOND SEMESTER SUGGESTED COURSES</b>	
NETW 145 Cisco II	3
NETW 270 Microcomputer Forensics	3
NETW 274 Ethical Hacking and Security	3
NETW 280 Network Firewalls	3
Technical Elective	3

Minimum total hours required for certificate 30

## Network Technician

Certificate Code: 5578

Contact Person: QC Campus, Don Mosier, Ext. 5278, Rm. 2-154, mosierd@bhc.edu; East Campus, Jodee Werkheiser, Ext. 1821, Rm. EC2-114

This certificate is offered at the Quad-Cities Campus.

The Network Technician certificate program prepares students for entry into the rapidly growing field of computer networking. Computer hardware, data communications, and networked systems are investigated and assessed. Students install, set up, diagnose, repair, and maintain computers, networking hardware and software in a hands-on environment. An internship in the second semester provides a valuable opportunity for on-the-job experience with skilled technicians.

Students starting this program and wishing to continue their education can do so with the Computer Specialist-Network Administration Track AAS.

Students who complete this program will be qualified for such positions as network administrator, network technician, and network support specialist.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
COER 116	Microcomputer Hardware	3
NETW 120	Basic Computer Network	3
NETW 125	CISCO I	3
NETW 210	Windows Workstation	3
COER 112	Microcomputer Operating Systems	3
SECOND SEMESTER SUGGESTED COURSES		
NETW 145	CISCO II	3
NETW 170	Intro to Information Security	3
NETW 215	Windows Server	3
NETW 255	Advanced Networking/N+ Prep	3
NETW 190	Networking Internship	3
COER 125	Seminar	1
Minimum total hours required for certificate		31

## PC Application Programmer Certificate

*Certificate Code: 5847*

*Contact Person: QC Campus, Debbie Collins, Ext. 5316, Rm. 2-155, collinsd@bhc.edu; East Campus, Jodee Werkheiser, Ext. 1821, Rm. EC2-114*

This certificate is offered at the Quad-Cities Campus.

This program is a one-year certificate that is ideal for those individuals with no previous programming experience who wish to enter this exciting and demanding career field. Course offerings are designed to give the fundamentals of programming through the creation of programs written in high-level programming languages. Black Hawk College’s PC Application Programmer Certificate provides students with the ability to develop, test, implement, and document customized desktop applications. Students will create object-oriented and event-driven programs using the Visual Basic programming language and will create customized Word, Excel, and Access applications using VBA. In addition, students will take courses preparing for the MCDST (Microsoft Certified Desktop Support Technician).

Students starting this program and wishing to continue their education can do so with the Computer Specialist – Programming Track AAS.

Graduates of the program will find employment in PC programming in a business environment. The student will be prepared for an entry-level programming position.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
CIP 101	Computer Logic & Design	4
CIP 104	Introduction to Computer Programming	3
CIP 226	Database Management	3
CIP 230	Spreadsheet Analysis	3
*Tech Elective		3
MINIMESTER SUGGESTED COURSES		
CIP 201	Microsoft Project	1
SECOND SEMESTER SUGGESTED COURSES		
CIP 204	Visual Basic Programming	4
CIP 227	Database Management II	3
CIP 151	Adv Office Applications w/VBA	3
COER 180	Desktop Application Support	3
*Technical Elective		3
Minimum total hours required for certificate		33

\*Suggested Technical Electives (5 credits needed)  
(some courses require a pre-requisite – check course descriptions in catalog)

COER 112	Microcomputer Operating Systems	3
CIP 167	Scripting for Systems Administration	3
CIP 280	Intro to Game Programming	3
NETW 120	Intro to Networks	3
CIP 205	Advanced Visual Basic	4
CIP 185	XML	1
BE 120	Tech Tools	2
CIP 250	JAVA	3
CIP 299	Independent Study	1-3

## Visual Communication

*Associate in Applied Science Code 5447*

*Contact Persons: QC Campus, Zaiga Thorson, Rm. 4-134, Ext. 5469*

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, desktop publishing or 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 lead 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 of Arts (AA) transfer degrees.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
ART 101	2-D Design	3
ART 121	Drawing and Drawing Theory	3
ART 290	Applications in Computer Art	3
ART 230	Type and Digital Layout	3
ART 215	Digital Imagery	3
ART 281	Art History	3

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
ART 111	3-D Design	3
ART 122	Drawing and Drawing Theory	3
ART 217	Digital Drawing	3
ART 246	Graphic Design OR	3
ART 248	Production and Prepress	3
ART 200	Art Problems – Digital Photography	2
CS 100	Introduction to Computers	3

THIRD SEMESTER SUGGESTED COURSES		Credit Hours
ART 201	Life Drawing	3
COMM 100	Communication Skills OR	3
ENG 101	Composition I	3
SPEC 114	Interpersonal Communication	3
PSYC 101	Introduction to Psychology	3
BA 160	Business Math	3

FOURTH SEMESTER SUGGESTED COURSES		Credit Hours
JOUR 221	Intro to Mass Communication	3
ART 246	Graphic Design OR	3
ART 248	Production and Prepress	3
ART 282	Art History	3

Two courses in one of the following tracks:

**Photography track:**

ART 231	Photography	3
ART 232	Photography	3

**Illustration track:**

Art 211	Painting	3
ART 210	Introduction to Illustration	3

**Web Design track:**

CIP 170	Web Page Development	4
CIP 211A	Introduction to Flash	2

Minimum total hours required for degree 65

## Web Developer Certificate

*Certificate Code: 5846*

*Contact Person: QC Campus, Debbie Collins, Ext. 5316, Rm. 2-155, collinsd@bhc.edu; East Campus, Jodee Werkheiser, Ext. 1821, Rm. EC2-114*

This certificate is offered at the Quad-Cities Campus.

The Web Developer Certificate is a one-year certificate that emphasizes both the technical and design aspects of Web page creation. Students will learn HTML, XML, Javascript and Server-Side programming with ASP.NET for the technical aspect. They will also learn the creative side with courses covering Photoshop, Illustrator, and Flash.

Students starting this program and wishing to continue their education can do so with the Computer Specialist – Web Programming Track AAS.

Graduates of the program will find entry-level employment in the field of Web page development and maintenance.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
CIP 170	Web Page Development <b>OR</b> CIP 170A and CIP 170B	4
ART 215	Digital Imagery <b>OR</b>	3
ART 290	Applications in Computer Art	3
CIP 104	Introduction to Computer Programming	3
CIP 101	Computer Logic and Design	4

MINIMESTER SUGGESTED COURSES		Credit Hours
CIP 185	XML	1

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
CIP 204	Visual Basic Programming	4
CIP 211A	Intro to Flash (Spring only 8 week course)	2
CIP 211B	Flash Programming (Spring only 8 week course)	2
CIP 182	Client-Side Scripting	3
*Technical Electives		5

Minimum total hours required for certificate 31

**\*Suggested Technical Electives:** Choose any – does not need to be same emphasis. Some courses require a pre-requisite – check course descriptions in catalog.

*Design Emphasis*

ART 215 or ART 290 – select course not taken		
first semester		3
ART 231	Photography	3
BE 248B	Adobe Acrobat	1

*Database Programming Emphasis*

CIP 227	Database Management II	3
CIP 228	Web Database Programming	3

*Web 2.0 Emphasis:*

CIP 206	AJAX and Web Services	3
---------	-----------------------	---

*Networking Emphasis*

COER 112	Microcomputer Operating Systems	3
NETW 170	Intro to Information Security	3
NETW 120	Intro to Networks	3

*Miscellaneous*

CIP 299	Independent Study	1-3
---------	-------------------	-----

## 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 who wish 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, and Intravenous Therapy.

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:

Nursing Associate Degree (AAS)	Medical Assisting (AAS)
Basic Nurse Assistant Training Program	Medical Billing Specialist
Dental Assisting*	Medical Coding Specialist
Electroneurodiagnostic Technology*	Medical Transcription
Emergency Medical Services (AAS)	Physical Therapist Assistant (AAS)
Health Information Management (AAS)	Practical Nursing
Massage Therapy & Bodywork	Radiologic Technology (AAS)

\*These programs are offered as part of a cooperative agreement. Please contact the Advising Center for more information.

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.

Persons wishing to enter 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.

Persons wishing to enroll 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 Degree in Science – EMS

### Emergency Medical Services – Paramedic

Associate in Applied Science Code 5039

Contact Persons: QC Campus, Stephanie Valdes, Ext. 5361, Rm. 3-310A, Nan Reddy, Ext. 5161, Rm. 1-220; East Campus, Wendy Smith, Ext. 1713, Rm. A-246

The Associate in Applied Science EMS-Paramedic program consists of the basic Paramedic Certificate EMS program with 20 hours of general education Arts and Sciences courses added. The program is intended to give graduates greater flexibility in their career choice because many EMS services are now giving preference in hiring to candidates with an associate degree. An AAS degree in Emergency Medical Services can prepare graduates for being a charge medic, supervisor, operations manager or administrative director of emergency services. The target population consists of EMS personnel already working in the field who would like to add to their certificate to earn a degree and to those who have not had any training.

<b>Year 1</b>		Credit
<b>SPRING SEMESTER SUGGESTED COURSES</b>		
EMS 100 Emergency Medical Technician Basic	8	Hours
BIOL 145 Anatomy Physiology I	4	
<b>ELECTIVE OR</b>	1-3	
OR 100 Intro to College (suggested)		
<b>SUMMER SEMESTER SUGGESTED COURSES</b>		
COMM 100 Communications Skills <b>OR</b>	3	
ENG 101 Composition I <b>OR</b>		
ENG 132 Technical Writing		
<b>FALL SEMESTER SUGGESTED COURSES</b>		
EMS 120 Intermediate Theory	8	
EMS 160 Paramedic Theory I	6	
BIOL 146 Anatomy Physiology II	4	
<b>Year 2</b>		
<b>SPRING SEMESTER SUGGESTED COURSES</b>		
EMS 122 Intermediate Theory	8	
EMS 162 Paramedic Theory II	6	
<b>SUMMER SEMESTER SUGGESTED COURSES</b>		
EMS 161 Paramedic Clinical I	7	
<b>FALL SEMESTER SUGGESTED COURSES</b>		
EMS 163 Paramedic Clinical II	7	
CS 100 Introduction to Computers	3	
SPEC 175 Intercultural Communication	3	
SOC 102 Contemporary Social Problems	3	
Minimum total hours required for a degree:	70-72	

Students are encouraged to consult with an advisor for appropriate course selection.

### Emergency Medical Services – Certificates

Certificate Code 5532, 5539

Contact Persons: QC Campus, Stephanie Valdes, Ext. 5361, Rm. 3-310A; Nan Reddy, Ext. 5161, Rm. 1-220; East Campus, Wendy Smith, Ext. 1713, Rm. A-246

Emergency Medical Services education is offered through the Allied Health department in cooperation with Illini Hospital.

This education prepares individuals for entry-level positions as emergency medical technicians. The program prepares individuals to provide basic and advanced life support in out-of-the-hospital settings to critically ill and injured persons.

Each applicant must take the ASSET or COMPASS test prior to enrollment and a physical examination is required prior to beginning clinical practice/ride time. CPR (Health Care Provider Level) course is required as a prerequisite to EMS 100.

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.

Successful completion of the Illinois Department of Public Health state examination is required for licensure prior to employment. Students must also 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.

Job opportunities include hospitals, private ambulance services, municipal fire, police or rescue squad departments. Volunteers are generally EMT-Basic Level. Those with more education and skill such as the EMT-I or EMT-P are more likely to hold a paid position.

#### Emergency Medical Technician - Intermediate Certificate

Curriculum is under review with proposed changes scheduled to be implemented in Fall 2010 and Spring 2011.

#### Emergency Medical Technician - Paramedic Certificate

	Credit
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
EMS 100 Emergency Medical Technician Basic	8
<b>SECOND SEMESTER SUGGESTED COURSES</b>	
EMS 120 Emergency Medical Technician Intern. Theory	8
EMS 160 Emergency Medical Tech-Paramedic Theory I	6

**THIRD SEMESTER SUGGESTED COURSES**

EMS 122 Emergency Medical Technician Intern. Theory	8
EMS 162 Emergency Medical Tech–Paramedic Theory II	6

**FOURTH SEMESTER SUGGESTED COURSES**

EMS 161 Emergency Medical Technician–Paramedic Clinical I/7	
---	--

**FIFTH SEMESTER SUGGESTED COURSES**

EMS 163 Emergency Medical Technician – Paramedic Intermediate Clinical II	7
---	---

Minimum total hours required for Certificate	50
--	----

**Nursing Associate Degree**

*Associate in Applied Science Code 5355*

*Contact Person: QC Campus, Karen Baber, Ext. 5362, Rm. 3-380, Nan Reddy, Ext. 5161, Rm. 1-220; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

The Nursing Associate Degree (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 National League for Nursing Accrediting Commission (404-975-5000, www.nlnac.org).

Each applicant must meet the following admission requirements and will be evaluated on an individual basis:

1. High school graduate or equivalent.
2. 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 ASSET or COMPASS 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. Attendance at informational meeting.
7. Physically able to provide client care.
8. Transfer students are admitted into the ADN program on an individual basis. In addition to following transfer admission guidelines (page 15), 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.

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, pg. 80.)

For Licensed Practical Nurses who desire advanced placement, the same admission procedures apply. Once accepted into the nursing program, the LPN then takes NURS 100-Transition Course for LPNs. Upon successfully passing the Transition Course, LPNs will receive credit for NURS 112. The NURS 100 course will remain current for one year after completion.

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 approximately \$400 per semester. These 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.

**NURSING ASSOCIATE DEGREE**

	Credit Hours
<b>PREPARATORY COURSE</b>	
PSYC 101 Introduction to Psychology	3
<b>FIRST SEMESTER (LEVEL I)</b>	
NURS 112 Nursing Concepts I	10
NURS 138 Intro to Professional Nursing	1
BIOL 145 Anatomy-Physiology I	4
PSYC 200 Human Growth and Development	3

**SECOND SEMESTER (LEVEL II)**

NURS 122A Psychosocial Nursing Concepts	5
NURS 122B Physiological Nursing Concepts	5
BIOL 146 Anatomy-Physiology	4
SOC 101 Principles of Sociology	3

**THIRD SEMESTER (LEVEL III)**

NURS 216 Nursing Concepts III	10
BIOL 261 Microbiology	4
SPEC 175 Intercultural Communications <b>OR</b>	3
ANTH 102 Introduction to Cultural Anthropology <b>OR</b>	
PHIL 103 Ethics <b>OR</b>	
PHIL 100 Logic <b>OR</b> a foreign language course	

**FOURTH SEMESTER (LEVEL IV)**

NURS 226 Nursing Concepts IV	10
NURS 230 Transition into Practice	1
*MATH elective	3
ENG 101 Composition I	3

Minimum total hours required for degree 72

\*100 level math course

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 Section 8 and Section 15. For more information, refer to the Joint Committee on Administrative Rules – Administrative Code: <http://www.ilga.gov/commission/jcar/admincode/068/068013000000750r.html>.

## Basic Nurse Assistant Training Program

*Certificate Code 5566*

*Contact Person: QC Campus, Cheryl Ballantyne, Ext. 5404, Rm. 3-155, Nan Reddy, Ext. 5161, Rm. 1-220; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

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.
- English as a Second Language (ESL) students required to take the Michigan Test.

Prior to starting the clinical practicum portion of the class, the applicant must show proof of the following:

- 2-step tuberculosis screening 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.

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 Web site, and if necessary, obtain the proper waiver prior to enrolling in NA 100 – <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 receive 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).

### 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
<b>Total credit hours</b>	<b>8 hours</b>

## Health Information Management

*Associate in Applied Science Code 5192*

*Contact Persons: QC Campus, Betsey Morthland, Ext. 5285, Rm. 1-314*

Check with an adviser about the possible availability of certain curricula at the East Campus. Completion of the degree is currently available only at the Quad-Cities Campus.

Health information technology is one of the 20 fastest growing occupations in the U.S. As a medical billing and coding professional, you stand at the crossroads of health care and technology and make an important contribution to the delivery of quality health care.

The curriculum for this associate’s degree includes coursework in three certificate areas of medical transcription, billing, and coding. A student with a certificate in one of the above areas may transfer all the

coursework toward this Health Information Management (HIM) degree.

The HIM professional is a medical language specialist who interprets and transcribes dictation by physicians and other health care professionals and works with the health care team. This team of professionals protects patient and client information in accordance with the HIPPA regulations.

The HIM professional has a thorough knowledge of medical office procedures including health insurance filing, coding, and regulations. The graduate is prepared to use health information to document patient care and facilitate delivery of health care services. The student will be aware of all standards and requirements that apply to the medical record, as well as the legal significance of the patient file.

As a skilled medical information professional, one is an expert on patient data that doctors, nurses, and other providers rely on to perform their jobs – a needed link in the extended health care team.

With hands-on skill classes of medical transcription and medical coding, immersing one’s self in beginning medical terminology to advanced terminology to pharmacology terminology, the student attains the education necessary to perform well on the job. The HIM internship provides a mentor who will guide the on-the-job learning that is necessary. Hospitals, clinics, medical facilities, insurance offices, physician’s office teams are just a few places that these internships can be attained.

College certificates in physician-based medical coding, hospital-based medical coding, health insurance billing, and clinical trials research are being offered at more and more colleges. Nationwide-accepted certifications for coding, transcribing, and billing are offered through the American Academy of Professional Coders (AAPC), Certified Professional Coder’s (CPC) board exam, or the American Health Information Management Association’s Certified Coding Associate (CCA) board exam.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
BE 100	Work Environment Orientation	2
BE 141	Computerized Keyboarding I	3
HIM 156	Introduction to Health Insurance	3
BIOL 150	Medical Terminology	3
PN 110	Basic Anatomy & Physiology	3
COMM 105	Essentials of English	3
SECOND SEMESTER SUGGESTED COURSES		
BE 145 A&B	Information Processing	2
HIM 148	Beginning Medical Transcription	4
HIM 200	Advanced Medical Terminology	3
HIM 251	Medical Office Procedures	3
HIM 255	Medical Manager	3

**THIRD SEMESTER SUGGESTED COURSES**

BA 170	Fundamentals of Accounting	3
BA 171	Fundamentals of Accounting Lab	1
HIM 250	Advanced Medical Transcription	4
HIM 252	Pharmacology Terminology	3
HIM 254	Law, Liability, and Medical Ethics	3
HIM 257	Procedure and Diagnosis Coding I	3

**FOURTH SEMESTER SUGGESTED COURSES**

BE 180	Business Communications	4
HIM 249	Management of Health Information	3
HIM 258	Procedure and Diagnosis Coding II	3
HIM 261	Seminar	1
HIM 265	Internship	3
BE 143	Keyboard Speed & Accuracy	2

Minimum total hours required for certificate 65

**Massage Therapy & Bodywork Program**

*Certificate Program Code: 5589*

*Contact Person: Jennifer Johnson, 796-5120, johnsonj@bhc.edu*

Students planning to pursue this 40-hour college credit certificate program must follow the College curriculum. The completion of the course of study required will satisfy graduation requirements to obtain a certificate. After successful program completion, students will be eligible to take the National Certification Board for Therapeutic Massage and Bodywork exam, which is required before applying for licensure in Iowa or Illinois. Students must achieve grades of “C” or above in all areas in order to receive a certificate.

Students in the Massage Therapy and Bodywork 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. 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.

The curriculum for the Massage Therapy and Bodywork Program has been approved by the ICCB (Illinois Community College Board). This intensive program is conducted over three consecutive semesters and is held at the Quad-Cities Campus with a required clinical held off campus. The program prepares individuals for employment as a massage therapy and body work therapist. Students will develop an in-depth understanding of the human body and its interactions.

Designed to provide a comprehensive understanding of massage therapy techniques and bodywork modalities with an emphasis on traditional relaxation massage techniques, the curriculum combines lecture and hands-on practice.

Students will take classes designed to give particular understanding and skills in such areas as basic Swedish massage, chair massage, anatomy, physiology, pathology, kinesiology, medical terminology, wellness and stress management, introductory business, and ethics. They will also be introduced to various bodywork modalities.

Each application must meet the following requirements:

- 18 years of age.
- High school graduate or equivalent.
- Prior approval by the coordinator of the program.
- Fill out the application for State of Illinois Uniform Conviction Information Act.
- Take the COMPASS test or provide transcripts of successfully completed college level courses.
- Must complete Health Care Provider level CPR and complete the required medical information before enrolling in clinic.

<u>Fall Start</u>	Credit
<b>FIRST SEMESTER</b>	
MASG 100 Therapy Theory I	10
MASG 102 Musculoskeletal Anatomy/Kinesiology	5
 <b>SECOND SEMESTER</b>	
MASG 103 Human Anatomy + Physiology	5
MASG 111 Massage Techniques & Practices I	5
MASG 112 Massage Techniques & Practices II	5
 <b>THIRD SEMESTER</b>	
MASG 106 Pathology	3
MASG 109 Therapy Theory & Practice	3
MASG 110 Massage Therapy Clinical	4
 Total hours required for certificate	 40
 <u>Spring Start</u>	
<b>FIRST SEMESTER</b>	
MASG 100 Therapy Theory I	10
MASG 102 Musculoskeletal Anatomy/Kinesiology	5
 <b>SECOND SEMESTER</b>	
MASG 103 Human Anatomy + Physiology	5
MASG 111 Massage Techniques & Practices I	5
 <b>THIRD SEMESTER</b>	
MASG 106 Pathology	3
MASG 109 Therapy Theory & Practice	3
MASG 112 Massage Techniques & Practices II	5
MASG 110 Massage Therapy Clinical	4
 Total hours required for certificate	 40

## Medical Assisting Certificate

*Certificate Code 5864*

*Contact Person: QC Campus, Betsey Morthland, Ext. 5285, Rm. 1-314*

This certificate is offered at the Quad-Cities Campus.

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.

<b>FIRST SEMESTER SUGGESTED COURSES</b>	Credit Hours
BIOL 150 Medical Terminology	3
PN 110 Basic Anatomy and Physiology	3
HIM 156 Introduction to Health Insurance	3
HIM 147 Med. Assisting Clin. Tech 1	4
 <b>MINIMESTER SUGGESTED COURSE</b>	
HIM 251 Medical Office Procedures	3
 <b>SECOND SEMESTER SUGGESTED COURSES</b>	
HIM 252 Pharmacology Terminology	3
HIM 254 Law, Liability, and Medical Ethics	3
HIM 247 Medical Assisting Clin. Tech II	4
 <b>SUMMER SEMESTER SUGGESTED COURSES</b>	
HIM 261 Seminar	1
HIM 265 Internship	3
 Minimum total hours required for Certificate	 30

## Medical Billing Specialist Certificate

*Certificate Code 5586*

*Contact Person: QC Campus, Betsey Morthland, Ext. 5285, Rm. 1-314*

This certificate is offered only at the Quad-Cities Campus.

The Medical Billing Specialist Certificate is to prepare students for employment in the health care information management area. This certificate would enable the student to be employed by hospital billing departments, physicians' offices, health care clinics, emergency care clinics, chiropractic offices, psychiatric clinics, health insurance companies, and HMO offices.

The Medical Billing Specialist will work in jobs that require the knowledge of insurance basics, insurance claims, specific health care insurance carrier's expectations, strong data entry skills, team working experience with medical coders and medical transcriptionists and others on the health care team, medical terminology, law, liability and medical ethics when working in the healthcare information management area, internet medical billing opportunities, computer keyboarding with Windows, Medical Manager billing software, and the ability to communicate effectively - both oral and written- with carriers and their representatives and patients.

To deliver these special skills in this program, this curriculum provides both classroom instruction and hands-on experience in the form of an internship. Primarily, the job would include accounts receivable work, posting receipts, verifying and precertifying insurance, follow up on insurance claims, customer service, medical bill review, handling all assigned claims to conclusion, working with insureds and doctors to arrange settlement, computer work on windows-based programs including Medical Manager software, and collections.

Many physicians' offices would require that the Medical Billing Specialist have some crossover duties required with the receptionist or medical secretary - accepting the duties of scheduling appointments, answering phones, picking up customer information from the hospital, coordination of in-patient and out-patient coding activities, solving and correcting errors in billing, and physician scheduling.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
BE 141	Computerized Keyboarding I	3
BIOL 150	Medical Terminology	3
BE 110	Data Entry	2
BE 100	Orientation to Work Environment	2
HIM 156	Introduction to Health Insurance	3

## SECOND SEMESTER SUGGESTED COURSES

BE 180	Business Communications	4
HIM 200	Advanced Medical Terminology	3
HIM 251	Medical Office Procedures	3
HIM 249	Management of Health Information	3
HIM 255	Medical Manager	3

## THIRD SEMESTER SUGGESTED COURSES

HIM 254	Law, Liability and Medical Ethics	3
HIM 261	Seminar	1
HIM 265	Internship	3
	Elective	3

Minimum total hours required for Certificate 39

## Medical Coding Specialist Certificate

*Certificate Code 5584*

*Contact Person: QC Campus, Betsey Morthland, Ext. 5285, Rm. 1-314*

This certificate is offered only at the Quad-Cities Campus.

The Medical Coding Specialist Certificate is to prepare students for employment in the health care information management area. This certificate would enable the student to be employed by hospital coding departments, physicians' offices, health care clinics, emergency care clinics, chiropractic offices, psychiatric clinics, health insurance companies, and HMO offices. 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 medical transcriptionists 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-4 procedure and ICD-9/10 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, HIPPA regulations, the ability to resolve insurance carrier rejects and denials related to coding and coverage issues.

To deliver these special skills in this program, this curriculum provides both classroom instruction and hands-on experience in the form of an internship. The internship will be for one semester- minimum 15 hours a week.

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
BE 141 Computerized Keyboarding I	3
BIOL 150 Medical Terminology	3
BE 100 Orientation to Work Environment	2
HIM 156 Introduction to Health Insurance	3
HIM 257 Procead and Diagnosis Coding I	3
<b>SECOND SEMESTER SUGGESTED COURSES</b>	
HIM 200 Advanced Medical Terminology	3
HIM 251 Medical Office Procedures	3
HIM 258 Procead & Diagnosis Coding II	3
Elective	3
<b>THIRD SEMESTER SUGGESTED COURSES</b>	
HIM 254 Law Liability and Medical Ethics	3
HIM 261 Seminar	1
HIM 265 Internship	3
Minimum total hours required for Certificate	33

## Medical Transcription

*Certificate Code 5785*

*Contact Person: Quad-Cities Campus, Betsey Morthland, Ext. 5285, Rm. 1-314*

This certificate is offered only at the Quad-Cities Campus.

The Medical Transcriptionist Certificate is a three-semester program; it is offered at the Quad-Cities Campus. Experienced and trained medical transcriptionists are in strong demand.

Students in this program acquire proficiency in medical terminology, medical transcription, proofreading, editing, medical office procedures, medical billing with Medical Manager software, current MS Window word processing application software, and computer keyboarding skill. Students get hands-on practice in preparing physician's documentation-keyboarding transcription, proofing, and editing sentences for accuracy as a legal document. Students get practical work experience by participating in a one-semester internship in local health care facilities, clinics, or with medical transcription providers.

This program offers the student the opportunity to work in medical offices, hospitals, clinics, insurance companies, or with medical transcription providers. The demand in this area is great for the graduate who has excelled in keyboarding, medical transcription, and proofreading and editing skills.

Currently, experienced medical transcriptionists have the option to work out of their own homes or work for large organizations that outsource their work to in-home workstations. The graduate of this program would have entry-level qualifications to be employed in this career area.

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
BE 100 Work Environment Orientation	2
PN 110 Basic Anatomy and Physiology	3
BIOL 150 Medical Terminology	3
BE 141 Computerized Keyboarding I	3
BE 145 A&B Information Processing	2
COMM 105 Essentials of English	3
<b>SECOND SEMESTER SUGGESTED COURSES</b>	
HIM 148 Beginning Medical Transcription	4
HIM 251 Medical Office Procedures	3
HIM 200 Advanced Medical Terminology	3
HIM 255 Medical Manager	3
<b>THIRD SEMESTER SUGGESTED COURSES</b>	
HIM 252 Pharmacology Terminology	3
HIM 250 Advanced Medical Transcription	4
HIM 261 Seminar	1
HIM 265 Internship	3
BE 143 Keyboarding Speed & Accuracy	2
Elective	3

Minimum total hours required for certificate 45

\*Students should look at the Assessment and Orientation on page 23.

## Physical Therapist Assistant

*Associate in Applied Science Code 5079*

*Contact Person: QC Campus, Larry Gillund, Ext. 5393, Rm. 3-152, Nan Reddy, Ext. 5161, Rm. 1-220; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

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 2014.

The curriculum for Physical Therapist Assistant is career oriented and accredited by the American Physical Therapy Association.

Each applicant must meet the following requirements:

- High school graduation or equivalent
- A physical examination prior to any clinical experience
- Interview with PTA faculty – the interview is part of a written and oral selection process (held in the spring prior to the start of fall classes)
- Minimum of “C” average in courses previously completed at Black Hawk College and any courses transferred from other colleges

- Students must achieve a grade of “C” or above in all PTA courses to continue in the program
- Any developmental course that is required as determined by COMPASS scores and program faculty
- All prerequisites need to be completed for required courses with a grade of “C” or above (science classes within last five years)

Students are strongly encouraged to get their application in early, as this selection process begins in January and is very competitive. Applicants are interviewed and reviewed for selection in the order in which the program received their application. This program admits 24 students each fall. Applications will be accepted starting September 1st. Applications are available online at [www.bhc.edu](http://www.bhc.edu) or you may request to have one mailed to you through New Student Services at the Quad-Cities Campus. 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.

	Credit
FIRST SEMESTER SUGGESTED COURSES	Hours
BIOL 145 Anatomy and Physiology I	4
BIOL 150 Medical Terminology	3
ENG 101 Composition I	3
PTA 100 Introduction to PTA	3
PTA 113 Physical Agents I	2
PTA 202 Physical Rehabilitative Techniques	3
SECOND SEMESTER SUGGESTED COURSES	
BIOL 146 Anatomy and Physiology II	4
PSYC 101 Introduction to Psychology	3
PTA 201 Kinesiology	4
PTA 203 Pathology	2
PTA 204 Practicum I	3
PTA 207 Massage	1
THIRD SEMESTER SUGGESTED COURSES	
PSYC 200 Human Growth and Development	3
PTA 205 Physical Therapy Science	2
PTA 208 Therapeutic Exercise I	3
PTA 214 Practicum II	3
SPEC 114 Interpersonal Communication	3
FOURTH SEMESTER SUGGESTED COURSES	
MATH 108 Statistics for General Education <b>OR</b>	3
CS 100 Introduction to Computers	
PTA 209 Therapeutic Exercise II	4
PTA 213 Physical Agents II	3
PTA 290 Clinical Seminar	2
SPEC 175 Intercultural Communication	3
FIFTH SEMESTER SUGGESTED COURSES	
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 Code 5666*

*Contact Persons: QC Campus, Sally Flesch, Ext. 5392, Rm. 3-153, Nan Reddy, Ext. 5161, Rm. 1-220; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

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 is required prior to beginning clinical practice
- Student must achieve a grade of “C” or above in all courses to continue in the program

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.

PROGRAM PREREQUISITES	Credit
	Hours
MATH 080 Basic Mathematical Skills <b>OR</b> Appropriate COMPASS test score	3
ENG 101 Composition I <b>OR</b>	3
COMM 100 Communication Skills	
BIOL 145 Anatomy-Physiology I <b>OR</b>	3-4
PN 110 Anatomy and Physiology	

FIRST SEMESTER SUGGESTED COURSES	
PN 111 Foundations of Practical Nursing	8
PN 105 Pharmacology in Practical Nursing I	1
PN 112 Older Adult Nursing	8

SECOND SEMESTER SUGGESTED COURSES	
PN 106 Pharmacology in Practical Nursing II	1
PN 114 Intergenerational Nursing	8
PN 113 Adult Health 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 Section 9 and Section 15.

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.

## Radiologic Technology

*Associate in Applied Science Code 5071*

*Contact Persons: QC Campus, Nelson Lay, Ext. 5386, RM. 3-352; Student Services, Trinity College of Radiography, 779-7750*

Black Hawk College offers an Associate in Applied Science degree completion program to persons completing an approved Radiologic Sciences program of study. A wide variety of opportunities exists for persons entering the medical imaging profession including general and specialized medical imaging, management, education and sales.

Enrollment in this program is limited and specific requirements must be met. Students are admitted based upon date of application and completion of prerequisite courses. Contact the Trinity Medical Center’s School of Radiography early to facilitate planning.

The following college courses are highly recommended for completion prior to enrollment: BIOL 145, 146, 150.

GENERAL EDUCATION COURSES		Credit Hours
ENG 101	Composition I	3
PSYC 101	Introduction to Psychology	3
SPEC 101	Principles of Speech Communication <b>OR</b>	3
SPEC 114	Interpersonal Communication <b>OR</b>	
SPEC 175	Intercultural Communication	
MATH 110	Math for General Education	3
	Humanities Elective	3
 <b>TECHNICAL CORE COURSES</b>		
Radiologic Technology		35-53

### REQUIRED COURSES

BIOL 145	Anatomy-Physiology I	4
BIOL 146	Anatomy-Physiology II	4
Minimum total hours required for degree		65

\* Or comparable general education MATH course.

As indicated in the Trinity Radiography Curriculum Plan, BIOL 145 and 146 may be taken concurrently in the Fall and Spring Semesters of YEAR ONE. However, it is strongly recommended that BIOL 145 and 146 are taken PRIOR to the core radiography courses at Trinity. BIOL 145 and 146 are prerequisites to YEAR TWO.

The General Education Requirements for the AAS listed above may be completed before, during, or after the Radiography Curriculum courses taken at Trinity. Currently, the AAS degree is strongly recommended but remains an optional choice for the student. A total of 20% of the AAS credits (15 credits) must be completed at Black Hawk College to earn the AAS degree, therefore a student may be required to take additional course(s).

TECHNICAL CORE COURSES		Credit Hours
Optional Associate of Applied Science degree awarded by Black Hawk College		65
Minimum of 15 general education credits		74

# Child Development

*Associate in Applied Science Code 5059/*

*Certificate Code 5069*

*Contact Person: QC Campus, Chris Bachelder, Ext. 5986, Rm. 1-473; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

The Child Development curriculum is offered by the Department of Social, Behavioral and Educational Studies at the Quad-Cities Campus, Moline, and through distance learning and online courses at the East Campus. The Child Development career program is especially designed to prepare persons to work with groups of pre-school children in facilities which foster healthy social, physical, emotional and intellectual growth. The Black Hawk College Child Development Program has been approved as an entitled program leading to the Illinois Director Credential, Level I. To earn this credential, students must follow a prescribed course of study. The Gateways Level 2, 3, and 4 and Infant-Toddler Level 2, 3 and 4 credentials are now available also.

Students will take classes designed to give particular understanding and skills in such areas as human growth and development, nutrition, and behavior. Observation and practical experience will take place in off-campus preschool and child care facilities. Observation and practicum students must have documentation of a current physical exam and of having a P.P.D. 2-step test for T.B.; if positive, include the date and results of a chest x-ray. Additionally, fingerprinting and background check may be required for observation and practicum students.

Employment possibilities for graduates are in the areas of center child care, home child care, preschool and public school programs. Positions include child care/preschool director, child care/preschool teacher, child care/preschool teacher aide or assistant, homecare giver, public school teacher aide, or recreational worker. Students who want an Early Childhood four-year degree leading to 04 certification should follow the Associate of Arts in Teaching (AAT) in Early Childhood Education degree plan.

The Teacher Aide Certificate is designed to prepare individuals to be Teacher Aides in the public school systems; from preschool through high school, including special education. This certificate can lead directly into the 2-year Child Development Associate in Applied Science degree.

## Associate in Applied Science Degree

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
CD 100	Introduction to Early Childhood	3
CD 200	Growth and Development of the Young Child	3
CD 206	Creative Activities for the Young Child	3
CD 207	Music for Young Children <b>OR</b>	3
CD 222	Child, Family, Community	
COMM 100	Communication Skills <b>OR</b>	3
ENG 101	Composition I	
SECOND SEMESTER SUGGESTED COURSES		
CD 202	Observation and Guidance of the Young Child	3
①CD 203	Curriculum for Early Childhood Programs	3
CD 225	Math and Science for the Young Child	2
PSYC 101	Introduction to Psychology <b>OR</b>	
SOC 101	Principles of Sociology	3
②HPE 200	First Aid	3
	Humanities	3
THIRD SEMESTER SUGGESTED COURSES		
CD 205	Language Development and Activities for the Young Child	3
CD 204	Child Development Practicum I	3
CD 224	Methods of Guiding Children's Behavior	3
HEAL 102	Living in a Changing World	2
	Mathematics	3
	Elective	3
FOURTH SEMESTER SUGGESTED COURSES		
CD 201	Health, Safety, and Nutrition	3
CD 214	Child Development Practicum II	3
CD 212	Survey of Children with Special Needs	3
CD 220	Child Care Center/Early Childhood Administration	3
SPEC 111	Business & Professional Communications <b>OR</b>	3
SPEC 175	Intercultural Communications <b>OR</b>	
SPEC 101	Principles of Speech Communication	
Minimum total hours required for degree		64

- ① May be eligible for articulation credit.
- ② Students with current first aid, infant/child/adult CPR certificates at graduation may take general elective in place of HPE 200.

Black Hawk College’s Child Development AAS Degree Program is now entitled to offer the Illinois Director’s Credential Level I to students graduating who follow these guidelines:

1. Graduate with Child Development AAS degree.
2. Take SPEC 101, CS 100, CD 222, ENG 101.
3. Either come into the program with one year full-time management experience or take summer internship CD 240 or do one year management experience within two years of graduation.
4. Do two advocacy projects with CD 220 class.
5. Send \$75 to Gateways to Opportunity to apply. (See Mrs. Bachelder first.)

**Teacher Aide Certificate**

		Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>		
CD 102	Role of Teacher Assistant	2
CD 205	Language Development and Activities for the Young Child	3
CD 200	Growth and Development of Young Child	3
COMM 100	Communication Skills <b>OR</b>	3
ENG 101	Composition I	
HEAL 102	Living in a Changing World	2
SOC 101	Principles of Sociology <b>OR</b>	3
PSYC 101	Introduction to Psychology	
<b>SECOND SEMESTER SUGGESTED COURSES</b>		
CD 202	Observation & Guidance of the Young Child	3
CD 212	Survey of Children with Special Needs	3
HPE 200	First Aid	3
	Child Development Elective	3
	Humanities	3
Minimum total of hours required for certificate		31

## English as a Second Language

### *Certificate of Proficiency*

Contact Person: *QC Campus, Anne Bollati, Ext. 5183, Lower Level of LRC; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

This certificate is intended for international students and non-native residents who wish to develop proficiency in academic English and study skills.

To receive an internal certificate of proficiency in ESL, a student must receive a “C” grade or better in each of the following:

ESL 061 Basic Sentence Structure **OR** ESL 062/062A Intermediate Grammar  
ESL 063 Reading I **OR** ESL 064/064A Intermediate Reading  
ESL 065 Writing I **OR** ESL 066/066A Intermediate Writing  
ESL 067 Listening/Speaking I  
ESL 069 Pronunciation and Conversation **OR** ESL 070/070A Communication Skills  
COMM 105/ESL 072/072A Complex Sentence Structure  
ESL 073 Reading II **OR** ESL 074/074A Advanced Reading  
ESL 075 Writing II **OR** ESL 076/076A Advanced Writing  
COMM 100/ESL 078 Listening/Speaking II **OR** ESL 078A Advanced Oral Skills

Also, while in the advanced level, Level 7, students complete a portfolio of proficiency which includes an essay and representative works from reading, writing, and listening/speaking classes. Students who pass the class and the portfolio requirements will receive an internal certificate of proficiency.

Upon entering the program, students are given the Michigan Test of English Language Proficiency. Students who prove proficiency through the Michigan Test do not have to take all of the above courses.

## 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 on page 121.

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 9583*

*Contact Person: East Campus, Gary Werkheiser, Ext. 1833, Rm. B-116; or Angela Heikman, Ext. 1724, Rm. A-202B*

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 is 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 and required tools may be secured from one of the contact persons or the Enrollment Services Office.

FALL SEMESTER		Credit Hours
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	4
SPRING SEMESTER		
AG 276	Field Machinery Operations II	3
MECH 104	Electrical Systems II	3
MECH 108	Hydraulic Transmissions	3
MECH 109	Power Trains	3
MECH 211	Engine Repair II	4

### SUMMER SEMESTER

AG 273	Lawn and Garden Equipment Repair	4
MECH 105	Fuel Control Systems	4
MECH 112	Air Conditioning	3
MECH 290	Work Experience Intern Seminar	1

Minimum total hours required for certificate 43

### Agriculture Mechanics Technology

*Associate in Applied Science Code 9081*

*Contact Person: East Campus, Gary Werkheiser, Ext. 1833, Rm. B-116; or Angela Heikman, Ext. 1724, Rm. A-202B*

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 and required tools may be secured from one of the contact persons or the Enrollment Services Office.

**First Year**

	Credit Hours
<b>FALL SEMESTER</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	4
<b>SPRING SEMESTER</b>	
AG 276 Field Machinery Operations II	3
MECH 104 Electrical Systems II	3
MECH 108 Hydraulic Transmissions	3
MECH 211 Engine Repair II	4
MECH Elective	3
<b>SUMMER SEMESTER</b>	
AG 273 Lawn and Garden Equipment Repair	4
MECH 105 Fuel Control Systems	4
MECH 112 Air Conditioning	3
MECH 290 Work Experience Intern Seminar	1

**Second Year**

	Credit Hours
<b>FALL SEMESTER</b>	
CS 100 Introduction to Computers	3
COMM 100 Communication Skills	3
MATH Elective	3
Science Elective	3
<b>SPRING SEMESTER</b>	
BA 110 Introduction to Business	3
AG or MECH Electives	6
Minimum total hours required for degree	64
Suggested electives: AG 172, 271; MECH 109, 215, 219, 291	

**Air Conditioning Specialist**

*Certificate Code 5513*

*Contact Person: East Campus, Gary Werkheiser, Ext. 1833, Rm. B-116; or Angela Heikman, Ext. 1724, Rm. A-202B*

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.

	Credit Hours
<b>SUMMER SEMESTER</b>	
AUTO 207 Engine Performance II	3
AUTO 299 ASE Review	1
MECH 105 Fuel Control Systems	4
MECH 112 Air Conditioning	3
MECH 290 Work Experience Intern Seminar	1
Minimum total hours required for certificate	12

**Apprentice Training Programs**

*Contact Persons: QC Campus, Glenn Sadoris, Ext. 5283, Rm. 2-159, or Stephanie Allers, Ext. 5160, Rm. 1-220*

Black Hawk College offers apprenticeship related classroom training principally as a service to local firms who sponsor a formal apprentice training program. Typically, this involves forty hours per week on the job, and four hours per week of related study in the classroom.

Persons not having an on-the-job training connection may take related study courses, but are not encouraged to do so inasmuch as apprenticeship-related study alone does not qualify one for a journeyman certificate.

The present Black Hawk College apprentice training program is a continuation of that sponsored by the former Associated Industries of the Quad-Cities (now Associated Employers of the Quad-Cities), and as such, provides certain centralized services. Many of the sponsoring organizations are registered with the Department of Labor, Bureau of Apprenticeship Training, with whom the College cooperates. Black Hawk College does no screening of applicants. It is up to the individual to secure employment.

Students desiring information regarding apprenticeships may contact Tom Acuff.

Active apprentice certificate programs are:

- |                       |                 |
|-----------------------|-----------------|
| 1. Carpenter          | 36 credit hours |
| 2. Electrician        | 36 credit hours |
| 3. Machine Repair     | 36 credit hours |
| 4. Machinist          | 36 credit hours |
| 5. Patternmaker       | 45 credit hours |
| 6. Pipe Trades        | 50 credit hours |
| 7. Sheet Metal        | 36 credit hours |
| 8. Tool and Die Maker | 36 credit hours |

The College also offers an AAS degree in carpenter apprenticeship (AAS code 5172). This is a 61-credit hour program which requires the completion of the 36 credit hours in the carpenter apprentice certificate program, an eight-credit hour carpenter internship course (CA 299), and 17 credit hours of a general education component. The general education component is comprised of the following five courses: COMM 100, CS 100, MATH 103, SOC 101, and SPEC 114. Further information may be obtained by contacting Glenn Sadoris, Ext. 5283.

**Apprenticeship Construction Laborer (ACL)**

*Associate in Applied Science Code 5372; Certificate Code 5973*

*Contact Persons: QC Campus, Stephanie Allers, Ext. 5160, Rm. Q1-220; or LU 25 JAC Regional Training Coordinator Ron Litherland, 309-379-2450.*

This program is designed for those who have been accepted into the Illinois Laborers’ and Contractors’ Construction Craft Laborer Apprenticeship and Training Program. It is a four-year program that includes 3,200 hours of construction laborer apprenticeship training. Students seeking admission must meet the admissions requirements of the Bureau of Apprenticeship Training, U.S. Department of Labor, and Black Hawk College. Training has been approved by the U.S. Department of Labor and developed by the Illinois Laborers and Contractors Joint Apprenticeship and Training Program (JATP). Black Hawk College has formed an agreement with the JATP and may grant college credit for approved and completed coursework. For further information concerning apprenticeship training, contact regional training coordinator of the Illinois Laborers and Contractors, Ron Litherland, at 309-379-2450, or Stephanie Allers at Black Hawk College.

**Associate in Applied Science  
First Year**

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
LBR 111 Orientation to Laborer’s Craft	2
LBR 113 Mason Tending	3
LBR 291 Concrete Practice Fundamentals	2
<i>General Education Choice</i>	
ENG 101 English Comp. I OR	3
ENG 102 English Comp. II	
<b>SECOND SEMESTER SUGGESTED COURSES</b>	
LBR 115 Asphalt Techn. & Construction	3
LBR 116 Labor Apprenticeship I	3
LBR 292 Concrete Apprenticeship I	2
<i>General Education Choice</i>	
SOC 101 Principles of Sociology	3

**Second Year**

<b>FIRST SEMESTER SUGGESTED COURSES</b>	
LBR 131 Principles of Pipelaying	3
HIST 190 History of American Labor	3
LBR 293 Forming & Finishing Concrete	3
<i>General Education Choice:</i>	
CS 100 Introduction to Computers <b>OR</b>	3
Math/Computer Sciences	

**SECOND SEMESTER SUGGESTED COURSES**

LBR 133 Asbestos Abatement	3
LBR 139 Construction Blueprint Reading	3
LBR 136 Labor Apprenticeship II	3
LBR 294 Concrete Apprenticeship II	2

**Third Year**

<b>FIRST SEMESTER SUGGESTED COURSES</b>	
LBR 153 Hazardous Waste Worker	4
LBR 250 Landscaping	3
<i>General Education:</i>	
SPEC 101 Principles of Speech Communication	3

**SECOND SEMESTER SUGGESTED COURSES**

LBR 150 Construction Surveying	2
LBR 152 Bridge Construction	3
LBR 156 Labor Apprenticeship III	3
<i>General Education Choice:</i>	
SPEC 175 Intercultural Communication	3

Minimum total hours required for degree 65

**Certificate Program**

This program is designed for those who have been accepted into the Illinois Laborers’ and Contractors’ Construction Craft Laborer Apprenticeship and Training Program. The program provides an option for a certificate in construction labor, with training approved by the U.S. Department of Labor and developed by the Illinois Laborers and Contractors Joint Apprenticeship and Training Program (JATP). Black Hawk College has formed an agreement with the JATP and may grant college credit for approved and completed coursework. For further information concerning apprenticeship training, contact regional training coordinator of the Illinois Laborers and Contractors, Ron Litherland, at 309-379-2450, or Stephanie Allers at Black Hawk College.

**First Year**

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
LBR 111 Orientation to Laborer’s Craft	3
LBR 113 Mason Tending	3
LBR 291 Concrete Practice Fundamentals	2
<b>SECOND SEMESTER SUGGESTED COURSES</b>	
LBR 115 Asphalt Techn. & Construction	3
LBR 116 Labor Apprenticeship I	3
LBR 292 Concrete Apprenticeship I	2

**Second Year**

**FIRST SEMESTER SUGGESTED COURSES**

LBR 131 Principles of Pipelaying	3
HIST 190 History of American Labor	3
LBR 293 Forming & Finishing Concrete	3

**SECOND SEMESTER SUGGESTED COURSES**

LBR 133 Asbestos Abatement	3
LBR 139 Construction Blueprint Reading	3
LBR 136 Labor Apprenticeship II	3
LBR 294 Concrete Apprenticeship II	2

**Third Year**

**FIRST SEMESTER SUGGESTED COURSES**

LBR 153 Hazardous Waste Worker	4
LBR 250 Landscaping	3

**SECOND SEMESTER SUGGESTED COURSES**

LBR 150 Construction Surveying	2
LBR 152 Bridge Construction	3
LBR 156 Labor Apprenticeship III	3

Minimum total hours required for certificate 50

**Apprenticeship Electrical Construction**

*Associate in Applied Science Code 6174; Certificate Code 6574*

*Contact Persons: QC Campus, Stephanie Allers, Ext. 5160, Rm. 2-220, or at the Quad City Electrical Training Center, Mike Ellison, 309-762-3270 or email m\_ellison@qcejatc.org.*

This program is designed for those who have been accepted into the IBEW JATC Apprenticeship School. This is a five-year program that includes 8000 hours of IBEW apprenticeship training. Students seeking admission must meet the admissions requirements of the Bureau of Apprenticeship Training, U.S. Department of Labor and Black Hawk College. For further information concerning program training, contact the Educational Director of the JATC at the Quad City Electrical Training Center or Stephanie Allers at Black Hawk College.

**First Year**

	Credit Hours
<b>FALL SEMESTER SUGGESTED COURSES</b>	
EC 110 IBEW Apprenticeship I	4
EC 111 OSHA 10-Hour Safety Training	1

**SPRING SEMESTER SUGGESTED COURSES**

EC 115 IBEW Apprenticeship II	4
EC 116 Life Skills: Attitude/Ethics	1

**Second Year**

**FALL SEMESTER SUGGESTED COURSES**

EC 120 IBEW Apprenticeship III	4
EC 121 Basic Welding	1

**SPRING SEMESTER SUGGESTED COURSES**

EC 125 IBEW Apprenticeship IV	4
ENG 101 English Composition I <b>OR</b>	3
ENG 102 English Composition II	

**Third Year**

**FALL SEMESTER SUGGESTED COURSES**

EC 230 IBEW Apprenticeship V	4
General Education Choice:	
CS 100 Introduction to Computers <b>OR</b>	3
Math Elective	

**SPRING SEMESTER SUGGESTED COURSES**

EC 235 IBEW Apprenticeship VI	4
General Education Choice:	
SPEC 101 Principles of Speech Communication	3

**Fourth Year**

**FALL SEMESTER SUGGESTED COURSES**

EC 240 IBEW Apprenticeship VII	4
General Education Choice:	
SPEC 114 Interpersonal Communication <b>OR</b>	3
SPEC 175 Intercultural Communication	

**SPRING SEMESTER SUGGESTED COURSES**

EC 245 IBEW Apprenticeship VIII	4
EC 246 OSHA 30-Hour Safety Training	2

**Fifth Year**

**FALL SEMESTER SUGGESTED COURSES**

EC 250 IBEW Apprenticeships IX	4
General Education Choice:	
SOC 101 Principles of Sociology <b>OR</b>	3
PSYC 101 Intro to Psychology	

**SPRING SEMESTER SUGGESTED COURSES**

EC 255 IBEW Apprenticeship X	4
------------------------------	---

Minimum total hours required for degree 60

**Certificate Program**

A certificate program is available at 45 credit hours and includes the following courses without the core courses in communication and math offered at Black Hawk College.

EC 110 IBEW Apprenticeship I
EC 111 OSHA 10-Hour Safety Training
EC 115 IBEW Apprenticeship II
EC 116 Life Skills: Attitude/Ethics
EC 120 Life Apprenticeship III
EC 121 Basic Welding
EC 125 IBEW Apprenticeship IV
EC 230 IBEW Apprenticeship V
EC 235 IBEW Apprenticeship VI
EC 240 IBEW Apprenticeship VII
EC 245 IBEW Apprenticeship VIII
EC 246 OSHA 30-Hour Safety Training
EC 250 IBEW Apprenticeship IX
EC 255 IBEW Apprenticeship X

## Apprenticeship Pipe Trades (APT)

Associate in Applied Science Code 6079; Certificate Code 6077

Contact Persons: QC Campus, Stephanie Allers, Ext. 5160, Rm. 2-220, or LU 25 JAC Tom McCune (309) 788-4159

The Apprenticeship Pipe Trades (APT) Program is designed for those who have been accepted into the Pipe Trades Training Program, Local 25 Program School. This is a five-year program that includes 8500 hours of Pipe Trades apprenticeship training. Students seeking admission must meet the admissions requirements of the Bureau of Program Training, U.S. Department of Labor, the Joint Apprenticeship Committee of Eastern Iowa and Western Illinois LU 25 JAC, and Black Hawk College. For further information concerning program training, contact the Educational Director of the LU 25 JAC, Tom McCune, or Stephanie Allers at Black Hawk College.

### Associate in Applied Science

The Apprenticeship Pipe Trades AAS program will train apprentice plumbers, pipefitters, steamfitters, pipelayers, and heating and cooling technicians. The program stresses successful coordination with technicians of other trades through blueprint reading, applied mathematics, and interpersonal relationship skills.

Although this program is intended for entry-level jobs, a person with work experience may wish to complete the necessary coursework for a degree, which may then lead to a leadership position.

The degree program includes core courses in communications and math in addition to technical skills training. General Education courses are offered at Black Hawk College, and apprenticeship training is coordinated through the LU JAC training center.

#### First Year

FALL SEMESTER SUGGESTED COURSES		Credit Hours
PT 111	Heritage I	1
PT 112	Basic Pipe Trade Concepts	2
PT 113	Industrial Safety	1
PT 114	Math I	2

#### SPRING SEMESTER SUGGESTED COURSES

PT 115	Pipe Trades Technology I	3
PT 116	Occupational Field Training	1
General Education Choice:		
CS 100	Introduction to Computers <b>OR</b> Math/Computer Science	3

#### Second Year

##### FALL SEMESTER SUGGESTED COURSES

PT 121	Pipe Trades Technology II	3
PT 122	Scientific Principles	1
PT 123	Human Relations	1

##### SPRING SEMESTER SUGGESTED COURSES

PT 124	Welding Techniques I	2
PT 125	Math II	2
PT 126	Occupational Field Training	1
General Education Choice:		
ENG 101	English Comp. I <b>OR</b>	3
ENG 102	English Comp. II	

#### Third Year

##### FALL SEMESTER SUGGESTED COURSES

PT 231	Pipe Trades Technology III	3
PT 232	Welding Techniques II	2
PT 233	Math III	2

##### SPRING SEMESTER SUGGESTED COURSES

PT 113	Industrial Safety	1
PT 236	Occupational Field Training	1
General Education Choice:		
SPEC 101	Principles of Speech Communication	3

#### Fourth Year

##### FALL SEMESTER SUGGESTED COURSES

PT 240	Pipe Trades Technology IV	3
PT 241	Medical Gas Installation	1
General Education Choice:		
SPEC 114	Interpersonal Communication <b>OR</b>	3
SPEC 175	Intercultural Communication	

##### SPRING SEMESTER SUGGESTED COURSES

PT 242	Welding Techniques III	3
PT 243	Math IV	2
PT 244	Heritage II	1
PT 246	Occupational Field Training	1

#### Fifth Year

##### FALL SEMESTER SUGGESTED COURSES

PT 249	Welding Techniques IV	3
PT 250	Pipe Trades Technology V	2

##### SPRING SEMESTER SUGGESTED COURSES

PT 251	Certification Seminar	3
PT 113	Industrial Safety	1
PT 256	Occupational Field Training	1
<i>General Education Choice:</i>		
SOC 101	Principles of Sociology <b>OR</b>	3
PSYC101	Principles of Psychology	

Minimum total hours required for degree 65

### Certificate Program

The Apprenticeship Pipe Trades certificate includes the same objectives as those for the Apprenticeship Pipe Trades Associate in Applied Science degree program; however the certificate program does not include general education courses. An apprentice may earn a certificate after completing the following training courses offered through the LU 25 JAC.

<b>First Year</b>		Credit
FALL SEMESTER SUGGESTED COURSES		Hours
PT 111	Heritage I	1
PT 112	Basic Pipe Trade Concepts	2
PT 113	Industrial Safety	1
PT 114	Math I	2
SPRING SEMESTER SUGGESTED COURSES		
PT 115	Pipe Trades Technology I	3
PT 116	Occupational Field Training	1
<b>Second Year</b>		
FALL SEMESTER SUGGESTED COURSES		
PT 121	Pipe Trades Technology II	3
PT 122	Scientific Principles	1
PT 123	Human Relations	1
SPRING SEMESTER SUGGESTED COURSES		
PT 124	Welding Techniques I	2
PT 125	Math II	2
PT 126	Occupational Field Training	1
<b>Third Year</b>		
FALL SEMESTER SUGGESTED COURSES		
PT 231	Pipe Trades Technology III	3
PT 232	Welding Techniques II	2
PT 233	Math III	2
SPRING SEMESTER SUGGESTED COURSES		
PT 113:	Industrial Safety	1
PT 236	Occupational Field Training	1
<b>Fourth Year</b>		
FALL SEMESTER SUGGESTED COURSES		
PT 240	Pipe Trades Technology IV	3
PT 241	Medical Gas Installation	1
SPRING SEMESTER SUGGESTED COURSES		
PT 242	Welding Techniques III	3
PT 243	Math IV	2
PT 244	Heritage II	1
PT 246	Occupational Field Training	1
<b>Fifth Year</b>		
FALL SEMESTER SUGGESTED COURSES		
PT 249	Welding Techniques IV	3
PT 250	Pipe Trades Technology V	2
SPRING SEMESTER SUGGESTED COURSES		
PT 251	Certification Seminar	3
PT 113	Industrial Safety	1
PT 256	Occupational Field Training	1
Minimum total hours required for a certificate		50

## AutoCAD Certificate

*Certificate Code 5796*

*Contact Persons: QC Campus, Adebayo Badmos, Ext. 5280, Rm. 2-156; Ravi Manimaran, Ext. 5279 Rm. 2-158, Glenn Saddoris, Ext. 5283, Rm. 2-153; Stephanie Allers, Ext. 5160, Rm. 1-220.*

Graduates of the Engineering Technology 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.

Manufacturing is evolving from human power to technology. In Illinois, there have been fewer jobs in manufacturing, but higher productivity levels. This productivity is a result of incorporating technology into the manufacturing processes.

	Credit Hours
ENGT 101 Blueprint/Schematic Reading	3
ENGT 102 Fundamentals of AutoCAD	2
ENGT 172 AutoCAD I – 2D Graphics	3
ENGT 222 AutoCAD II – 3D Graphics	3
ENGT 272 Computer Aided Drafting I	2
MATH 123 Technical Algebra/Trigonometry	4

Minimum total hours required for a certificate 17

## Automotive Repair

*Certificate Code 5710*

*Contact Person: East Campus, Gary Werkheiser, Ext. 1833, Rm. B-116; or Angela Heckman, Ext. 1724, Rm. A-202B*

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 is 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 may be secured from one of the contact persons or the Enrollment Services Office.

	Credit
	Hours
<b>FALL SEMESTER</b>	
AUTO 107 Engine Performance I	4
MECH 102 Brake and Hydraulic Systems	4
MECH 103 Electrical Systems I	4
MECH 111 Engine Repair I	4
<b>SPRING SEMESTER</b>	
AUTO 115 Wheel Alignment and Suspension	4
MECH 104 Electrical Systems II	3
MECH 108 Hydraulic Transmissions	3
MECH 109 Power Trains	3
MECH 211 Engine Repair II	4
<b>SUMMER SEMESTER</b>	
AUTO 207 Engine Performance II	3
MECH 105 Fuel Control Systems	4
MECH 112 Air Conditioning	3
Minimum total hours required for certificate	43

## Automotive Repair Technology

*Associate in Applied Science Code 9298*

*Contact Person: East Campus, Gary Werkheiser, Ext. 1833, Rm. B-116; or Angela Heckman, Ext. 1724, Rm. A-202B*

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 is 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 may be secured from one of the contact persons or the Enrollment Services Office.

### First Year

<b>FALL SEMESTER SUGGESTED COURSES</b>		Credit
		Hours
AUTO 107 Engine Performance I		4
MECH 102 Brake and Hydraulic Systems		4
MECH 103 Electrical Systems I		4
MECH 111 Engine Repair I		4

### SPRING SEMESTER SUGGESTED COURSES

AUTO 115 Wheel Alignment and Suspension	4
MECH 104 Electrical Systems II	3
MECH 108 Hydraulic Transmissions	3
MECH 211 Engine Repair II	4
MECH Elective	3

### SUMMER SEMESTER SUGGESTED COURSES

AUTO 207 Engine Performance II	3
AUTO 299 ASE Review	1
MECH 105 Fuel Control Systems	4
MECH 112 Air Conditioning	3
MECH 290 Work Experience Inter Seminar	1

### Second Year

#### FALL SEMESTER SUGGESTED COURSES

CS 100 Intro to Computers	3
COMM 100 Communication Skills	3
MATH Elective	3
Science Elective	3

#### SPRING SEMESTER SUGGESTED COURSES

BA 110 Introduction to Business	3
AUTO or MECH Electives	6

Minimum total hours required for degree 66

Suggested electives: AUTO 100, 101; MECH 109, 215, 219, 291

## Brake Specialist

*Certificate Code 5512*

*Contact Person: East Campus, Gary Werkheiser, Ext. 1833, Rm. B-116; or Angela Heckman, Ext. 1724, Rm. A-202B*

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 and required tools may be secured from one of the contact persons or the Enrollment Services Office.

	Credit Hours
<b>FALL SEMESTER</b>	
AUTO 107 Engine Performance I	4
MECH 102 Brake and Hydraulic Systems	4
MECH 103 Electrical Systems I	4
MECH 111 Engine Repair I	4
Minimum total hours required for certificate	16

### CNC (Computer Numeric Control) Certificate

*Certificate Code 5780*

*Contact Persons: QC Campus, Adebayo Badmos, Ext. 5280, Rm. 2-156; Ravi Manimaran, Ext. 5279 Rm. 2-158, Glenn Saddoris, Ext. 5283, Rm. 2-153; Stephanie Allers, Ext. 5160, Rm. 1-220.*

Graduates of the Engineering Technology CNC Certificate program will be equipped to operate in the new technological environment and will have a valuable skill in using CNC that employers need to remain competitive in the global market.

Manufacturing is evolving from human power to technology. In Illinois, there have been fewer jobs in manufacturing, but higher productivity levels. This productivity is a result of incorporating technology into the manufacturing processes.

	Credit Hours
ENGT 104 Fundamentals of Machining	2
ENGT 186 Introductory CNC	3
ENGT 236 Intermediate CNC	3
ENGT 286 Advanced CNC with CAM	3
MATH 123 Technical Algebra/Trigonometry	4
Minimum total hours required for a certificate	15

### Electro-Mechanical Certificate

*Certificate Code 5781*

*Contact Persons: QC Campus, Adebayo Badmos, Ext. 5280, Rm. 2-156; Ravi Manimaran, Ext. 5279 Rm. 2-158, Glenn Saddoris, Ext. 5283, Rm. 2-153; Stephanie Allers, Ext. 5160, Rm. 1-220.*

Graduates of the Engineering Technology Electro-Mechanical 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.

Manufacturing is evolving from human power to technology. In Illinois, there have been fewer jobs in manufacturing, but higher productivity levels. This productivity is a result of incorporating technology into the manufacturing processes.

	Credit Hours
ENGT 103 Fundamentals of DC Circuits	2
ENGT 163 Fundamentals of AC Power	3
ENGT 168 Logic Systems I	3
ENGT 210 Mechatronics I	3
ENGT 215 Experimental Testing Systems	3
MATH 123 Technical Algebra/Trigonometry	4
Minimum total hours required for a certificate	18

### Engineering Technology

*Associate in Applied Science Code 5187*

*Contact Persons: QC Campus, Adebayo Badmos, Ext. 5280, Rm. 2-156; Ravi Manimaran, Ext. 5279 Rm. 2-158, Glenn Saddoris, Ext. 5283, Rm. 2-153; Stephanie Allers, Ext. 5160, Rm. 1-220.*

The Engineering Technology degree program will allow students to enter into a wide range of career fields within industrial settings 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, technical math and calculus and hydraulics/pneumatics, students choose from three tracks: electrical, mechanical processes, or manufacturing. Students will also have opportunities to do technology-based practicum or internships in industrial settings. Students will learn skills to take required manufacturing/engineering designs from concept to completion.

Opportunities for employment exist for engineering technicians in aerospace, electrical and electronic, industrial, mechanical, electro-mechanical, environmental, and civil engineering fields.

#### AAS Degree Program

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
ENGT 105 PC Applications in Technology	3
MATH 123 Technical Algebra/Trigonometry	4
ENGT 101 Blueprint/Schematic Reading	3
ENGT 100 Engineering Technology Systems	2
ENGT 103 Fundamentals of DC Circuits	2
ENGT 104 Fundamentals of Machining	2
ENGT 102 Fundamentals of AutoCAD	2

**SECOND SEMESTER SUGGESTED COURSES**

MATH 223	Technical Calculus	4
ENG 101	Composition I <b>OR</b>	3
COMM 100	Communication Skills	
ENGT 150	Hydraulics/Pneumatics	3
●Engineering Technology Elective		3
●Engineering Technology Elective		3

**THIRD SEMESTER SUGGESTED COURSES**

●ENGT 190	Engineering Tech Practicum	2
PHYS 101	College Physics I <b>OR</b>	5
CHEM 101	General Chemistry I	
ENGT 224	Computer Programming	3
●Engineering Technology Elective		3
●Engineering Technology Elective		3

**FOURTH SEMESTER SUGGESTED COURSES**

●Engineering Technology Elective		3

Minimum total hours required for degree 64

- Choose electives from the appropriate tracks below.
- It is recommended that this course be completed during the summer session if possible.

**Tracks**

**Electrical Track Electives**

ENGT 163	Fundamentals of AC Power	3
ENGT 168	Logic Systems I	3
ENGT 210	Mechatronics I	3
ENGT 215	Experimental Testing Systems	3
ENGT 218	Logic Systems II	3
ENGT 260	Mechatronics II	3
ENGT 263	Topics in Engineering Tech	3
ENGT 268	Engineering Technology Project	3
ENGT 290	Engineering Tech Internship	3

**Manufacturing Processes Track Electives**

ENGT 180	Basic Manufacturing Processes	3
ENGT 186	Introductory CNC	3
ENGT 231	Lathe Operations	3
ENGT 232	Milling Operations	3
ENGT 236	Intermediate CNC	3
ENGT 283	Advanced Machining Operations	3
ENGT 286	Advanced CNC with CAM	3
ENGT 170	Engineering Materials	3
ENGT 280	Quality Issues in Machining	3

**Mechanical Track Electives**

ENGT 170	Engineering Materials	3
ENGT 172	AutoCAD I – 2D Graphics	3
ENGT 222	AutoCAD II – 3D Graphics	3
ENGT 226	Professional Engineering I	3
ENGT 270	Statics & Strength of Material	4
ENGT 276	Professional Engineering II	3
ENGT 272	Computer Aided Drafting I	2
ENGT 274	Computer Aided Drafting II	3
ENGT 186	Introductory CNC	3

**Engineering Technology Fundamentals Certificate**

*Certificate Code 5782*

*Contact Persons: QC Campus, Adebayo Badmos, Ext. 5280, Rm. 2-156; Ravi Manimaran, Ext. 5279 Rm. 2-158, Glenn Saddoris, Ext. 5283, Rm. 2-153; Stephanie Allers, Ext. 5160, Rm. 1-220.*

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.

Manufacturing is evolving from human power to technology. In Illinois, there have been fewer jobs in manufacturing, but higher productivity levels. This productivity is a result of incorporating technology into the manufacturing processes.

	Credit Hours	
ENGT 100	Engineering Technology Systems	2
ENGT 101	Blueprint/Schematic Reading	3
ENGT 102	Fundamentals of AutoCAD	2
ENGT 103	Fundamentals of DC Circuits	2
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

**Fire Service Officer**

*Associate in Applied Science Code 5022*

*Contact Person: QC Campus, Chris Bachelder, Ext. 5986, Rm. 1-473*

The Fire Service Officer curriculum is primarily designed for employed fire fighters and volunteer fire fighters who are seeking to upgrade job skills. The program will provide necessary skills, knowledge and competencies utilized in the management and operations of facilities, services, and personnel in the fire science field. Students will receive instruction which will allow them the opportunity to specialize, to increase job competency, to become promotable and to prepare for certification through the office of the Illinois State Fire Marshall. Students completing the recommended courses are well prepared to compete for positions in the fire science field.

	Credit Hours	
<b>FIRST SEMESTER SUGGESTED COURSES</b>		
ENG 101	Composition I	3
FSO 112	Command Officer Management I	3
FSO 118	Fire Service Instructor I	3
	Humanities Elective	3
	Elective	4

**SECOND SEMESTER SUGGESTED COURSES**

ENG 102	Composition II <b>OR</b>	3
ENG 132	Technical Writing I	
FSO 114	Fire Prevention Principles	3
FSO 115	Tactics and Strategy I	3
FSO 212	Command Officer Management II	3
Humanities Elective		3
Elective		1

**THIRD SEMESTER SUGGESTED COURSES**

FSO 215	Fire Fighting Tactics and Strategy II	3
FSO 224	Command Officer Management III	3
PSYC 101	Introduction to Psychology	3
Speech elective		3
Science elective		4

**FOURTH SEMESTER SUGGESTED COURSES**

FSO 218	Fire Service Instructor II	3
FSO 225	Command Officer Management IV	3
SOC 101	Principles of Sociology	3
Mathematics elective		3
Science elective		4

Minimum total hours required for degree 64

BOT degree candidates should see advisor.

**General Occupational and Technical Studies**

*Associate in Applied Science Code 1111*  
 Contact Person: QC Campus, Stephanie Allers, Ext. 5163, Rm. 1-220

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 faculty 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 ten credits of college course work at Black Hawk College, but this does not have to be the last ten hours of degree work. No credit earned through national testing programs or college proficiency examinations may be included within this ten-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.

**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	9 (minimum)
	15

**Occupational and Technical Studies Core**

Additional electives may be chosen from any BHC occupational and technical courses and/or certificates	48 (minimum)
	63 (minimum)

**Law Enforcement Technology**

*Associate in Applied Science Code 5049, Certificate Codes 5549, 5543*

Contact Person: QC Campus, Debbie Collins, Ext. 5316, Rm. 2-155

The Law Enforcement curricula are provided by the Department of Social, Behavioral, and Educational Studies.

A working knowledge of the criminal justice system is provided by the law enforcement 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 recommended 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 Law Enforcement Associate in Science degree program in the Transfer Programs section of this catalog on page 128.

**Private Security Certificate** Students completing the recommended course of study may find jobs as detectives, guards, merchant patrollers, armored car guards, and other protection and security jobs in the private sector. Employment opportunities are expected to increase much faster than average in both Illinois and the nation.

**Associate in Applied Science**

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
①COMM 100 Communication Skills	3
CRJU 151 Criminal Justice System	3
HEAL 102 Living In A Changing World	2
LAWN 101 Police Organization and Administration I	3
SOC 101 Principles of Sociology	3
Elective	1
<b>SECOND SEMESTER SUGGESTED COURSES</b>	
①ENG 132 Technical Writing I	3
LAWN 109 Police Community Relations	3
LAWN 152 Criminology and Delinquent Behavior	3
MATH 110 Mathematics for General Education	3
Law Enforcement Elective	3
<b>THIRD SEMESTER SUGGESTED COURSES</b>	
POLS 122 American National Government <b>OR</b> Humanities or Fine Arts	3
LAWN 251 Criminal Investigation	3
LAWN 255 Criminal Law I	3
PSYC 101 Introduction to Psychology	3
Law Enforcement Elective	3
<b>FOURTH SEMESTER SUGGESTED COURSES</b>	
POLS 252 State and Local Government	3
LAWN 257 Police Ethics	3
①SPEC 111 Business & Professional Communications	3
②200 Level PSYC	3
Elective	3
Minimum total hours required for degree	60

- ①ENG 101-102 and SPEC 101 may be substituted for students planning to transfer to a four-year school
- ②PSYC 250 Abnormal Psychology recommended.

**Law Enforcement Certificate**

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
①COMM 100 Communication Skills	3
CRJU 151 Criminal Justice System	3
LAWN 101 Police Organization and Administration I	3
LAWN 251 Criminal Investigation	3
LAWN 255 Criminal Law I	3
<b>SECOND SEMESTER SUGGESTED COURSES</b>	
①ENG 132 Technical Writing I	3
LAWN 109 Police Community Relations	3
LAWN 152 Delinquent Behavior	3
LAWN 257 Police Ethics	3
Law Enforcement Elective	3
Minimum total hours required for Certificate	30
①ENG 101 or 102 may be substituted	

**Private Security Certificate**

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
*COMM 100 Communication Skills	3
CRJU 151 Criminal Justice System	3
LAWN 251 Criminal Investigation	3
LAWN 255 Criminal Law I	3
SECR 165 Physical Security Concepts	3
<b>SECOND SEMESTER SUGGESTED COURSES</b>	
*ENG 132 Technical Writing I	3
LAWN 152 Delinquent Behavior	3
LAWN 257 Police Ethics	3
**Law Enforcement or Security Elective	3
SECR 166 Physical Security Concepts II	3
Minimum total hours required for Certificate	30
*ENG 101 or 102 may be substituted	
**Electives: SECR 160, SECR 270, SECR 272, SECR 275	

## Logistics and Warehousing

*Certificate Code 5792 for 10 credits*

*Certificate Code 5793 for 33 credits*

*Contact Persons: QC Campus, Debbie Collins, Ext. 5316, Rm. 2-155; Glenn Saddoris, Ext. 5283, Rm. 2-153.*

The logistics and warehousing certificate program will fill various training needs for Black Hawk College students. On one level, it can be taken by displaced workers or recent high school graduates who want to enter the workforce quickly. That population can simply follow a four-course plan to earn a 10 credit hour certificate alone or students may enroll as part of a larger 33 credit hour certificate program for broader business knowledge and potential for advancement.

The two logistic certificates will prepare graduates for a range of positions within the general career area: warehouse material mover and handler or supervisor, dispatcher, customer service representative, buyer, data entry clerk, allocations specialist, terminal or dock supervisor, delivery scheduling clerk or overage, shortage and damage clerk, quality control inspector, loader, shipper, receiving or return good clerk, supply technician, picker and packer, or fork lift worker.

### Logistic and Warehousing 10 Credit Hour Certificate

Core Courses:		Credit Hours
LW 100	Beginning Logistics/Warehousing	2.5
LW 105	Plant Safety in Warehousing	2.5
LW 110	Warehousing Workplace Skills	2.5
LW 115	Logistics/Warehousing Technology	2.5

Minimum total credit hours required for certificate 10

### Logistic and Warehousing 33 Credit Hour Certificate

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
LW 100	Beginning Logistics/Warehousing	2.5
LW 105	Plant Safety in Warehousing	2.5
BA 110	Introduction to Business	3
BA 160	Math as Applied to Business	3
CS 100	Introduction to Computers	3
BL 201	Business Law I	3

#### SECOND SEMESTER SUGGESTED COURSESE

LW 110	Warehousing Workplace Skills	2.5
LW 115	Logistics/Warehousing Technology	2.5
BA 111	Business Relations I	1
BA 112	Business Relations II	1
BA 113	Business Relations III	1
SPEC 101	Principles of Speech Communication OR	3
SPEC 111	Business & Professional Communications	3
ECON 221	Principles of Macroeconomics	3

## THIRD SEMESTER (SUMMER) SUGGESTED COURSES

BE 153	Warehouse Management Systems	2
Minimum total hours required for degree		33

## Manufacturing Processes Certificate

*Certificate Code 5784*

*Contact Persons: QC Campus, Adebayo Badmos, Ext. 5280, Rm. 2-156; Ravi Manimaran, Ext. 5279 Rm. 2-158, Glenn Saddoris, Ext. 5283, Rm. 2-153; Stephanie Allers, Ext. 5160, Rm. 1-220.*

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.

Manufacturing is evolving from human power to technology. In Illinois, there have been fewer jobs in manufacturing, but higher productivity levels. This productivity is a result of incorporating technology into the manufacturing processes.

		Credit Hours
ENGT 104	Fundamentals of Machining	2
ENGT 180	Basic Manufacturing Processes	3
ENGT 231	Lathe Operations	3
ENGT 232	Milling Operations	3
ENGT 283	Advanced Machining Operations	3
MATH 123	Technical Algebra/Trigonometry	4
Minimum total hours required for a certificate		18

## ProE Certificate

*Certificate Code 5783*

*Contact Persons: QC Campus, Adebayo Badmos, Ext. 5280, Rm. 2-156; Ravi Manimaran, Ext. 5279 Rm. 2-158, Glenn Saddoris, Ext. 5283, Rm. 2-153; Stephanie Allers, Ext. 5160, Rm. 1-220.*

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.

Manufacturing is evolving from human power to technology. In Illinois, there have been fewer jobs in manufacturing, but higher productivity levels. This productivity is a result of incorporating technology into the manufacturing processes.

	Credit Hours
ENGT 102 Fundamentals of AutoCAD	2
ENGT 226 Professional Engineering I	3
ENGT 276 Professional Engineering II	3
ENGT 274 Computer Aided Drafting II	3
MATH 123 Technical Algebra/Trigonometry	4

Minimum total hours required for a certificate 15

## Sustainable Energy Certificate

*Certificate Code 5629*

*Contact Persons: QC Campus, Glenn Saddoris, Ext. 5283, Rm. 2-153; Ravi Manimaran Ext. 5279 Rm. 2-158; Stephanie Allers, Ext. 5160, Rm. 1-220.or Darcie Stearns, Ext. 5163, Rm. 1-220*

The Sustainable Energy Certificate program is designed for direct entry into the job market after four semesters. Graduates may work as production, field-test, maintenance/service, or data technicians. In addition, workers in the heating, ventilation, and air conditioning field may wish to earn this certificate in order to broaden opportunities for employment and promotion since solar and geothermal energy systems are used for heating and cooling homes.

FIRST YEAR		Credit Hours
FALL SEMESTER SUGGESTED COURSES		
ENGT 102 Fundamentals of AutoCAD		2
ENGT 103 Fundamentals of DC Circuits		2
ENGT 105 PC Applications in Technology		3
MATH 123 Technical Algebra/Trigonometry		4
ENGT 106 Sustainable Energy Systems I		3

SPRING SEMESTER SUGGESTED COURSES		
ENGT 150 Hydraulics/Pneumatics		3
ENGT 163 Fundamentals of AC Power		3
ENGT 168 Logic Systems I		3
ENGT 172 AutoCAD I – 2D Graphics		3
MATH 223 Technical Calculus		4

SECOND YEAR		
FALL SEMESTER SUGGESTED COURSES		
ENGT 210 Mechatronics I		3
ENGT 215 Experimental Testing Systems		3
ENGT 218 Logic Systems II		3
ENGT 206 Sustainable Energy Systems II		3

SPRING SEMESTER SUGGESTED COURSES		
ENGT 170 Engineering Materials		3
ENGT 256 Energy Systems Practicum		2
ENGT 260 Mechatronics II		3

Minimum hours required for degree 50

## Truck Driving

*Certificate Code 5611*

*Contact Persons: QC Campus, Coleman Harris, Ext. 5179, Advising Center; East Campus, David Harris, Kewanee Community Education Center, (309) 854-1862*

The Truck Driving certificate is taught at Black Hawk College East Campus in Kewanee. New sessions begin every twelve weeks.

To complete this program, a student will take nine weeks of study including 64 hours of lecture time plus 240 driving hours to develop the necessary skills. The nine credit hour curriculum includes DOT rules and regulations, safety, license requirements, billings, refrigeration unit operation, hazardous hauling regulations, truck maintenance, brakes, CPR, inspection, start up procedures, gears/clutching, turning, parking, city/highway driving, and dock operations. Students must meet eligibility requirements, including DOT physical and substance abuse screening. Cost includes tuition and standard lab fees as well as a truck care and maintenance fee.

Opportunities for employment upon completion of the program are excellent. Recruiters visit classes and other job placement assistance is provided. Long-haul drivers are in demand for nationwide delivery.

SUGGESTED COURSES		Credit Hours
TD 100S Commercial Driver’s License Regulations		2
TD 105S Commercial Vehicle Operations		7
Minimum total hours required for certificate		9

## Warehouse & Distribution Specialist

*Certificate Code 5771*

*Contact Persons: QC Campus, Stephanie Allers, Ext. 5160, Rm. 1-220.*

This 10-hour certificate program will prepare individuals for entry-level employment in transportation, warehousing, and distribution. Skills in the program are drawn from typical job-skills requirements as determined by needs analyses and interviews with supervisors and managers in the transportation/logistics field. The curriculum emphasizes skills in communication, safety, interviewing skills, warehousing processes, technical skills and general workplace skills.

This certificate can prepare new workers for the warehousing/distribution field or provide training for those currently in the field. One of the objectives of this program is to provide training for those currently employed in warehousing and distribution to prepare them for greater responsibility and growth in their careers.

<b>FALL SEMESTER</b>		Hours
WDS 100	The Warehouse Environment	1.5
WDS 105	Warehousing Workforce Skills	1.5
<b>SPRING SEMESTER</b>		
WDS 110	Warehousing and Distribution	2.5
WDS 115	Warehousing Technology Skills	2
<b>SUMMER SEMESTER</b>		
WDS 120	General Warehousing Skills	2.5
Minimum total hours required for certificate		10

## Welding

*Certificate Code 5635*

*Contact Persons: East Campus, Gary Werkheiser, Ext. 1833, Rm. B-116; QC Campus, Stephanie Allers, Ext. 5160, Rm. 1-220.*

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.

<b>FIRST SEMESTER REQUIRED COURSES</b>		Credit Hours
MATH 103	Essentials of Technical Math	5
WLD 101	Intro to Arc Welding .	0.5
WLD 102	Basic Arc Welding in the Flat Position	0.5
WLD 103	Arc Welding in the Flat and Horizontal Position	2
WLD 117	Arc Welding in the Vertical Position	2
WLD 118	Arc Welding in the Overhead Position	1
<b>SECOND SEMESTER REQUIRED COURSES</b>		
WLD 109	Welding Blueprint Reading	2
WLD 120	Intro to MIG Welding	1
WLD 121	MIG Welding with Spray Arc Process	3
WLD 122	MIG Welding with Globular Transfer and Short Arc	2
<b>THIRD SEMESTER REQUIRED COURSES</b>		
MT 114	Basic Precision Measurement	2
WLD 125	TIG Welding	2
WLD 105	Oxy-Acetylene Welding and Cutting	2
Minimum total hours required for certificate		25

## Wheel Alignment/Suspension

*Certificate Code 5514*

*Contact Person: East Campus, Gary Werkheiser, Ext. 1833, Rm. B-116; Angela Heikman, Ext. 1724, Rm. A-202B*

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 and required tools may be secured from one of the contact persons or the Enrollment Services Office.

<b>SPRING SEMESTER</b>		Credit Hours
AUTO 115	Wheel Alignment & Suspension	4
MECH 104	Electrical Systems II	3
MECH 108	Hydraulic Transmissions	3
MECH 109	Power Trains	3
MECH 211	Engine Repair II	4
Minimum total hours required for certificate		17

## **Scott Community College Cooperative Programs**

The following programs are offered cooperatively between Black Hawk College and Scott Community College. Please contact the Advising Center for more information.

Auto Collision Repair  
Aviation Concentration  
Culinary Arts Apprenticeship  
Culinary Arts Assistant  
Dental Assisting  
Diesel Technology

Electroneurodiagnostic (END) Technology  
Health, Safety and Environmental Technology  
Heating, Ventilating and Air Conditioning  
Interior Design  
Sign Language Interpreter  
Truck Driving

## Certificate of Course Completion

Black Hawk College issues certificates of course completion to students who successfully complete a series of courses designed to achieve the individual's academic goals. Included among these certificates of completion are the following:

- English as a Second Language (See page 92)
- International Studies Certificate

### International Studies

#### *Certificate*

The certificate in international studies provides an opportunity for increased global awareness and the proficient development of a foreign language. To further develop expertise about cultures and languages of other nations, the student is encouraged to study abroad.

The certificate requires successful completion of 20 credit hours from the following courses. The student must successfully complete at least one year of foreign language.

SUGGESTED COURSES	Credit Hours
ART 285 Survey of Asian Art	3
ARCH 203 Intro to Archaeology	3
ECON 270 Introduction to International Business	3
ENG 217 Black Literature	3
ENG 218 Latin American Literature	3
ENG 219 Eastern Literatures	3
FREN 101 Elementary French I	4
FREN 102 Elementary French II	4
GERM 101 Elementary German I	4
GERM 102 Elementary German II	4
POLS 258 Selected Studies in Political Science	3
POLS 262 Intro to Non-European Comparative Government	3
HIST 151 History of the Middle East Since 1700	3
HIST 222 Comparative Religions	3
HIST 261 History of Europe to 1815	3
HIST 271 History of Europe Since 1815	3
MUSC 158 Intro to Non-Western Music	3
SPAN 101 Elementary Spanish I	4
SPAN 102 Elementary Spanish II	4
SPEC 175 Intercultural Communication	3
<b>OR</b>	
Courses available through Study Abroad	

# Transfer Programs

The Transfer Programs are two-year courses of study leading to an Associate in Arts (AA), an Associate in Science (AS), or an Associate of Arts in Teaching (AAT) degree. The 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 four-year 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 both 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, the four-year schools mentioned above strongly urge all AA and AS students to graduate from Black Hawk College before transferring to a four-year school. Students who do not graduate before transferring will not receive the abovementioned 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 secure a copy of that school's admission, curriculum and graduation requirements. While an academic advisor can and 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 Planning Worksheets

Degree Planning Worksheets are available in the Advisement Services to help students prepare for graduation from Black Hawk College. Degree Planning Worksheets are also available through the College's Web page ([www.bhc.edu](http://www.bhc.edu)). Students should go over this sheet with their academic advisors and use it for a personal record of all courses completed. This check sheet should be updated each semester so that students will be fully aware of their progress towards graduation.

**Transfer Program Curricula.** The following are suggested program of study and would not be appropriate for every student. Students should always consult with an academic advisor in choosing courses best suited to the student's needs and abilities. Please refer to the graduation requirements as identified on page 34. These requirements must be met and take precedence over suggested programs of study if there is a conflict.

Some courses may not be available at both campuses. Students should consult with an academic advisor for course availability.

## Associate in Arts and Associate in Science Program

Associate in Arts Code 1045

Associate in Science Code 1545

Contact Person: East Campus, Wendy Smith, Ext. 1713, Rm. A-247; QC Campus, Advising Center, Ext. 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 one of the curriculum model on this page. This suggested model provides a guideline for scheduling courses to receive an Associate in Arts degree or 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.

### Associate in Arts or Associate in Science

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
ENG 101 Composition I	3
SPEC 101 Principles of Speech Communications	3
Social and Behavioral Sciences	3
Mathematics	3
Elective	3
<b>SECOND SEMESTER SUGGESTED COURSES</b>	
ENG 102 Composition II	3
①Physical Science	3-4
Mathematics or Computer Science	3
Fine Arts	3
Elective	3
<b>THIRD SEMESTER SUGGESTED COURSES</b>	
Humanities	3
①Life Science	3-4
Social and Behavioral Sciences	3
Elective	6
<b>FOURTH SEMESTER SUGGESTED COURSES</b>	
Humanities or Fine Arts	3
Social and Behavioral Sciences	3
Non-Western Studies	3
Elective	9
Minimum total hours for degree	64

①One science course must include a lab.

## Accounting

Associate in Arts Code 1001

Contact Persons: QC Campus, Paula Tigerman, Ext. 5323, Rm. 1-359; East Campus, Wendy Smith, Ext. 1713, Rm. A-246

The Accounting degree is offered through the Department of Business and Office Technology Education. Courses are taught to prepare the students to transfer to a four-year college and earn a bachelor's degree in accounting. Basic business courses taught include accounting, economics, business law, and statistics.

Job opportunities for accountants after the receipt of a four-year degree or more have been very strong in the past and are likely to grow. Jobs can be secured in all levels of government, in industry, and both public and private accounting. A CPA certificate or accreditation in accounting is encouraged for those who wish to advance in the field.

Students seeking a one- or two-year degree in accounting should see the Career Program listings for accounting on page 59 of this catalog.

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
ENG 101 Composition I	3
Humanities	3-4
Physical Science	4
CS 100 Introduction of Computers	3
SPEC 101 Principles of Speech Communications	3
<b>SECOND SEMESTER SUGGESTED COURSES</b>	
②ACCT 101 Financial Accounting	3
ACCT 103 Financial Accounting Lab	1
PSYCH 101 Introductory Psychology <b>OR</b>	3
SOC 101 Principles of Sociology	3
ENG 102 Composition II	3
Humanities or Fine Arts	3
①MATH 131 Finite Mathematics for Business	3
<b>THIRD SEMESTER SUGGESTED COURSES</b>	
ACCT 102 Managerial Accounting	3
ACCT 104 Managerial Accounting Lab	1
ECON 221 Principles of Macro Economics	3
MATH 228 Probability and Statistics <b>OR</b>	3
ECON 228 Probability and Statistics	3
Life Science	3
MATH 132 Calculus for Bus/Soc Sciences	4
<b>FOURTH SEMESTER SUGGESTED COURSES</b>	
ACCT 205 Principles of Cost Accounting	3
ECON 222 Principles of Micro Economics	3
③BL 201 Business Law I <b>OR</b>	3
BL 202 Business Law II	3
Fine Arts	3
Non-Western Studies	3
Minimum total hours required for degree	64

- ❶ Students may need to take MATH 112 before enrolling in MATH 131.
- ❷ Students enrolling in this course must have completed CS 100 and be eligible to enroll in MATH 112.
- ❸ Consult an advisor.

## Agriculture Transfer

*Associate in Science Code 7519*

*Contact Person: East Campus, Andrew Larson, Ext. 1830, Rm. B-213 or Angela Heckman, Ext. 1724, Rm. A-202B*

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 BHE 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.

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
AG 100 Introduction to Agriculture	1
ENG 101 Composition I	3
Life Science	4
Humanities <b>OR</b> Fine Arts	3
*AG Electives	4
<b>SECOND SEMESTER SUGGESTED COURSES</b>	
ENG 102 Composition II	3
Physical Science	4
SPEC 101 Principles of Speech Communication	3
Mathematics	3
*AG Electives	4
<b>THIRD SEMESTER SUGGESTED COURSES</b>	
Mathematics <b>OR</b> Computer Science	3
Social and Behavioral Sciences	3
Humanities <b>OR</b> Fine Arts	3
Non-Western Studies	3
*AG Electives	4

## FOURTH SEMESTER SUGGESTED COURSES

Social and Behavioral Sciences	3
Social and Behavioral Sciences	3
Humanities <b>OR</b> Fine Arts	3
*AG Electives	7

Minimum total hours required for degree 64

\*A minimum of 20 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.

## Anthropology-Archaeology

*Associate in Arts Code 1034*

*Contact Persons: QC Campus, Nancy Smith, Ext. 5410, Rm. 1-472; East Campus, Wendy Bock, Ext. 1711, Rm. A-247*

Students planning to major in anthropology-archaeology at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for an anthropology-archaeology major, students should consult with the Advising Center at Black Hawk College for additional information.

This curriculum provides a broad perspective on the human condition and skills that are essential for any educated person. Students will learn the evolution of the human species and of the various cultural institutions that man has developed. In addition, they will study the methodologies employed by anthropologists and archaeologists to study human evolution. Students who complete this curriculum will have a solid foundation upon which to build an anthropology-archaeology major at a four-year school. Four-year degrees in anthropology and archaeology typically focus on physical anthropology, cultural anthropology, or archaeology. Students should select coursework during their first two years depending on their area of interest and the requirements of the program to which they plan to transfer.

Students who complete a degree in anthropology and archaeology may ultimately be employed in careers as teachers, college professors, or museum personnel. They may work on projects at anthropological and archaeological “sites” in this country or in exotic places around the globe from Kenya to Siberia.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
ANTH 101	Introduction to Physical Anthropology	3
HIST 125	Western Civilization I	3
ENG 101	Composition I	3
SPEC 101	Principles of Speech Communications	3
①	Physical Science	3-4

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
ANTH 102	Introduction to Cultural Anthropology	3
HIST 127	Western Civilization II	3
ENG 102	Composition II	3
②	Life Science	3-4
	Elective	3

THIRD SEMESTER SUGGESTED COURSES		Credit Hours
ARCH 203	Introduction to Archaeology	3
ART 281	History of Art	3
SOC 101	Principles of Sociology	3
MATH 108	Statistics for General Education	3
	Electives	4

FOURTH SEMESTER SUGGESTED COURSES		Credit Hours
ARCH 204	Archaeology in the Americas	3
HIST 222	Comparative Religions	3
CS 100	Introduction to Computers	3
③	Electives	8

Minimum total hours required for degree 64

- ① Recommended: CHEM 110; GEOG 101 or 102; GEOL 101 or 102; PHYS 110
- ② Suggested: BIOL 101, 190, 211
- ③ Recommended: ARCH 205; BIOL 145, 146; PSYC 101

## Art

*Associate in Arts Code 1002*

*Contact Persons: QC Campus, Zaiga Thorson, Ext. 5469, Rm. 4-134; Melissa Hebert-Johnson, Ext. 5465, Rm. 4-135; East Campus, John Hartman, Ext. 1814, Rm. 4-100; Wendy Bock, Ext. 1711, A-247*

Students planning to major in art at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for an art major, students should consult with the Counseling Office at Black Hawk College for additional information.

A variety of instructional formats provide opportunities for both full and part-time students to develop the skills that meet the changing demands of this profession. Small classes enhance the educational environment and enable the student to develop technical proficiency as well as personal style. The uniqueness of each individual is stressed. Prospective students are eligible for scholarships based on a portfolio review prior to registration.

Students who wish to be a candidate for the Associate in Arts degree and plan to pursue a bachelor's degree in art will submit a portfolio of their work which meets the approval of the Art Faculty. The portfolio must include a complete representation of the student's period of study at Black Hawk College.

Art majors may enter careers such as illustrator, graphic designer, media designer, animator, fine artist, or teacher.

Black Hawk College reserves the right to exhibit and reproduce any work submitted by students for credit in art courses.

FIRST SEMESTER SUGGESTED COURSES	Credit Hours
ART 101 2-D Design <b>OR</b>	3
ART 111 3-D Design	
ART 121 Drawing and Drawing Theory	3
ENG 101 Composition I	3
Social and Behavioral Science Elective	3
Physical Science Elective	3

SECOND SEMESTER SUGGESTED COURSES	Credit Hours
ART 101 2-D Design <b>OR</b>	3
ART 111 3-D Design	
ART 122 Drawing and Drawing Theory	3
ENG 102 Composition II	3
Non-Western Studies Elective	3
Life Science Elective	4

THIRD SEMESTER SUGGESTED COURSES	Credit Hours
ART 281 History of Art	3
ART 201 Life Drawing	3
Mathematics Elective	3
SPEC 101 Principles of Speech Communications	3
Social and Behavioral Science Elective	3

FOURTH SEMESTER SUGGESTED COURSES	Credit Hours
ART 282 History of Art	3
Art Studio Elective	3
Art Studio Elective	3
Social and Behavioral Science Elective	3
Mathematics or Computer Science Elective	3
Humanities Elective	3

Minimum total hours required for degree 64\*

\* The sequence of courses listed above will lead to the Associate in Arts degree at Black Hawk College. All transfer art students should take one additional studio elective to complete preparation for transfer. Please consult a member of the art faculty for additional information. Summer courses and online offerings may be an alternative to completing this curriculum.

## Biological Science

Associate in Science Code 1520

Contact Persons: QC Campus, Allan Markezich, Ext. 5240, Rm. 2-267; East Campus, Katie Rushing-Anderson

Students planning to major in biology at a four-year institution should follow the Black Hawk College Associate in Science curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for a biology major, students should consult with the Counseling Office at Black Hawk College and/or an academic advisor at the transfer university as soon as possible.

Students taking the recommended courses will receive instruction in the basic concepts of math, chemistry and biology, as well as acquiring the laboratory skills necessary for upper division studies in biology. In the biological sciences today, a good background in chemistry is especially important. The biology portion of the suggested curriculum will include molecular and cellular biology as well as the unifying concepts in biology such as development, ecology, and evolution. In the sophomore year, the student may select from such courses as botany, zoology, genetics, or environmental biology, depending upon his/her interest and career goals. The study of biology gives a person an appreciation of the biology of his/her own body, of other life forms, and of the earth's environment.

Students successfully completing this curriculum, as well as more advanced studies, may wish to consider such careers as teaching, research, museum work, environmental protection, or such applied areas as agriculture, wildlife management, horticulture, health related careers, or forestry.

### Associate in Science Sequence

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
BIOL 105	General Biology I	5
CHEM 101	General Chemistry I	4
ENG 101	Composition I	3
MATH 108	Statistics for General Education	3
SECOND SEMESTER SUGGESTED COURSES		
BIOL 106	General Biology II	5
CHEM 102	General Chemistry II	4
ENG 102	Composition II	3
Non-Western		3
SPEC 101	Principles of Speech Communications	3
THIRD SEMESTER SUGGESTED COURSES		
CHEM 203	Organic Chemistry I <b>OR</b>	5
PHYS 101	College Physics I	
MATH 124	Calculus I	4
Humanities and Fine Arts (2 courses)		6
Social and Behavioral Science		3

## FOURTH SEMESTER SUGGESTED COURSES

① Elective	4
Social and Behavioral Science (2 courses)	6
Humanities or Fine Arts	3
Minimum total hours required for degree	64

① Suggested Elective: CHEM 204 or PHYS 102

This curriculum meets the Illinois Articulation Agreement General Education Requirements for the Associate's degree.

## Business Transfer

Associate in Arts Code 1029

Contact Persons: QC Campus, Paula Tigerman, Ext. 5323, Rm. 1-359; East Campus, Wendy Smith, Ext. 1713, Rm. A-246

The Business Transfer degree is offered through the Department of Business and Office Technology Education. Courses are taught to prepare the students to transfer to a four-year college and pursue a bachelor's degree. Basic business courses taught include accounting, economics, business law, and statistics. Job opportunities following the receipt of a four-year degree can be in industry, government, and the service sector of our economy. Many opportunities exist for the quality student with good math, English, and communication skills, who can effectively make and communicate logical and intelligent decisions.

Students seeking a two-year degree in Business should see the listings for the Career Programs beginning on page 58.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
ENG 101	Composition I	3
③ Computer Science		3
Life Science		3-4
PSYC 101	Introduction to Psychology <b>OR</b>	3
SOC 101	Principles of Sociology	
SPEC 101	Principles of Speech Communications	3

## SECOND SEMESTER SUGGESTED COURSES

② ACCT 101	Financial Accounting	3
ACCT 103	Financial Accounting Lab	1
Humanities		3
ENG 102	Composition II	3
Humanities or Fine Arts		3
① MATH 131	Finite Mathematics for Business	3

## THIRD SEMESTER SUGGESTED COURSES

ACCT 102	Managerial Accounting	3
ACCT 104	Managerial Accounting Lab	1
ECON 221	Principles of Macro Economics	3
MATH 228	Probability and Statistics <b>OR</b>	3
ECON 228	Probability and Statistics	
MATH 132	Calculus for Bus/Soc Sciences	4
Physical Science		3-4

**FOURTH SEMESTER SUGGESTED COURSES**

ACCT 205	Principles of Cost Accounting	3
③BL 201	Business Law I <b>OR</b>	3
③BL 202	Business Law II	
ECON 222	Principles of Micro Economics	3
Fine Arts		3
Non-Western Studies		3

Minimum total hours required for degree 64

- ①Students may need to take MATH 112 before enrolling in MATH 131.
- ②Students enrolling in this course must have completed CS 100 and be eligible to enroll in MATH 112.
- ③Consult an advisor.

**Business Transfer International Business**

*Associate in Arts Code 1051*

Contact Persons: *QC Campus, Paula Tigerman, Ext. 5323, rm. 1-359; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

The International Business degree is offered through the Department of Business and Office Technology Education. Courses are taught to prepare the student to transfer to a four-year college and pursue a bachelor’s degree. This curriculum equips the student with an international awareness and provides an understanding of the global economy. This curriculum also develops fluency in foreign language of the student’s choice. Finally, the student is made aware of differences and similarities of global business practices and ethics.

Various opportunities exist for the quality student with the combination of foreign language fluency and business skills.

The student is encouraged to participate in Black Hawk College’s Study Abroad program. Details of these opportunities are available from Dr. Traci Davis on the Quad-Cities Campus.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
ECON 221	Principles of Macro Economics	3
ENG 101	Composition I	3
Fine Arts		3
Foreign Language		4
SOC 101	Principles of Sociology	3

**SECOND SEMESTER SUGGESTED COURSES**

ECON 222	Principles of Micro Economics	3
ENG 102	Composition II	3
①Foreign Language		4
MATH 131	Finite Mathematics for Business	3
Physical Science Lab		4

**THIRD SEMESTER SUGGESTED COURSES**

ACCT 101	Financial Accounting	3
ACCT 103	Financial Accounting Lab	1
ECON 270	Introduction to International Business	3
①Foreign Language		4
MATH 132	Calculus for Bus/Soc Sciences	4

**FOURTH SEMESTER SUGGESTED COURSES\***

ACCT 102	Managerial Accounting	3
ACCT 104	Managerial Accounting Lab	1
BL 202	Business Law II	3
MATH 228	Probability and Statistics <b>OR</b>	3
ECON 228	Probability and Statistics	
Life Science		3
SPEC 101	Principles of Speech Communications	3

Minimum total hours required for degree 64

- ①Language courses must be 202 level and above to fulfill Humanities group requirement.

**Supply Chain Management**

*Associate in Science Code 5153*

Contact Person: *QC Campus, Paula Tigerman, Ext. 5323, Rm. 1-359; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

Students planning to major in Supply Chain Management at a four-year institution should follow the Black Hawk College Associate in Science Business transfer program and substitute the Supply Chain Management course (BA 241) as a fourth semester elective instead of ACCT 205. Completion of the course of study outlined under Business Transfer will satisfy Black Hawk College graduation requirements. Consult with an advisor at Black Hawk College for details on specific requirements for the intended school of transfer.

This program is a base for a four-year degree in Supply Chain Management, or logistics, the field involved in moving goods from supplier to manufacturer to buyer in the most efficient manner possible. The field for bachelor’s degree graduates encompasses many job categories. Some of the positions are: logistics executives, warehouse managers and supervisors, business or finance analysts, production managers, import/export specialists, contract specialists, or buyers.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
ENG 101	Composition I	3
CS 100	Introduction to Computers	3
①Life Sciences		3-4
PSYC 101	Introduction to Psychology <b>OR</b>	3
SOC 101	Principles of Sociology	3
SPEC 101	Principles of Public Speaking	3

## SECOND SEMESTER SUGGESTED COURSES

ACCT 101	Financial Accounting	3
ACCT 103	Financial Accounting Lab	1
Humanities		3
ENG 102	Composition II	3
Humanities or Fine Arts		3
②MATH 131	Finite Mathematics for Business	3

## THIRD SEMESTER SUGGESTED COURSES

ACCT 102	Managerial Accounting	3
ACCT 104	Managerial Accounting Lab	1
ECON 221	Principles of Macro Economics	3
②③MATH 108	Statistics for General Education <b>OR</b>	3
MATH 228	Probability and Statistics	3
②④MATH 132	Mathematics Analysis for Business <b>OR</b>	4
MATH 124	Calculus I with Analytic Geometry	4
①Physical Science		3-4

## FOURTH SEMESTER SUGGESTED COURSES

BL 201	Business Law I <b>OR</b>	3
ECON 222	Principles of Micro Economics	
Fine Arts		3
Non-Western Studies		3
BA 241	Introduction to Supply Chain Management	3

Minimum total hours required for degree 64

①**Physical and Life Sciences:** Two courses (7 to 8 credits) with one course selected from the Life Sciences, one course from the Physical Sciences (include at least one laboratory course) or **both** NSCI 101 and NSCI 102.

②Consult an advisor.

③Students planning to transfer to WIU in the Supply Chain Management program may substitute MATH 108 for MATH 228.

④Students planning to transfer to WIU in the Supply Chain Management program may substitute MATH 124 for MATH 132.

## Chemistry

*Associate in Science/Associate in Arts Codes 1521, 1031*  
*Contact Persons: Linus Griswold, Ext. 5247, Rm. 2-260;*  
*East Campus, Alan Abbott, Ext. 1812, Rm. B-219*

Students planning to major in chemistry at a four-year college should follow the Associate in Science curriculum. It is a rigorous, math oriented curriculum. The variety of analytical and synthesizing skills obtained from the listed courses place the student in a position to continue in chemistry and related sciences. Lab work complements the lecture material and gives the student practical applications of the theoretical lecture material.

	Credit Hours	
FIRST SEMESTER SUGGESTED COURSES		
CHEM 101	General Chemistry I	4
ENG 101	Composition I	3
MATH 124	Calculus I	4
Social and Behavioral Science		3

## SECOND SEMESTER SUGGESTED COURSES

CHEM 102	General Chemistry II	4
ENG 102	Composition II	3
Humanities or Fine Arts Elective		3
MATH 225	Calculus II	4
Social and Behavioral Science		3

## THIRD SEMESTER SUGGESTED COURSES

CHEM 203	Organic Chemistry I	5
Life Science		3
PHYS 201	General Physics	5
SPEC 101	Principles of Speech Communications	3

## FOURTH SEMESTER SUGGESTED COURSES

CHEM 204	Organic Chemistry II	5
Humanities and Fine Arts Electives (2 courses)		6
Non-Western Studies		3
Social and Behavioral Science		3

Minimum total hours required for degree 64

**Note:** Students wishing to take junior level chemistry courses after transferring to a four-year school may need MATH 226 and PHYS 202 as prerequisites.

## Pre-Chiropractic

*Associate in Science Code 1531*

*Contact Person: QC Campus, Darryl Beckett, Ext. 5239, Rm. 2-268*

Graduates of the doctor of chiropractic program may choose to establish a private practice or they may choose to associate with another doctor in an established practice.

Entrance requirements for admission to Palmer College of Chiropractic (effective Fall semester 2001) are as follows:

1. Completion of 90 semester credit hours. It is recommended that 60 of these hours be completed at the 100 and 200 level, while at least 30 hours should come from 300 or 400 (junior or senior) level courses. Courses in science and communications are recommended for the 300 or 400 level.
2. A grade of "C" or better is required in all prerequisite courses.
3. A minimum grade point average of 2.5 on a 4.0 scale is required for the prerequisite courses.
4. A minimum of 48 of the 60 semester hours at the 100 and 200-level must be completed as listed below in the prerequisites for admission.
5. Consult with the BHC pre-chiropractic advisor to develop an appropriate course of study that will meet all course, application, and admission requirements.

**PREREQUISITE COURSES FOR ADMISSION**

**\*SCIENCE**—A minimum of two semesters or the equivalent of one academic year in each science subject.

		Credit
<b>Biology (with lab)</b>		
BIOL 145	Anatomy/Physiology I	4
BIOL 146	Anatomy/Physiology II	4
<b>Inorganic Chemistry (with lab)</b>		
CHEM 101	General Chemistry I	4
CHEM 102	General Chemistry II	4
<b>Organic Chemistry (with lab)</b>		
CHEM 203	Organic Chemistry I	5
CHEM 204	Organic Chemistry II	5
<b>PHYS (with lab)</b>		
PHYS 101	College Physics I	4-5
PHYS 102	College Physics II	5
<b>OR</b>		
PHYS 201	General Physics	5
PHYS 202	General Physics	5

\* **Survey courses are not recommended in the sciences.**

**PSYCHOLOGY** (minimum 3 credit hours)—Any college level course in psychology.

**COMMUNICATION AND/OR LANGUAGE SKILLS** (minimum 6 credit hours or more)—ENG 101, ENG 102, any Speech

**SOCIAL SCIENCE AND HUMANITIES** (minimum 15 semester hours) – The Social Sciences and Humanities Departments include course offerings in the following fields. This list does not include math, science, business, computer, engineering or physical education fields.

<b>Social Science</b>	ANTH, ECON, GEOG (select 105 only), HIST, POLS, PSYC, SOC
<b>Humanities</b>	ART (theory or applied), ENG (literature), Foreign Languages, HIST, MUSC (theory or applied), PHIL, THEA

**Note:** Students desiring to complete an Associate in Science degree in the pre-chiropractic curriculum must be certain that their course program includes 6 hours of Mathematics, 9 hours of Humanities and Fine Arts general education electives, 9 hours of Social Science general education electives, 3 hours in Non-Western Culture, and 2 courses (7-8 hours including one laboratory course) of Physical and Life Sciences, with one course from Life Sciences and one course from Physical Sciences, as well as those courses specified by Palmer College.

**Computer Science Information Systems**

*Associate in Arts Code 1032*

*Contact Persons: QC Campus, Ilga Higbee, Ext. 5328, Rm. 1-354; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

Students planning to major in computer science with an information systems emphasis at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirement at Black Hawk College. Since universities may require specific courses for a computer science major, students should consult with the Transfer Center at Black Hawk College and/or a computer science advisor for additional information. Those not planning to transfer to a four-year school should also see the Computer Technology programs beginning on page 70.

The curriculum includes work with programming and problem analysis with applications from business and industry.

Students pursuing Computer Science-Information Systems are expected to complete the general requirements for the Associate in Arts degree, including ACCT 101, ACCT 102, ACCT 103, ACCT 104, CS 121, CS 140, ECON 221, ECON 222, MATH 131 and MATH 228.

	Credit
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
CS 121 Introduction to Computer Science	5
ENG 101 Composition I	3
MATH 131 Finite Mathematics	3
ECON 221 Principles of Macro Economics	3
Humanities Elective	3
<b>SECOND SEMESTER SUGGESTED COURSES</b>	
CS 225 Advanced Programming	3
ENG 102 Composition II	3
MATH 228 Probability and Statistics	3
ECON 222 Principles of Micro Economics	3
Fine Arts	3
<b>THIRD SEMESTER SUGGESTED COURSES</b>	
ACCT 101 Financial Accounting	3
ACCT 103 Financial Accounting Lab	1
SPEC 101 Principles of Speech Communication	3
Life Science	4
Social and Behavioral Science	3
* Technical Elective	3

**FOURTH SEMESTER SUGGESTED COURSES**

ACCT 102	Managerial Accounting	3
ACCT 104	Managerial Accounting Lab	1
Physical Science (Lab Science)		5
Humanities/Fine Arts		3
Non-Western		3

Minimum total hours required for degree 64

\*Technical Elective At least 3 hours from the following, depending on the transferring school:

CIP 132	Introduction to COBOL Programming	3
CIP 204	Visual Basic Programming	4
MATH 161	Discrete Mathematics	3
CS 242	Computer Architecture	3
CS 252	Data Structures	3

**Computer Science**

*Associate in Science Code 1532*

*Contact Persons: QC Campus, Ilga Higbee, Ext. 5328, 1-354; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

Students planning to major in computer science with a science emphasis at a four-year institution should follow the Black Hawk College Associate in Science curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for a computer science major, students should consult with the Transfer Center at Black Hawk College and/or a computer science advisor for additional information. Those not planning to transfer to a four-year school should also see the Computer Technology programs beginning on page 70.

The curriculum includes work with programming, problem analysis and simulation in JAVA, with applications from science, engineering, mathematics, business, and industry.

Students pursuing the Computer Science-Science curriculum are expected to complete the general requirements for the Associate in Science degree, including MATH 124, MATH 225, CS 121, CS 225, as well as technical electives based on requirements of the transfer institution.

Many of the courses needed to complete this curriculum are not available at the East Campus. Students should always consult with an academic advisor for course availability.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
CS 121	Introduction to Computer Science	5
ENG 101	Composition I	3
MATH 124	Calculus I with Analytic Geometry	4
SPEC 101	Principles of Speech Communications	3

**SECOND SEMESTER SUGGESTED COURSES**

CS 225	Advanced Programming	4
ENG 102	Composition II	3
MATH 225	Calculus II with Analytic Geometry	4
* Technical Elective		3
Social and Behavioral Science		3

**THIRD SEMESTER SUGGESTED COURSES**

* Technical Elective		3
Humanities		3
Non-Western Studies		3
Physical Science		4
Social and Behavioral Science		3

**FOURTH SEMESTER SUGGESTED COURSES**

*Technical Elective		3
Humanities or Fine Arts		3
Life Science		4
Fine Arts		3
Social and Behavioral Science		3

Minimum total hours required for degree 64

\* Technical Electives: Consult advisor for requirements of specific transfer institutions.

MATH 161	Discrete Mathematics	3
MATH 226	Calculus III with Analytic Geometry	4
CS 242	Computer Architecture	3
CS 251	Programming for Science	3
CS 252	Data Structures	3
CIP 204	Visual Basic Programming	4
CIP 226	Database Management	3

**Pre-Dietetics/Nutrition**

*Associate in Arts Code 1080*

*Contact Persons: QC Campus, Xixuan Collins, Ext. 5269, Rm. 2-267; East Campus, Wendy Bock, Ext. 1711, Rm. A-247*

Students who successfully complete Dietetic/Nutrition training would find employment as a dietitian or nutritionist in hospitals, nursing care facilities, outpatient care centers, and offices of physicians or other health practitioners.

Licensure, certification, or registration requirements vary by state.

The pre-dietetics/nutrition curriculum at Black Hawk College will provide students with the course experiences needed to transfer to a four-year institution to complete requirements for a Bachelor's degree with a major in dietetics, foods and nutrition, food service systems management, or a related field. The pre-dietetics/nutrition candidate will establish a good foundation of chemistry, biology and mathematics, as well as critical analytical thinking skills.

If the student desires an Associate in Science degree from Black Hawk College, he/she will need to select general education electives with Black Hawk College degree requirements in mind. Transfer institution requirements vary; students are strongly advised to contact their intended transfer institutions or specific admission/course requirements.

	Credit
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
ENG 101 Composition I	3
①CHEM 101 General Chemistry I	4
②BIOL 120 Nutrition	3
①Mathematics elective	3
Humanities and Fine Arts Elective	3

<b>SECOND SEMESTER SUGGESTED COURSES</b>	
ENG 102 Composition II	3
SPEC 101 Principles of Speech Communication	3
PSYC 101 Intro to Psychology	3
①CHEM 102 General Chemistry II	4
MATH 108 Statistics for General Education	3

<b>THIRD SEMESTER SUGGESTED COURSES</b>	
Humanities and Fine Arts Elective	3
①SOC 101 Principles of Sociology OR	3
ECON 221 Principles of Macro Economics	
①BIOL 100 Introduction to Biology OR	4
BIOL 105 General Biology I OR	
BIOL 108 Principles of Biology I	
③Elective	3
③Elective	3

<b>FOURTH SEMESTER SUGGESTED COURSES</b>	
Humanities and Fine Arts Elective	3
Non-Western Studies Elective	3
Social and Behavioral Science Elective	3
③Elective	3
③Elective	3-4

Minimum total hours required for degree 64

①Major course requirements vary by transfer institution. Students are strongly advised to contact their intended transfer institution for specific admission/course requirements.

②BIOL 120 satisfies a major’s course requirement for the following institutions: FCS 2100 (EIU); FCS 102 (ISU); FN 101 (2 Cr., SIUC); and FCS 109 (WIU)

③Suggested electives (consult transfer institution): ACCT 101; ANTH 101; CS 100; ECON 221, 222; CHEM 203, 204; BIOL 145, 146, 150, 261; MATH 112, 124, 131, 132; PHIL 103; PSYC 290; SOC 200, SOC 251.

## Earth Science

Associate in Arts Code 1038

Contact Persons: QC Campus, Richard Harwood Ext. 5271, Rm. 2-215; East Campus, Wendy Bock, Ext. 1711, Rm. A-247

Students planning to major in earth science at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for an earth science major, students should consult with the Counseling Office at Black Hawk College for additional information.

The Associate in Arts degree as listed, emphasizes the social aspects of earth science, the urban studies. The catalog of the four-year school chosen should be consulted for requirements to be met and the student’s schedule adjusted accordingly.

Job possibilities include city, regional and rural planning; transportation and trade; surveying in relation to regional drainage, flora, fauna, climate and land forms; and consulting as to trade, territorial policies and international problems. It is not implied that only persons with a four-year degree will find employment in the above areas; the person with the associate degree in many cases will also find jobs available, but normally at a lower level.

	Credit
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
ENG 101 Composition I	3
GEOG 101 Physical Geography <b>OR</b>	4
GEOL 101 Physical Geology	
PHIL 101 Introduction to Philosophy	3
Social and Behavioral Sciences	3
Elective	3

<b>SECOND SEMESTER SUGGESTED COURSES</b>	
ANTH 102 Introduction to Cultural Anthropology	3
ENG 102 Composition II	3
Fine Arts	3
GEOG 102 Physical Geography <b>OR</b>	4
GEOL 102 Historical Geology	
MATH 118 Precalculus <b>OR</b>	4-5
MATH 124 Calculus	

<b>THIRD SEMESTER SUGGESTED COURSES</b>	
GEOG 105 Introductory Regional Geography	3
Humanities or Fine Arts	3
Life Science	4
SPEC 101 Principles of Speech Communications	3
Elective	3

## FOURTH SEMESTER SUGGESTED COURSES

ARCH 203	Introduction to Archaeology	3
CS 101	Introduction to Structured Programming	3
GEOG 106	Introductory Meteorology	3
MATH 228	Probability and Statistics	3
	Social and Behavioral Science	3

Minimum total hours required for degree 64

## Earth Science Geology

*Associate in Science Code 1538*

*Contact Persons: QC Campus, Richard Harwood, Ext. 5271, Rm. 2-215; East Campus, Wendy Bock, Ext. 1711, Rm. A-247*

Students planning to major in Geology at a four-year institution should follow the Black Hawk College Associate in Science curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for a Geology major, students should consult with the Counseling Office at Black Hawk College for additional information.

The Associate in Science degree is a rigorous science-oriented curriculum which will allow the student to pursue a major in the earth sciences at a four-year school. It is essential that the scheduled be closely followed unless the school of choice has different requirements. A variety of analytical and synthesizing skills are learned and prepare the student to continue to study and work in the earth sciences. Lab work complements the lecture material and teaches the student such practical applications as rock identification, map reading and weather analysis.

Job possibilities include environmental protection, geologic hazard assessment, research consulting, engineering and construction consulting, soil conservation, field work in natural resource management and research, natural resource production in petroleum, natural gas, coal, minerals, metals, stone and clay products. Employers include state and national geological survey departments, departments of agriculture, public utilities, the energy and natural resources industries, and educational and research institutions.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
ENG 101	Composition I	3
GEOL 101	Physical Geology	4
MATH 118	Precalculus <b>OR</b>	4-5
MATH 124	Calculus I	
PHIL 101	Introduction to Philosophy	3

## SECOND SEMESTER SUGGESTED COURSES

ENG 102	Composition II	3
	Fine Arts	3
GEOL 102	Historical Geology	4
MATH 124	Calculus I <b>OR</b>	4
MATH 225	Calculus II	
	Elective	3

## THIRD SEMESTER SUGGESTED COURSES

CHEM 101	General Chemistry I <b>OR</b>	4-5
PHYS 101	College Physics I	
	Life Science	4
	Social and Behavioral Science	3
SPEC 101	Principles of Speech Communication	3
	Elective	3

## FOURTH SEMESTER SUGGESTED COURSES

ARCH 203	Introduction to Archaeology	3
CHEM 102	General Chemistry II <b>OR</b>	4-5
PHYS 102	College Physics II	
GEOG 105	Introductory Regional Geography	3
	Humanities or Fine Arts	3
	Social and Behavioral Science	3

Minimum total hours required for degree 64

## Education Pre-Teaching

### Elementary Education/Special Education

*Associate in Arts Codes 1014*

*Contact Persons: Christine Bachelder, Ext. 5986, Rm. 1-473; East Campus, Bob Moore, Ext. 1723, Rm. A-203*

Students planning to major in elementary education at a four-year institution should follow the Black Hawk College Associate in Arts curriculum for education pre-teaching. Students taking the suggested courses gain experience and information which can help them determine whether their career goals align with teacher certification programs. The completion of the course of study outlined below will satisfy the graduation requirements of Black Hawk College. However, students planning to major in special education or early childhood education should follow the appropriate Associate in Arts in Teaching (AAT) degree requirements for their field of study if they plan to transfer to an Illinois college or university that accepts AAT degrees.

*Since all universities require specific courses for education majors, students should identify the school of transfer early. Because requirements in all education curricula frequently change and usually vary from institution to institution, students should consult a BHC advisor each term and, in addition, talk with an education advisor at the transfer school to confirm appropriate course selection throughout their course of study at Black Hawk College. The courses listed below do not apply to every transfer school.*

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
<sup>1,2</sup> ENG 101	Composition I	3
<sup>3</sup> Humanities		3
<sup>4</sup> Life Science		4
PSYC 101	Introduction to Psychology	3
<sup>1,2</sup> SPEC 101	Principles of Speech Communications	3
SECOND SEMESTER SUGGESTED COURSES		Credit Hours
<sup>1,2</sup> ENG 102	Composition II	3
<sup>5</sup> Fine Arts		3
POLS 122	American National Government	3
HIST 105	History of the United States to 1877 <b>OR</b>	3
HIST 106	History of the US since 1877	3
<sup>1,2</sup> MATH 100	Math for Elementary Teachers I	3
THIRD SEMESTER SUGGESTED COURSES		Credit Hours
HPE 260	Physical Education Grades 1-6	3
<sup>1,2</sup> MATH 200	Math for Elementary Teachers II	3
<sup>6</sup> Non-Western Studies		3
<sup>4</sup> Physical Science		4
<sup>1,7,8</sup> PSYC 200	Human Growth and Development <b>OR</b>	3
PSYC 290	Educational Psychology	3
FOURTH SEMESTER SUGGESTED COURSES		Credit Hours
<sup>9</sup> CS 210	Intro to Educational Computing	3
<sup>1,7</sup> EDUC 235	Clinical Observation in Education	2
<sup>10</sup> Fine Arts or Humanities		3
HEAL 102	Living in a Changing World	2
<sup>11</sup> Life or Physical Science		4
<sup>12</sup> Elective		3
Minimum total hours required for degree		64

**Notes for elementary education students planning to transfer to WIU** (*Associate in Arts Codes 1040*). A cumulative and major GPA of 2.75 is needed for admission and continuance in the Teacher Education Program at WIU. In addition, all major and support courses must be completed with a grade of “C” or better. *These notes are not intended to be a contract with WIU. This information is subject to change. Final responsibility for verifying transfer information lies with the student.*

- <sup>1</sup>Grade of C or better required.
- <sup>2</sup>Part of entrance requirements to teacher education program
- <sup>3</sup>Select Humanities
- <sup>4</sup>Students must have a total of 8 semester hours in science; at least one course must be a laboratory science course. Typically, students meet this requirement by taking laboratory courses in physical and life science.
- <sup>5</sup>Select MUSC 153 or 154
- <sup>6</sup>Select GEOG 105
- <sup>7</sup>Select PSYC 200
- <sup>8</sup>EDUC 235 and PSYC 200 do not need to be taken concurrently.

- <sup>9</sup>If earning a math endorsement from WIU, select MATH 100, MATH 124, MATH 225, CS 121, CS 225, or CS 251
- <sup>10</sup>Select ART 100
- <sup>11</sup>General electives
- <sup>12</sup>Select ENG 240

**Secondary Education**

*Associate in Arts Codes 1025*  
 Contact Persons: Christine Bachelder, Ext. 5986, Rm. 1-473; East Campus, Bob Moore, Ext. 1723, Rm. A-203

Students planning to major in secondary education may follow the Black Hawk College Associate in Arts or Science curriculum depending on the discipline in which they choose to major. However, students planning to major in secondary mathematics should follow the Associate in Arts in Teaching Secondary Mathematics (AAT) degree requirements (*Associate in Arts Code 1101*) for their field of study if they plan to transfer to a college or university in Illinois that accepts this AAT degree.

*Sine all universities require specific courses for education majors, students should identify the school of transfer early. Because requirements in all education curricula frequently change and usually vary from institution to institution, students should consult a BHC advisor each term and, in addition, talk with an education advisor at the transfer school to confirm appropriate course selection throughout their course of study at Black Hawk College. The courses listed below do not apply to every transfer school.*

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
ENG 101	Composition I	3
	Humanities or Fine Arts	3
SPEC 101	Principles of Speech Communication	3
PSYC 101	Introduction to Psychology	3
	Major Subject Course	3
SECOND SEMESTER SUGGESTED COURSES		Credit Hours
ENG 102	Composition II	3
	Fine Arts	3
HIST 105	History of the United States to 1877 <b>OR</b>	3
HIST 106	History of the US since 1877	3
	Life Science	4
	Major Subject Course	3
THIRD SEMESTER SUGGESTED COURSES		Credit Hours
	Mathematics	3
	Non-Western Studies	3
	Physical Science	4
PSYC 200	Human Growth and Development <b>OR</b>	3
PSYC 290	Educational Psychology	3
	Major Subject Course	3
FOURTH SEMESTER SUGGESTED COURSES		Credit Hours
EDUC 235	Clinical Observation in Education	2
POLS 122	American National Government	3
	Humanities	3
	Life or Physical Science	3

Mathematics or Computer Science	3
Major Subject Course	3
Minimum total hours required for degree	64

## Pre-Engineering

*Associate in Science Code 1526*

*Contact Persons: QC Campus, Doug Davidson, Ext. 5246, Rm. 2-261, and Matlub Ahmad, Ext. 5245, Rm. 2-262; East Campus, Wendy Bock, Ext. 1711, Rm. A-247*

Students planning to major in professional engineering at a four-year institution which offers an engineering curriculum should follow the Black Hawk College Associate in Science curriculum listed here. The completion of the course of study outlined will satisfy the graduation requirements of the Black Hawk College Associate in Science degree for pre-professional engineering. This is a unique Associate in Science curriculum designed to meet the specific needs of students planning to pursue a four-year degree in professional engineering.

Universities to which Black Hawk College engineering students may transfer include Bradley University, University of Illinois, University of Iowa, Iowa State University, University of Missouri, Northern Illinois University, Southern Illinois University, University of Wisconsin (Platteville), and others.

The various fields of engineering (such as mechanical, electrical, computer science) require certain courses in common as well as specific courses applicable only to that field. Normally, the courses encountered in the first two years of study are common courses. Since universities may require specific courses, students should consult with the Natural Science and Engineering department at Black Hawk College for additional information.

Since employment varies greatly in various fields of engineering, students in their freshman and sophomore years should begin to give serious thought to both their field of engineering and to its application in the employment market.

Students who successfully complete the Bachelor of Science degree in engineering may enter such careers as design, production and construction, operations, sales, management, testing, teaching and consulting. Two other areas, research and development, require an advanced degree.

Students who do not plan to transfer to a four-year school and are interested in two-year Engineering Technology curricula should see the Engineering Technology Related Career curricula beginning on page 100.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
ENG 101	Composition I	3
CHEM 101	General Chemistry I	4
MATH 124	Calculus I	4
GE 101	Engineering Graphics and Geometry	3
①	Social Science/Humanities Elective	3

SECOND SEMESTER SUGGESTED COURSES		
②ENG 102	Composition II	3
CHEM 102	General Chemistry II	4
MATH 225	Calculus II	4
PHYS 201	General Physics	5

THIRD SEMESTER SUGGESTED COURSES		
MATH 226	Calculus III	5
PHYS 202	General Physics	5
③GE 201	Analytic Mechanics (Statics)	3
CS 251	Programming for Science	3

FOURTH SEMESTER SUGGESTED COURSES		
MATH 235	Differential Equations	3
③GE 202	Analytic Mechanics (Dynamics)	3
PHYS 214	General Physics (Quantum)	2
GE 205	Elementary Mechanics of Deformable Bodies	3
①	Social Science/Humanities Elective	3
①	Social Science/Humanities Elective <b>OR</b>	3
④	Technical Elective	

Minimum total hours required for degree	66
---	----

- ①Consult an advisor to choose appropriate general education classes.
- ②Students planning to attend Bradley University substitute SPEC 101 for ENG 102.
- ③Chemical Engineering students substitute CHEM 203-204, Organic Chemistry I and II.
- ④Some students should take MATH 230 and/or GE 102. Consult an advisor.

**Note:** Students desiring to complete an Associate in Science degree in the pre-engineering curriculum must be certain that their course program includes 6 hours of Mathematics, 9 hours of Humanities and Fine Arts general education electives, 9 hours of Social Science general education electives, 3 hours in Non-Western Culture, and a Life Science general education elective, as well as those courses specified by institutions listed above. These general education electives must be chosen from the general education electives listed beginning on page 34.

## English Literature

*Associate in Arts Code 1005*

Contact Persons: *QC Campus, William Desmond, Ext. 5437, Rm. 1-470; East Campus, Wendy Bock, Ext. 1711, Rm. A-247*

Students planning to major in English at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined below will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for an English major, students should consult with the Counseling Office at Black Hawk College for additional information.

Students taking the course of study outlined below will gain an intellectual and aesthetic awareness of literature within and beyond the American cultural experience. Students will read works of poetry, fiction, drama and literary criticism. Such extensive literary study will sharpen critical thinking skills and deepen cultural and aesthetic awareness of the humanities. Such studies are excellent preparation for employment in a wide variety of fields including teaching, publishing, and all areas of communication.

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
ENG 101 Composition I	3
HIST 105 History of the United States to 1877	3
Social and Behavioral Science	3
Foreign Language	4
Mathematics	3
<b>SECOND SEMESTER SUGGESTED COURSES</b>	
ENG 102 Composition II	3
HIST 106 History of the US since 1877	3
Foreign Language	4
Physical Science	3-4
ENG 190 Introduction to Literature	3
<b>THIRD SEMESTER SUGGESTED COURSES</b>	
ENG 208 Introduction to Poetry <b>OR</b>	3
ENG 210 Introduction to Fiction	
ENG 213 American Literature I <b>OR</b>	3
ENG 221 British Literature I	
Foreign Language	4
Mathematics or Computer Science	3-4
Non-Western Studies	3
<b>FOURTH SEMESTER SUGGESTED COURSES</b>	
ENG 214 American Literature II <b>OR</b>	3
any other 200 level literature course	
Foreign Language	4
Life Science	3-4
SPEC 101 Principles of Speech Communication	3
THEA 111 Introduction to Theatre	3
Minimum total hours required for degree	64

## English Writing

*Associate in Arts Code 1019*

Contact Persons: *QC Campus, William Desmond, Ext. 5437, Rm. 1-470; East Campus, Wendy Bock, Ext. 1711, Rm. A-247*

Students planning to major in English at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined below will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for an English major, students should consult with the Counseling Office at Black Hawk College for additional information.

Students taking the recommended courses will write compositions, critical essays, technical reports, newspaper articles and poetry or fiction. Since employment opportunities as writers may come from many sources, the students with varied writing experiences will have the greatest opportunities. The writing internship is specifically designed to provide students with on-the-job experience and exposure to employers. Since writing skills are essential to continued advancement and higher paying positions in many career areas, the writing emphasis complements many career choices.

English Writing students prepare for such careers as teaching, journalism, advertising, public relations, radio, TV, technical writing, business, and communication.

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
ENG 101 Composition I	3
JOUR 222 Beginning Reporting <b>OR</b>	3
JOUR 230 Newspaper Production	
Fine Arts	3
Non-Western Studies	3
SPEC 101 Principles of Speech Communications	3
<b>SECOND SEMESTER SUGGESTED COURSES</b>	
ENG 102 Composition II	3
CS 100 Introduction to Computers	3
ENG 214 American Literature II	3
PSYC 101 Introduction to Psychology	3
Physical Science	3-4
<b>THIRD SEMESTER SUGGESTED COURSES</b>	
ENG 231 Fiction Writing	3
Life Science	4
Mathematics	3
Social and Behavioral Science	3
Foreign Language	4
<b>FOURTH SEMESTER SUGGESTED COURSES</b>	
ENG 132 Technical Reporting <b>OR</b>	3
ENG 245 Writing Internship	
ENG 232 Poetry Writing	3
Social and Behavioral Science	3
Foreign Language	4
Minimum total hours required for degree	64

## French

*Associate in Arts Code 1006*

*Contact Persons: QC Campus, William Desmond, Ext. 5437, Rm. 1-470; East Campus, Wendy Bock, Ext. 1711, Rm. A-247*

Students planning to major in French at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since four year institutions may require specific courses for a French major, students should consult with the Counseling Office at Black Hawk College for additional information.

Students taking French learn to read, speak, write, and listen in the French language. Conversations cover a variety of everyday situations and different cultural aspects. French study includes the use of a basic text, a workbook, a reader, a laboratory manual and computer assisted instruction. Speaking and listening skills are developed through practice in class and with audio and video tapes and software.

Language training can give a student a mastery of English grammar and an understanding of another culture, as well as meet a requirement of many bachelor’s degree and advanced degree programs.

Students who learn a second language and combine it with a major or minor in a field with good employment prospects will find themselves very competitive in the job market.

French is the major language of Quebec, France, and parts of Belgium and Switzerland. In addition, there are approximately 40 locations around the world where French is used either diplomatically or as a second language. Understanding French can open vast treasures of literature, history, philosophy, music, art, and other areas of a large and varied culture.

	Credit
<b>FIRST SEMESTER SUGGESTED COURSES</b>	<b>Hours</b>
ENG 101 Composition I	3
FREN 101 Elementary French I	4
Any foreign language other than French	4-5
Mathematics	3
Social and Behavioral Science	3
<b>SECOND SEMESTER SUGGESTED COURSES</b>	
ENG 102 Composition II	3
FREN 102 Elementary French II	4
Any foreign language other than French	4-5
Life Science	3
SPEC 101 Principles of Speech Communications	3

## THIRD SEMESTER SUGGESTED COURSES

*FREN 201 Intermediate French I	4
Humanities	3
Non-Western Studies	3
Mathematics or Computer Science	3
Social and Behavioral Sciences	3

## FOURTH SEMESTER SUGGESTED COURSES

*FREN 202 Intermediate French II	4
Fine Arts	3
Physical Science	4
Social and Behavioral Science	3

Minimum total hours required for degree 64

\*Offered in alternate years, depending on enrollment.

## German

*Associate in Arts Code 1007*

*Contact Persons: QC Campus, William Desmond, Ext. 5437, Rm. 1-470; East Campus, Wendy Bock, Ext. 1711, Rm. A-247*

Students planning to major in German at a four-year institution should follow the Black Hawk College Associate in Arts Curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since four-year institutions may require specific courses for a German major, students should consult with the Counseling Office at Black Hawk College for additional information.

Students taking German learn to read, speak, write, and listen in the German language. Conversations and texts cover a great variety of everyday situations and different cultural aspects. German study includes the use of a basic text, a workbook, a reader, a laboratory manual and computer assisted instruction. Speaking and listening skills are developed through practice in class and with audio and video tapes and software.

Language training can give a student a mastery of English grammar and an understanding of another culture, as well as meet a requirement of many bachelor’s degree and advance degree programs. (German is required in many math and science graduate degree programs.)

Students who learn a second language and combine it with a major or minor in a field with employment prospects will find themselves very competitive in the job market.

German is the language of Austria, Liechtenstein, Germany, and the largest part of Switzerland, and is the most taught second language among Europeans. Understanding German can open vast treasures of literature, history, philosophy, music, art and other areas of a large and varied culture.

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
ENG 101 Composition I	3
Any foreign language other than German	4-5
GERM 101 Elementary German I	4
Mathematics	3
Social and Behavioral Science	3

<b>SECOND SEMESTER SUGGESTED COURSES</b>	
ENG 102 Composition II	3
Any foreign language other than German	4-5
GERM 102 Elementary German II	4
Life Science	3
SPEC 101 Principles of Speech Communications	3

<b>THIRD SEMESTER SUGGESTED COURSES</b>	
*GERM 201 Intermediate German I	4
Humanities	3
Mathematics or Computer Science	3
Non-Western Studies	3
Social and Behavioral Sciences	3

<b>FOURTH SEMESTER SUGGESTED COURSES</b>	
Fine Arts	3
*GERM 202 Intermediate German II	4
Physical Science	4
Social and Behavioral Sciences	3

Minimum total hours required for degree 64

\*Course availability dependent upon enrollment.

## Health, Physical Education, Recreation, and Sport Management

*Associate in Arts Code 1009 and 1039*

*Contact Persons: QC Campus, Nelson Lay, Ext. 5386, Rm. 3-352, and Helene Washington, Ext. 5610, Rm. 3-354; East Campus, Wendy Bock, Ext. 1711, Rm. A-247*

Students planning to major in health education, physical education or recreation at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for a health, physical education or recreation major, students should identify the school of transfer as soon as possible and follow that curriculum.

Although there are employment opportunities for associate degree graduates, these curricula are primarily intended for those who wish to transfer to a four-year school to complete a bachelor's degree in health, physical education, recreation, or a closely related area. Associate in Arts degree graduates can find entry level employment opportunities in the areas of recreation or sports/fitness club organizations.

Opportunities for bachelor's degree graduates may include physical education, health education, coaching, recreation, sports medicine, athletic training, physical therapy, sports journalism, sporting goods manufacturing and sales, facility management, and other related occupations.

It is essential for the student to work closely with a departmental academic advisor to select courses which will apply to a specific program at the chosen four-year school.

### Physical Education

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
BIOL 101 General Human Biology <b>OR</b>	
BIOL 105 General Biology I	4
ENG 101 Composition I	3
HEAL 102 Living In A Changing World	2
HPE 212 Introduction to Physical Education	2
●HPE Electives (from courses numbered 125-199)	2
PSYC 101 Introduction to Psychology	3

<b>SECOND SEMESTER SUGGESTED COURSES</b>	
ENG 102 Composition II	3
POLS 122 American National Government <b>OR</b>	3
HIST 105 History of the United States to 1877 <b>OR</b>	
HIST 106 History of the US since 1877	
HPE 200 First Aid	3
●HPE Electives (From courses numbered 125-199)	2
Humanities or Fine Arts	3
SPEC 101 Principles of Speech Communications	3

<b>THIRD SEMESTER SUGGESTED COURSES</b>	
Fine Arts	3
Humanities	3
Mathematics	3
Physical Science	3
●PSYC 290 Educational Psychology <b>OR</b>	3
PSYC 200 Human Growth and Development	

<b>FOURTH SEMESTER SUGGESTED COURSES</b>	
CS 100 Introduction to Computers	3
●EDUC 235 Clinical Observation in Education	2
●HPE 260 Physical Education, Grades 1-6 <b>OR</b>	1-4
HPE 230 Intramural Management	
Non-Western Studies	3
Elective (Social Science elective if Psych 290 is taken)	3

Minimum total hours required for degree 64

●Pre-teaching majors only. (See school of transfer and Pre-Teaching curriculum.)

### Recreation

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
ENG 101 Composition I	3
HEAL 102 Living In A Changing World	2
HPE 125 199 Electives	1
Physical Science	4
PSYC 101 Introduction to Psychology	3
SOC 101 Principles of Sociology	3

**SECOND SEMESTER SUGGESTED COURSES**

ENG 102	Composition II	3
HPE 200	First Aid	3
HPE 211	Introduction to Community Recreation	3
	Humanities or Fine Arts	3
	Mathematics or Computer Science	3
	Elective	2

**THIRD SEMESTER SUGGESTED COURSES**

	*Political Science Elective	3
HPE 193	Lifeguard Training	1.5
HPE 194	Water Safety Instructor	1.5
HPE 215	Leadership in Leisure Activities	3
HPE 230	Intramural Management	2
	Humanities	3
	Social and Behavioral Science	3

**FOURTH SEMESTER SUGGESTED COURSES**

BIOL 200	Environmental Biology I <b>OR</b>	3
BIOL 201	Environmental Biology II	
	Fine Arts	3
	Mathematics	3
	Non-Western Studies	3
SPEC 101	Principles of Speech Communication	3

Minimum total hours required for degree 64

\*See school of transfer.

**Sport Management**

*Associate in Arts Code 1053*

*Contact persons: QC Campus, Gary Huber at Ext. 5602, Rm. 3-317; East Campus, Wendy Bock, Ext. 1711, Rm. A-247*

Students planning to major in Sport Management at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined here will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for a Sport Management major, students should consult with the Counseling Office at Black Hawk College for additional information.

Introduction to Sport Management will help students who are thinking of a sport-related career determine their interest level in academic or professional sport management by providing a broad overview of the field. Topics will include the history and development of sport management and social, behavioral, organizational, and managerial foundations of sport management. Current Issues in Sport will investigate the complex issues present in today’s sport industry and give a detailed examination of the many skills needed to coordinate a successful sporting event. The opportunity for two separate internships will allow students to directly experience sport management in the community, an important element of success in the sport industry. This program will give

students the advantage of skills, knowledge, and experience for a range of possible sport management careers. Skills gained in these classes should enrich the personal lives of students by improving their poise, self-confidence, and effectiveness in sport management and help them gain desirable employment and/or receive a promotion.

**FIRST SEMESTER SUGGESTED COURSES**

		Credit
		Hours
ENG 101	Composition I	3
HPE 210	Intro to Sports Management	3
	Behavioral Science Elective	3
OR 100	Intro to College	1
	Life Sciences Elective	3-4
CS 100	Introduction to Computer Science	3

**SECOND SEMESTER SUGGESTED COURSES**

ENG 102	Composition II	3
HEAL 102	Living in a Changing World	2
SPEC 101	Principles of Speech	3
	Mathematics Elective	3
	Humanities Elective	3
HPE 217	Current Issues in Sports	3

**THIRD SEMESTER SUGGESTED COURSES**

		3-4
	Physical Sciences Elective	
HPE 270	Internship: Sports Management	3
	Humanities/Fine Arts	3
	Elective	3
ECON 221	Principles of Macro Economics	3

**FOURTH SEMESTER SUGGESTED COURSES**

		3
	Elective	
	Elective	3
ECON 222	Principles of Micro Economics	3
BL 201	Business Law I <b>OR</b>	3
BL 202	Business Law II	
	Non Western Studies	3

Minimum total hours required for degree 64

**History**

*Associate in Arts Code 1010*

*Contact Persons: QC Campus, Mark Esposito, Ext. 5427, Rm. 1-463, Jay Pearce, Ext. 5412, Rm. 1-451, and James Larrabee, Ext. 5634, Rm. 1-465; East Campus, Wendy Bock, Ext. 1711, Rm. A-247.*

Students planning to major in history at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for a history major, students should contact an advisor on the history/political science faculty.

This program provides a broad perspective on the human condition and skills essential to any educated person. Students will study the growth and development, triumphs

and tribulations of the human race over the last five thousand years. Students may specialize in American or European history. Whichever choice is made, students should emerge from the program with a much better understanding of how earlier generations created and shaped the civilizations and societies in which we live today. Students who complete this program will have a solid foundation upon which to build a history major at a four-year school.

All history courses at Black Hawk College have significant reading and writing components. Successful completion of these courses requires students to demonstrate college-level abilities in these skill areas.

Students who complete a degree in history may be employed as teachers, college professors, museum workers, archivists, public officials, government employees, corporation executives, etc.

**American History**

FIRST SEMESTER SUGGESTED COURSES	Hours
ENG 101 Composition I	3
POLS 191 Introduction to Political Science	3
HIST 125 Western Civilization I	3
Physical Science	3-4
SPEC 101 Principles of Speech Communications	3

SECOND SEMESTER SUGGESTED COURSES	Hours
ENG 102 Composition II	3
HIST 127 Western Civilization II	3
Fine Arts	3
Life Science	3-4
Elective	3

THIRD SEMESTER SUGGESTED COURSES	Hours
POLS 122 American National Government	3
HIST 105 History of the United States to 1877	3
Mathematics	3
①Non Western Studies	3
Electives	6-7

FOURTH SEMESTER SUGGESTED COURSES	Hours
POLS 252 State and Local Government	3
HIST 106 History of the US since 1877	3
Mathematics or Computer Science	3
SOC 101 Principles of Sociology	3
Electives	4

Minimum total hours required for degree 64

①Recommended: POLS 262, POLS 271, HIST 141, HIST 142, HIST 151, or HIST 222

**World History**

FIRST SEMESTER SUGGESTED COURSES	Credit Hours
ENG 101 Composition I	3
POLS 191 Introduction to Political Science	3
HIST 125 Western Civilization I	3
Physical Science	3-4
SPEC 101 Principles of Speech Communications	3

SECOND SEMESTER SUGGESTED COURSES	Credit Hours
ENG 102 Composition II	3
HIST 127 Western Civilization II	3
①Fine Arts	3
Life Science	3-4
②Social and Behavioral Science	3

THIRD SEMESTER SUGGESTED COURSES	Credit Hours
HIST 141 History of Asia I	3
Mathematics	3
②Social and Behavioral Science	3
③Electives	7-8

FOURTH SEMESTER SUGGESTED COURSES	Credit Hours
HIST 105 History of the United States to 1877 <b>OR</b>	3
HIST 106 History of the US since 1877	3
Mathematics or Computer Science	3
HIST 142 History of Asia II	3
POLS 262 Intro to Comparative Gov.: Non-European	3
Electives	4

Minimum total hours required for degree 64

- ①Suggested: ART 100, 282
- ②Suggested: ARCH 203; POLS 122, 261
- ③Suggested: PHIL 101 or 103

**Horticulture Transfer**

*Associate in Science Code 1539*

*Contact Persons: East Campus, Jeff Hawes, Ext. 1835, Rm. A-216, or Andrew Larson, Ext. 1830, Rm. B-213, or Angela Heckman, Ext6. 1724, Rm. A-202B*

Students interested in pursuing a baccalaureate program with a major in horticulture have the opportunity to enroll in the Horticulture Transfer program at Black Hawk College East Campus. This program enables students to complete the first two years of a bachelor’s degree in horticulture including the general education requirements. The Horticulture Transfer program is part of the nationally recognized agriculture programs at Black Hawk College East Campus.

All Black Hawk College transfer courses have been articulated with the four Illinois universities that offer degrees in agriculture including Illinois State, Southern Illinois University at Carbondale, University of Illinois at Champaign-Urbana, and Western Illinois University. These articulation agreements allow students completing an Associate’s degree to easily transfer to these four-year institutions. Many graduates who complete agriculture

related degrees at the East Campus have also successfully transferred to universities throughout the nation such as Purdue, Iowa State, Michigan State, Oklahoma State, Colorado State, and Texas A & M.

Students should work closely with an academic advisor to plan a two-year program designed to meet degree requirements or contact the transfer institution.

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
AG 100 Introduction to Agriculture	1
ENG 101 Composition I	3
HORT 284 Introduction to Horticulture Science	3
Humanities OR Fine Arts Elective	3
② Life Science Elective	4
Social & Behavioral Science Elective	3
<b>SECOND SEMESTER SUGGESTED COURSES</b>	
ENG 102 Composition II	3
SPEC 101 Principles of Speech Communications	3
② Life Science Elective	4
Mathematics Elective	3
① HORT/AG Elective	2
<b>THIRD SEMESTER SUGGESTED COURSES</b>	
Humanities OR Fine Arts Elective	3
Mathematics OR Computer Science Elective	3
② Physical Science Elective	4
Non-Western Studies Elective	3
① HORT/AG Elective	3
<b>FOURTH SEMESTER SUGGESTED COURSES</b>	
Humanities OR Fine Arts Elective	3
② Physical Science Elective	4
Social & Behavioral Science Elective	3
Social & Behavioral Science Elective	3
① HORT/AG Elective	3
Minimum total hours required for degree	64

- ① Suggested HORT/AG electives include: HORT 191, HORT 193, HORT 198, AG 281, AG 282, AG 283, AG 289.
- ② Suggested Physical Science electives include: CHEM 101, CHEM 102.
- ③ Suggested Life Science electives include: BIOL 108, BIOL 211

## Journalism

*Associate in Arts Code*

*Contact Persons: Erskine Carter, Ext. 5435, Rm. 1-460, e-mail cartere@bhc.edu; East Campus, Wendy Bock, Ext. 1711, Rm. A-247*

Students planning to major in journalism at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for a Journalism major, students should consult with the Counseling Office at Black Hawk College for additional information.

Students in this curriculum will become proficient in general writing skills as well as learn the specific techniques used in journalistic writing such as interviewing, and sports, editorial and feature writing. Students who work on the College newspaper will focus upon the College community. Courses covering journalism-related fields such as photography, and layout are also available.

Journalism graduates may consider a wide range of careers in the media field, such as newspaper reporting, magazine writing, photo-journalism, and radio and television broadcasting, as well as the related areas of criticism and public relations.

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
ENG 101 Composition I	3
Fine Arts	3
JOUR 222 Beginning Reporting	3
Social and Behavioral Science	3
SPEC 101 Principles of Speech Communications	3

<b>SECOND SEMESTER SUGGESTED COURSES</b>	
ENG 102 Composition II	3
Humanities	3
Life Science	4
Mathematics	3
CS 100 Introduction to Computers	3

<b>THIRD SEMESTER SUGGESTED COURSES</b>	
PHIL 103 Ethics	3
JOUR 221 Introduction to Mass Communication	3
JOUR 230 Newspaper Production	2
Physical Science	4
Social and Behavioral Science	3

<b>FOURTH SEMESTER SUGGESTED COURSES</b>	
ENG 243 Writing for the Media <b>OR</b>	3
ENG 245 Writing Internship	2
JOUR 230 Newspaper Production	2
Non-Western Studies	3
Social and Behavioral Science	3
IS 220 Global Issues	3
Electives	4

Minimum total hours required for degree 64

## Pre-Law

*Associate in Arts Code 1013*

*Contact Persons: QC Campus, Joan Eastlund, Ext. 5424, Rm. 1-461; East Campus, Wendy Bock, Ext. 1711, Rm. A-247*

Students considering the legal profession should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for students considering a legal career, students should consult with the

Counseling Office at Black Hawk College and/or a pre-law advisor for additional information.

This curriculum provides a broad perspective on the human condition and skills essential to any educated person. Students will complete the first two years of traditional pre-law major and will have established a good foundation upon which to complete their pre-law work at a four-year school. Students who complete a law degree may be employed in a variety of ways. Certainly they may practice law, but they may also become judges or other public officials. They may seek election to political office. They may work in private business; they may teach, etc.

FIRST SEMESTER SUGGESTED COURSES	Credit Hours
ENG 101 Composition I	3
POLS 191 Introduction to Political Science	3
HIST 105 History of the US to 1877	3
SPEC 101 Principles of Speech Communications	3
Physical Science	4

SECOND SEMESTER SUGGESTED COURSES	Credit Hours
ENG 102 Composition II	3
HIST 125 Western Civilization I	3
HIST 106 History of the US since 1877	3
Life Science	4
Fine Arts	3

THIRD SEMESTER SUGGESTED COURSES	Credit Hours
HIST 127 Western Civilization II	3
HIST 141 History of Asia I <b>OR</b>	3
HIST 142 History of Asia II	
POLS 122 American National Government	3
Mathematics	3
●Electives	4

FOURTH SEMESTER SUGGESTED COURSES	Credit Hours
POLS 252 State and Local Government	3
CS 100 Introduction to Computers	3
PSYC 101 Introduction to Psychology <b>OR</b>	3
SOC 101 Principles of Sociology	
●Electives	7

Minimum total hours required for degree 64

●Suggested: PHIL 103, PHIL 100, POLS 258 (M.I.G.)

## Law Enforcement Transfer

*Associate Science Code 1501*

*Contact Person: QC Campus, Debbie Collins, Ext. 5316, Rm. 2-155; East Campus, Wendy Smith, Ext. 1713, Rm. A-249*

FIRST SEMESTER SUGGESTED COURSES	Credit Hours
CRJU 151 Criminal Justice System	3
CS 100 Introduction to Computers	3
ENG 101 Composition I	3
LAWN 101 Police Organization and Administration I	3
Social Science	3

## SECOND SEMESTER SUGGESTED COURSES

ENG 102 Composition II	3
Humanities	3
LAWN 109 Police Community Relations	3
LAWN 152 Criminology and Delinquent Behavior	3
Mathematics	3

## THIRD SEMESTER SUGGESTED COURSES

Fine Arts	3
LAWN 251 Criminal Investigation	3
LAWN 255 Criminal Law I	3
Physical Science	3-4
Social Science	3
SPEC 101 Principles of Speech Communication	3

## FOURTH SEMESTER SUGGESTED COURSES

LAWN 257 Police Ethics	3
Humanities or Fine Arts	3
Life Science	4
Non-Western Studies	3
Social Science	3

Minimum total hours required for degree 64

## Mathematics

*Associate in Arts Code 1033*

*Contact Persons: QC Campus, Peter Nodzinski, Ext. 5374, Rm. 3-366; East Campus, Wendy Bock, Ext. 1711, Rm. A-247*

Students planning to major in and obtain a bachelor of arts degree in mathematics at a four-year institution can follow the Black Hawk College Associate in Arts curriculum. Completion of the course of study outlined below will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for a mathematics major, students should consult with a mathematics advisor and/or the Transfer Center at Black Hawk College for additional information. If the student has definite intentions of transferring to a particular college or university after completing his/her study at Black Hawk, it would be wise to consult with an appropriate advisor at that college or university before beginning any college education.

Students who plan to major in mathematics at a four-year school should complete the calculus sequence: MATH 124, 225 and 226 while at Black Hawk. The student must also complete MATH 230 Linear Algebra. The mathematics electives listed in the suggested program of study should be selected from MATH 161, MATH 228, and MATH 235. The computer science electives should be selected from CS 101, CS 121, CS 251, and CS 225.

FIRST SEMESTER SUGGESTED COURSES	Credit Hours
Computer Science elective	3
ENG 101 Composition I	3
Humanities	3
●MATH 124 Calculus I	4
Social and Behavioral Sciences	3
<b>SECOND SEMESTER SUGGESTED COURSES</b>	
Computer Science elective	3
ENG 102 Composition II	3
Fine Arts	3
MATH 225 Calculus II	4
Social and Behavioral Sciences	3
<b>THIRD SEMESTER SUGGESTED COURSES</b>	
Humanities or Fine Arts	3
Physical Science	3
MATH 226 Calculus III	5
SPEC 101 Principles of Speech Communications	3
Social and Behavioral Science	3
<b>FOURTH SEMESTER SUGGESTED COURSES</b>	
MATH 230 Linear Algebra	3
Mathematics elective	3
Life Science	4
Non-Western Studies	3
Math or Computer Science elective	2
Minimum total hours required for degree	64

●The initial math course for some students may have to be Precalculus, MATH 118

## Pre-Medicine

*Associate in Science Code 1527*

*Contact Person: QC Campus, Emily Lehman, Ext. 5087, Rm. 2-268; East Campus, Wendy Bock, Ext. 1711, Rm. A-247*

The student who successfully completes medical training could work as a self-employed physician or could be employed as a medical researcher. Students who complete the pre-medical curriculum at BHC will establish a good foundation upon which to complete their medical school curriculum.

The pre-medical candidate will develop critical and analytical thinking skills as well as data evaluation and interpretation of laboratory results.

If the student desires an Associate in Science degree from Black Hawk College, he/she will need to select general education electives with Black Hawk College degree requirements in mind. This is a generic course listing. Students are strongly advised to contact their intended transfer institutions for specific admission/course requirements.

FIRST SEMESTER SUGGESTED COURSES	Credit Hours
BIOL 105 General Biology I	5
CHEM 101 General Chemistry I	4
ENG 101 Composition I	3
SPEC 101 Principles of Speech Communication	3
●MATH elective	3
<b>SECOND SEMESTER SUGGESTED COURSES</b>	
BIOL 106 General Biology II	5
CHEM 102 General Chemistry II	4
ENG 102 Composition II	3
MATH 124 Calculus I	4
<b>THIRD SEMESTER SUGGESTED COURSES</b>	
CHEM 203 Organic Chemistry I	5
PHYS 201 General Physics	5
Social and Behavioral Sciences	3
Non-Western Studies elective	3
<b>FOURTH SEMESTER SUGGESTED COURSES</b>	
CHEM 204 Organic Chemistry II	5
PHYS 102 College Physics II	5
Humanities	3
Social and Behavioral Sciences	3
Minimum total hours required for degree	66

●Suggested MATH 124. May also take MATH 131 or 132 (some programs also require Statistics).

NOTE: Students desiring to complete an AA/AS degree in the pre-medicine curriculum must be certain that their course program includes six hours of mathematics, nine hours of humanities and fine arts general education electives, nine hours of social science general education electives, three hours of non-western culture, and life science and physical science electives. Students should also include courses specified by their transfer institution.

## Pre-Veterinary Medicine

*Associate in Science Code 1517*

*Contact Persons: QC Campus, Todd Linscott, Ext. 5242, Rm. 2-266, email linscottt@bhc.edu.*

The Quad-Cities Campus Pre-Veterinary curriculum is offered through the Department of Natural Sciences and Engineering. The completion of this course of study outlined will provide the student with the course experiences needed to transfer to a four-year institution to complete requirements to enter a veterinary school. The Pre-Veterinary Medicine curriculum presented here is based on the entrance requirements to the Colleges of Veterinary Medicine at University of Illinois at Urbana-Champaign and Iowa State University College. For many veterinary colleges the pre-veterinary medicine is considered a pre-professional tract within a major, leaving the student open to a major of their choice. Veterinary

colleges are seeking students with diverse backgrounds and are open to a wide variety of majors. Science majors are the most common (such as animal science, biology, zoology, animal ecology, biochemistry and microbiology), but students are admitted to veterinary schools with degrees in business, fine arts, music, English, engineering and psychology. Since universities may require specific courses for their pre-veterinary candidates, students should consult with Advising or the faculty contact person at Black Hawk College and/or an advisor at the transfer university as soon as possible. Admission to schools of veterinary medicine is highly competitive.

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
BIOL 105 General Biology I	5
CHEM 101 General Chemistry I	4
ENG 101 Composition I	3
SPEC 101 Principles of Speech Communication	3
●MATH elective	3
<b>SECOND SEMESTER SUGGESTED COURSES</b>	
BIOL 106 General Biology II	5
CHEM 102 General Chemistry II	4
ENG 102 Composition II	3
MATH 124 Calculus I	4
<b>THIRD SEMESTER SUGGESTED COURSES</b>	
CHEM 203 Organic Chemistry I	5
PHYS 201 General Physics	5
Social and Behavioral Sciences	3
Non-Western Studies elective	3
<b>FOURTH SEMESTER SUGGESTED COURSES</b>	
CHEM 204 Organic Chemistry II	5
PHYS 102 College Physics II	5
Humanities	3
Social and Behavioral Sciences	3
Minimum total hours required for degree	66

●Suggested MATH 124. May also take MATH 131 or 132 (some programs also require Statistics).

NOTE: Students desiring to complete an AA/AS degree in the pre-veterinary medicine curriculum must be certain that their course program includes six hours of mathematics, nine hours of humanities and fine arts general education elective (with one course selected from fine arts), nine hours of social science general education electives, three hours of non-western culture, along with seven to eight credit hours of science with one course selected for life sciences and one from the physical science general education elective (include at least one laboratory course).

## Music

### *Associate in Arts*

*Contact Persons: QC Campus, Jonathan Palomaki, Ext. 5478, Rm. 4-106, and Edgar Crockett, Ext. 5479, Rm. 4-105*

The music curricula are primarily intended for those planning to transfer to a four-year school to complete a bachelor's degree in a music-related field. Four-year degree programs in music are complex and highly structured, making careful preparation and course selection in the first two years essential. Students are urged to study the general information given below, follow the suggested curricula closely, and consult often with a music advisor. It is also recommended that prospective students be auditioned by a music instructor before enrolling at Black Hawk.

Students planning to major in music at a four-year institution should follow the Black Hawk College Associate of Arts curriculum. Since requirements for a music major vary at four-year institutions, students are encouraged to work closely with academic advisors at Black Hawk College and the transfer school.

**Music Achievement Awards Available:** *The music program offers achievement awards to both music and non-music majors. Students must audition before the full-time faculty. Awards are given in full, three-quarter, half, or quarter tuition waivers. Contact the contact persons listed above for more information.*

### **Music Fundamentals, Music Theory, and Music Literature**

All the music curricula require classes in music fundamentals (MUSC 110 or proficiency) and music theory (MUSC 111 and 112). All curricula require one semester of music literature (MUSC 113). Note: In order to satisfy the Humanities/Fine Arts general education component for graduation, you must submit and have approved a "Course Substitutions and/or Waiver for Graduation Form" that substitutes MUSC 113 for MUSC 154. See Mr. Palomaki for details.

### **Performance Groups**

Each music student should participate in a performing group each semester, either MUSC 101 or 102 and 103, instrumental ensembles, or MUSC 107 or 109, choral ensembles. Music students may also participate in other performance groups for additional elective credit. Performance groups are open to all Black Hawk College students. No more than 4 credits in each ensemble can be counted toward graduation requirements.

**Applied Lessons, Applied Major, Applied Electives**

An important part of a music major’s curriculum should be individualized and/or group instruction on specific musical instruments and/or in voice. This form of instruction is called “applied lessons.” Students choose one instrument, or voice, for primary study and the instruction they receive in that instrument, or voice, makes up their “applied major.” One or more additional instruments, or voice, may also be chosen for additional but less intensive study, and these form the “applied electives.” All applied lesson classes may be repeated two times for credit. However, music majors can count only 12 credits of applied lessons toward graduation requirements and non-majors may count only up to 4 credits of applied lessons toward graduation. Lesson classes numbered 200 or above may be taken only by sophomores or by students with two semesters of instruction in the corresponding 100 level class.

The following individual lesson classes are offered and are available to all students:

**Applied Lesson (Non-major or secondary instrument)**

- MUSC 121, 221 Elementary Voice
- MUSC 123, 223 Elementary Piano
- MUSC 141, 241 Elementary Brass Instrument
- MUSC 143, 243 Elementary Woodwind Instrument
- MUSC 145, 245 Elementary String Instrument
- MUSC 147, 247 Elementary Percussion Instrument

**Applied Major Lesson**

- MUSC 125, 225 Voice
- MUSC 127, 227 Piano
- MUSC 129, 229 Organ
- MUSC 131, 231 Brass Instrument
- MUSC 133, 233 Woodwind Instrument
- MUSC 135, 235 String Instrument
- MUSC 137, 237 Percussion Instrument

**Piano Proficiency Exam**

All music majors are expected to complete the BHC Piano Proficiency Exam by the end of their sophomore year. As such, applied lessons in piano are encouraged for each semester of study in order to adequately prepare for this exam.

**Music: Business**  
*Code 1024*

FIRST SEMESTER SUGGESTED COURSES	Credit Hours
ENG 101 Composition I	3
MUSC 101, 102/103 Instrumental Ensemble <b>OR</b>	1
MUSC 107, 109 Choir	
MUSC 110 Fundamentals of Music	2
MUSC 111 Theory of Music	4
MATH 131 Finite Mathematics for Business	3
CS 100 Introduction to Computers	3

● Applied lessons strongly encouraged see below.

**SECOND SEMESTER SUGGESTED COURSES**

ACCT 101 Financial Accounting	3
ACCT 103 Financial Accounting Lab	1
ENG 102 Composition II	3
MUSC 101, 102/103 Instrumental Ensemble <b>OR</b>	1
MUSC 107, 109 Choir	
MUSC 112 Theory of Music	4
MUSC 113 Exploring Music Literature	3

● Applied lessons strongly encouraged see below.

**THIRD SEMESTER SUGGESTED COURSES\***

ACCT 102 Managerial Accounting	3
ACCT 104 Managerial Accounting Lab	1
ECON 221 Principles of Macro Economics	3
Humanities	3
Life Science	4
SPEC 101 Principles of Speech Communication	3

● Applied lessons strongly encouraged see below.

**FOURTH SEMESTER SUGGESTED COURSES**

ECON 222 Principles of Micro Economics	3
Fine Arts	3
Physical Science	3
MUSC 101, 102/103 Instrumental Ensemble <b>OR</b>	1
MUSC 107, 109 Choir	
Non-Western Studies ( <i>MUSC 158 recommended</i> )	3
PSYC 101 Introduction to Psychology	3

● Applied lessons strongly encouraged see below.

Minimum total hours required for degree 64

● All students planning to pursue a bachelor’s degree in Music Business are advised to enroll in at least one additional hour of applied major lesson or applied elective lesson per semester. (It is critical that each student receives the advice of a music advisor before enrolling in classes each semester.)

All students planning to pursue a bachelor’s degree in Music Business are advised to enroll in at least one additional credit hour of applied piano: Music 123 or Music 127 Elementary Piano or Piano (Freshman Year) and Music 223 or Music 227 Elementary Piano or Piano (Sophomore Year).

All students planning to pursue a bachelor’s degree in Music Business are advised to enroll in one credit hour of music ensemble: Music 101, 102/103 or 107, 109 Instrumental Ensemble or Choir during the third semester sequence.

**Music: Instrumental, Vocal, or Keyboard Performance**  
*Code 1012*

FIRST SEMESTER SUGGESTED COURSES	Credit Hours
CS 100 Intro to Computers	3
ENG 101 Composition I	3
MUSC 101, 102/103 Instrumental Ensemble <b>OR</b>	1
MUSC 107, 109 Choir	
MUSC 110 Fundamentals of Music	2
MUSC 111 Theory of Music	4
Physical Science	3

● See specific recommendations for music lessons, etc.

**SECOND SEMESTER SUGGESTED COURSES**

ENG 102	Composition II	3
Mathematics		3
MUSC 101, 102/103	Instrumental Ensemble <b>OR</b>	1
MUSC 107, 109	Choir	
MUSC 112	Theory of Music	4
MUSC 113	Exploring Music Literature	3
Social and Behavioral Science		3
●See specific recommendations for music lessons, etc.		

**THIRD SEMESTER SUGGESTED COURSES**

●Humanities		3
Life Science		4
MUSC 101, 102/103	Instrumental Ensemble <b>OR</b>	1
MUSC 107, 109	Choir	
MUSC 211	Theory of Music	4
Social and Behavioral Science		3
●See specific recommendations for music lessons, etc.		

**FOURTH SEMESTER SUGGESTED COURSES**

(Music Ensembles are strongly encouraged during the fourth semester)

●Humanities or Fine Arts		3
MUSC 212	Theory of Music	4
Non-Western Studies ( <i>MUSC 158 recommended</i> )		3
SPEC 101	Principles of Speech Communication	3
Social and Behavioral Science		3
●See specific recommendations for music lessons, etc.		

Minimum total hours required for degree 64

**●Lessons**

A. The music major should enroll in a minimum of one hour of applied major lessons each semester (two hours preferred).

B. The music student should enroll in a minimum of one hour of applied elective lesson each semester.

(MUSC 123 or 223 for all students with applied major lessons other than piano. MUSC 121 or 221 for all applied major students in piano.)

Participation in a recital is expected in the sophomore year.

●Students planning on majoring in music with an emphasis on performance at a four-year institution should enroll in two semesters of German or French. Those courses taken at the 202 or above level can be counted as part of the Humanities electives.

**Music: Therapy**  
*Code 1022*

**FIRST SEMESTER SUGGESTED COURSES**

	Credit Hours
--	--------------

ENG 101	Composition I	3
Humanities		3
MUSC 101, 102/103	Instrumental Ensemble <b>OR</b>	1
MUSC 107, 109	Choir	
MUSC 110	Fundamentals of Music	2
MUSC 111	Theory of Music	4
PSYC 101	Introduction to Psychology	3
●See specific recommendations for music lessons.		

**SECOND SEMESTER SUGGESTED COURSES**

ART 100	Art Appreciation	3
ENG 102	Composition II	3
Mathematics		3
MUSC 101, 102/103	Instrumental Ensemble <b>OR</b>	1
MUSC 107, 109	Choir	
MUSC 112	Theory of Music	4
MUSC 113	Exploring Music Literature	3
●See specific recommendations for music lessons.		

**THIRD SEMESTER SUGGESTED COURSES**

BIOL 105	General Biology I <b>OR</b>	4-5
BIOL 101	General Human Biology	
Mathematics or Computer Science		3
MUSC 101, 102/103	Instrumental Ensemble <b>OR</b>	1
MUSC 107, 109	Choir	
MUSC 211	Theory of Music	4
PSYC 230	Social Psychology	3
●See specific recommendations for music lessons.		

**FOURTH SEMESTER SUGGESTED COURSES**

(\*Music Ensembles are strongly encouraged during the fourth semester)

ANTH 101	Introduction to Anthropology	3
MUSC 212	Theory of Music	4
Non-Western Studies ( <i>MUSC 158 recommended</i> )		3
Physical Science		3
SPEC 101	Principles of Speech Communications	3
●See specific recommendations for music lessons, etc.		

Minimum total hours required for degree 64-65

●Special recommendations for music students planning to pursue bachelor's degree in music therapy at a four-year institution:

**Lessons**

A. The music therapy student should enroll in one hour of applied major lesson each semester.

B. The music therapy student should enroll in applied elective lessons as follows:

1. Piano or organ majors should take two hours in the MUSC 121 sequence and four hours in MUSC 145/245.
2. Voice majors take four hours in the MUSC 123/223 sequence and two hours in MUSC 145.

3. Brass, woodwind, string (other than guitar) or percussion majors take four hours in the MUSC 123/223 sequence and two hours in MUSC 145.
4. Guitar majors take four hours in the MUSC 123/223 sequence and two hours in MUSC 121.

Health 102 Living in a Changing World (2 credits) is a highly recommended course preferably taken during the freshman year sequence.

\* Students are also strongly encouraged to take MUSC 101, 102/103 or 107, 109 Instrumental Ensemble or Choir (1 credit) during the fourth semester sequence.

## Pre-Pharmacy

*Associate in Science Code 1529*

*Contact Person: QC Campus, Brian Glaser, Ext. 5238, Rm. 2-263; East Campus, Wendy Bock, Ext. 1711, Rm. A-247*

The Pre-Pharmacy curriculum presented here is based on the requirements of The College of Pharmacy at the University of Illinois-Chicago. If the student is interested in another program such as St. Louis College of Pharmacy or College of Pharmacy at the University of Iowa, contact the Black Hawk College pharmacy advisor or the college to which transfer is anticipated.

If the student desires an Associate in Science degree from Black Hawk College, he/she will need to select general education electives with Black Hawk Associate degree requirements in mind.

A pharmacy degree enables one to work in a retail pharmacy, a clinic or hospital pharmacy, for a pharmaceutical manufacturer in their laboratories or as a pharmaceutical salesperson.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
BIOL 105	General Biology I	5
ENG 101	Composition I	3
CHEM 101	General Chemistry I	4
MATH 124	Calculus I	4

## SECOND SEMESTER SUGGESTED COURSES

BIOL 106	General Biology II	5
CHEM 102	General Chemistry II	4
ENG 102	Composition II	3
SPEC 101	Principles of Speech Communications	3
	Social or Behavioral Science	3

## THIRD SEMESTER SUGGESTED COURSES

BIOL 145	Anatomy-Physiology I	4
CHEM 203	Organic Chemistry I	5
	Humanities	3
PHYS 101	College Physics I	5

## FOURTH SEMESTER SUGGESTED COURSES

BIOL 146	Anatomy-Physiology II	4
CHEM 204	Organic Chemistry II	5
PHYS 102	College Physics II	5
	Economics	3

Minimum total hours required for degree 67

**Note:** Students desiring to complete an Associate in Science degree in the pre-pharmacy curriculum must be certain that their course program includes 6 hours of Mathematics, 9 hours of Humanities and Fine Arts general education electives, 9 hours of Social Science general education electives, 3 hours in Non-Western Culture, and a Life Science general education elective, as well as those courses specified by The College of Pharmacy at the University of Illinois-Chicago.

## Pre-Veterinary Medicine/Animal Science (East Campus Only)

*Associate in Science Code 1540*

*Contact Person: East Campus, Andrew Larson, Ext. 1830, Rm. B-213, or Angela Heckman, Ext. 1724, Rm. A-202B*

Students interested in pursuing a baccalaureate program with a major qualifying them to apply at a school of veterinary medicine have the opportunity to enroll in the Pre-Veterinary Medicine program at Black Hawk College East Campus. The Pre-Veterinary Medicine curriculum presented here is based on the requirements for an Animal Science Degree with a Pre-Veterinary Medicine Option at the University of Illinois at Urbana-Champaign. If students are interested in a different major and/or a different college qualifying them to apply to a college of veterinary medicine, contact an academic advisor or the college to which transfer is anticipated. This Pre-Veterinary Medicine program is part of the nationally recognized agriculture programs at Black Hawk College East Campus.

All Black Hawk College transfer courses are articulated with the University of Illinois at Urbana-Champaign as well as the other three Illinois universities that offer degrees in agriculture including Illinois State, Southern Illinois University at Carbondale, and Western Illinois University. These articulation agreements allow students completing an Associate's degree to easily transfer to these four-year institutions. Many graduates who complete agriculture related degrees at the East Campus have also successfully transferred to universities throughout the nation such as Purdue, Iowa State, Michigan State, Oklahoma State, Colorado State, and Texas A & M.

Admission to schools of veterinary medicine is highly competitive; therefore, students should work closely with an academic advisor to plan their course of study.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
AG 100	Introduction to Agriculture	1
AG 285	Animal Science	4
BIOL 108	Principles of Biology I	4
ENG 101	Composition I	3
Humanities or Fine Arts Elective		3

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
BIOL 261	Microbiology	4
ENG 102	Composition II	3
MATH 132	Calculus for Bus/Soc Sciences	4
Humanities OR Fine Arts Elective		3
② Social & Behavioral Science Elective		3

THIRD SEMESTER SUGGESTED COURSES		Credit Hours
PHYS 101	College Physics I	5
CHEM 101	General Chemistry I	4
① Mathematics OR Computer Science Elective		3
② Social & Behavioral Science elective		3
Non-Western Studies Elective		3

FOURTH SEMESTER SUGGESTED COURSES		Credit Hours
CHEM 102	General Chemistry II	4
SPEC 101	Principles of Speech Communications	3
② Social & Behavioral Science Elective		3
Humanities OR Fine Arts Elective		3
③ Elective		1

Minimum total hours required for degree 64

- ① Suggested MATH electives include: MATH 108, 124, 131, 132.
- ② Suggested Social and Behavioral Science Electives include: ANTH 102, ECON 221, ECON 222, HIST 105, HIST 106, PHIL 101, PSYC 101, SOC 101.
- ③ Suggested elective is PHYS 102.

## Philosophy

*Associate in Arts Code 1036*

Contact Persons: QC Campus, William Desmond, Ext. 5437, Rm. 1-470, email [desmondw@bhc.edu](mailto:desmondw@bhc.edu); East Campus, Wendy Bock, Ext. 1711, Rm. A-247

Students taking the recommended courses in philosophy will study the writings of philosophers who have made crucial contributions to the way we think about subjects such as ethics, religion, psychology, aesthetics, political theory, the nature of science, and what it means in general to think clearly. Students will participate in class discussions as well as express in writing their views on a variety of philosophical issues.

Since advancement in most occupations depends on one's ability to speak and write clearly and logically and to understand the beliefs of others, philosophy is an important part of any educational program. Selected philosophy courses fit well into various academic majors such as business, health careers, history, government, psychology, sociology, literature, pre-law, and the natural sciences. An awareness of the philosophical background of our culture

deeply enriches our view of the world, helping us understand the world and our place within it.

Students majoring in philosophy may enter advanced degree programs in preparation for teaching, law, political science, and business.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
ENG 101	Composition I	3
Life Science		4
PHIL 100	Logic	3
Social and Behavioral Science		3
SPEC 101	Principles of Speech Communications	3

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
ENG 102	Composition II	3
Fine Arts		2
Non-Western Studies, HIST 222		3
PHIL 101	Introduction to Philosophy	3
Physical Science		4

THIRD SEMESTER SUGGESTED COURSES		Credit Hours
Foreign Language		4
Humanities or Fine Arts		3
Mathematics		3
PHIL 206	Philosophy of Religion	3
Social and Behavioral Science		3

FOURTH SEMESTER SUGGESTED COURSES		Credit Hours
Foreign Language		4
Mathematics or Computer Science		3
PHIL 103	Ethics	3
PHIL 205	Topics in Philosophy	3
Social and Behavioral Sciences		3

Minimum total hours required for degree 64

## Political Science

*Associate in Arts Code 1008*

Contact Persons: QC Campus, Joan Eastlund, Ext. 5424, Rm. 1-461, and Jay Pearce, Ext. 5412, Rm. 1-451; East Campus, Wendy Bock, Ext. 1711, Rm. A-247.

Students planning to major in political science at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College.

Since universities may require specific courses for political science major, students should contact an advisor from among the political science faculty.

This curriculum provides a broad perspective on the human condition and skills essential to any educated person. Students will become familiar with the workings of American government and the American political system at every level-national, state, and local. In addition, they

will study how governments function in other countries, and how the governments of different countries interact with each other. Students who complete this program will have a solid foundation upon which to build a political science major at a four-year school.

Students who complete a degree in political science may be employed in a variety of government positions, both appointive and elective, in this country and abroad. In addition, they may work as teachers, college professors, campaign coordinators, public administrators, lawyers, pollsters, research analysts, etc.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
ENG 101	Composition I	3
POLS 191	Introduction to Political Science	3
HIST 105	History of the US to 1877	3
SPEC 101	Principles of Speech Communications	3
	Physical Science (GEOG or GEOL)	3-4

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
ENG 102	Composition II	3
HIST 106	History of the US since 1877	3
	Fine Arts	3
	Life Science (BIOL)	3
POLS 122	American National Government	3

THIRD SEMESTER SUGGESTED COURSES		Credit Hours
POLS 262	Introduction to Comparative Government: Non-Western	3
SOC 101	Principles of Sociology	3
HIST 125	Western Civilization I	3
	Mathematics	3
①	Elective	6

FOURTH SEMESTER SUGGESTED COURSES		Credit Hours
POLS 252	State and Local Government	3
HIST 151	History of the Middle East Since 1700	3
HIST 127	Western Civilization II	3
	Mathematics or Computer Science	3
①	Elective	3
②	Minimum total hours for degree	64

① Suggested: PHIL 103, PSYC 101, or POLS 258  
 ② NOTE: In order to meet AA/AS Degree requirements, the student must have completed a total or minimum of 64 credit hours with a 2.0 GPA.

## Psychology

*Associate in Arts Code 1015*

*Contact Persons: QC Campus, Janet Weigel, Ext. 5414, Rm. 1-468, William Hampes, Ext. 5420, Rm. 1-474, Bruce LeBlanc, Ext. 5431, Rm. 1-454; and Traci Davis, Ext. 5408, Rm. 1-451; East Campus, Bob Lee, Ext. 1817, Rm. A-245*

Students planning to major in psychology at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for a psychology major, students should consult with a psychology faculty advisor for additional information.

This curriculum provides a broad perspective on the human condition and skills essential to any educated person. Courses span the areas of human behavior from birth to death, dealing with the many problems and potentialities experienced along the way. Students will learn the theories, techniques, and principles basic to the study of human behavior and psychology including such topics as perception, learning, memory, motivation, personality, psychopathology, education, human growth and development, social psychology, and experimental analysis and design.

Students who complete this curriculum will have a solid foundation upon which to build a psychology major at a four-year school.

Students who complete a bachelor's degree in psychology may find job opportunities as teachers, caseworkers, public officials, personnel and public relations workers, or assistant research psychologists in government, business and industry.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
BIOL 101	General Human Biology	4
ENG 101	Composition I	3
①	Humanities	3
PSYC 101	Introduction to Psychology	3
SOC 101	Principles of Sociology	3

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
ENG 102	Composition II	3
	Fine Arts	3
MATH 131	Finite Mathematics for Business	3
SPEC 101	Principles of Speech Communications	3
	Elective	4

THIRD SEMESTER SUGGESTED COURSES		
CS 100	Introduction to Computers <b>OR</b>	3
CS 101	Introduction to Structured Programming	3
	Humanities or Fine Arts	3
MATH 228	Probability and Statistics	3
PSYC 210	Personality Theories	3
PSYC 262	Child Psychology	3
	Elective	1
FOURTH SEMESTER SUGGESTED COURSES		
BIOL 250	Principles of Genetics	3
②	Non-Western Studies	3
	Physical Science	3
PSYC 212	Introduction to Experimental Psychology	3
	<b>OR</b> Psychology Elective	
	Elective	4
Minimum total hours required for degree		64

- ① Suggested: HIST 127, PHIL 101, PHIL 103
- ② Suggested: ANTH 102, POLS 262, POLS 271, HIST 141, HIST 142, HIST 151, HIST 222

## General Social Services

*Associate in Arts Code 1026*  
 Contact Person: *QC Campus, Nancy Smith, Ext. 5410, Rm. 1-471*

Students planning to major in social work or a related human service field at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since most colleges and universities require specific courses for a social work major, students should consult with the contact person listed above for additional information.

This curriculum provides a liberal arts foundation to develop critical thinking skills and an understanding of the bio-psycho-social-cultural characteristics of humankind. Emphasis is placed on oral and written communication skills and multicultural content.

Students who complete an AA degree with a concentration in General Social Service may find paraprofessional employment in child welfare, mental health, substance abuse, and elderly services as outreach workers, case aides, social service designees, and mental health technicians. Students can select from a variety of electives to pursue their interests in fields such as child welfare, substance abuse, and gerontology. Students who complete a bachelor's degree in social work are employed in family and child welfare services, aging services, mental health and health related fields, criminal justice, and other areas of social welfare services.

FIRST SEMESTER SUGGESTED COURSES		
		Credit Hours
BIOL 101	General Human Biology	4
ENG 101	Composition I	3
PSYC 101	Introduction to Psychology	3
SOC 101	Principles of Sociology	3
SPEC 101	Principles of Speech Communications	3

SECOND SEMESTER SUGGESTED COURSES		
CS 100	Introduction to Computers	3
ENG 102	Composition II	3
PHIL 103	Ethics	3
①	Electives	7

THIRD SEMESTER SUGGESTED COURSES		
③	Humanities or Fine Arts	3
	Physical Science	3
SOC 290	Studies in Sociology	1
②	Social Science	3
④	Non-Western elective	3
ECON 221	Principles of Macro Economics	3

FOURTH SEMESTER SUGGESTED COURSES		
	Fine Arts	3
MATH 108	Statistics for General Education	3
SOC 250	Minority Relations	3
SOC 290	Studies in Sociology	1
SOC 222	Introduction to Social Work	3
①	Electives	3

Minimum total hours required for degree 64

- ① Suggested: BIOL 250, ENG 132, PSYC 210, PSYC 212, PSYC 219, PSYC 230, PSYC 250, SOC 251, SOC 255, SOC 264, SOC 290 (Internship), SPEC 114
- ② Suggested: PSYC 200, PSYC 262, SOC 264
- ③ Suggested: HIST 127, PHIL 101, HUM 101, ART 100
- ④ Suggested: ANTH 102, IS 220, HIST 222

## Sociology

*Associate in Arts Code 1016*  
 Contact Persons: *QC Campus, Bruce LeBlanc, Ext. 5431, Rm. 1-454, Rm. 1-473; Nancy Smith, Ext. 5410, Rm. 1-472; Krisann Bergo, Ext. 5425, Rm. 1-465; East Campus, Wendy Bock, Ext. 1711, Rm. A-247*

Students planning to major in sociology at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for a sociology major, students should consult with a sociology faculty advisor for additional information.

This curriculum provides a broad perspective on the human social condition and skills essential to any educated person. Students will study various theories of

socialization and patterns of cultural development. Emphasis is placed on social interaction in groups, organizations, and social institutions. Students who complete this curriculum should have a much better understanding of how social conditions influence human behavior. Students will also have a solid foundation upon which to build a sociology major at a four-year school.

Students who complete a degree in sociology may eventually be employed as workers in human service-related fields. A degree in sociology may prepare students for entry into professional study in such areas as business, law, theology and social work.

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
ENG 101 Composition I	3
PSYC 101 Introduction to Psychology	3
Physical Science	3
SOC 101 Principles of Sociology	3
SPEC 101 Principles of Speech Communications	3
<b>SECOND SEMESTER SUGGESTED COURSES</b>	
ANTH 102 Introduction to Cultural Anthropology	3
CS 100 Introduction to Computers	3
ENG 102 Composition II	3
Fine Arts	3
① Sociology Elective	3
<b>THIRD SEMESTER SUGGESTED COURSES</b>	
② Humanities or Fine Arts	3
④ Life Sciences	4
PHIL 103 Ethics	3
PSYC 230 Social Psychology	3
① Sociology Elective	3
<b>FOURTH SEMESTER SUGGESTED COURSES</b>	
③ Mathematics	3
① Sociology Electives	6
Electives	9
Minimum total hours required for degree	64

① Recommended: SOC 102, SOC 250, SOC 251 (General Education Core Curriculum). Suggested: SOC 210, SOC 222, SOC 230, SOC 255, SOC 261, SOC 264, SOC 270, SOC 290

② Suggested: HIST 127

③ Recommended: MATH 108

④ Recommended: BIOL 101 (Life Science lab course)

## Spanish

*Associate in Arts Code 1017*

*Contact Persons: QC Campus, Maria Concepción Lucas-Murillo, Ext. 5434, Rm. 1-452, e-mail lucasmurillo@bhc.ed; East Campus, Wendy Bock, Ext. 1711, Rm. A-247*

Students planning to major in Spanish at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since four-year institutions may require specific courses for a Spanish major, students should consult with the Counseling Office at Black Hawk College for additional information.

Students taking Spanish learn to read, speak, write, and listen in the Spanish language. Conversations and texts cover a variety of everyday situations and different cultural aspects. Spanish study includes the use of a basic text, a workbook, a reader/laboratory manual, and computer assisted instruction. Speaking and listening skills are developed through practice in class and with Web based instructional materials.

Language training can give a student a mastery of Spanish and English grammar and will improve cultural understanding. The training will also help students meet a requirement of many bachelor's degree and advanced degree programs.

With over 400 million speakers worldwide, Spanish is one of the world's most widespread languages. In the United States alone, where the Hispanic population is the largest minority group, there are over thirty million Spanish speakers.

Because of the large Spanish-speaking population in the U.S. and our proximity to Mexico and other Hispanic American countries, the ability to speak Spanish is viewed as a very important skill by many employers. Understanding Spanish can open vast treasures of literature, history, music, art, philosophy, and other areas of a large and varied culture.

	Credit Hours
<b>FIRST SEMESTER SUGGESTED COURSES</b>	
ENG 101 Composition I	3
Any foreign language other than Spanish	4-5
Mathematics	3
Social and Behavioral Sciences	3
SPAN 101 Elementary Spanish I	4
<b>SECOND SEMESTER SUGGESTED COURSES</b>	
ENG 102 Composition II	3
Any foreign language other than Spanish	4-5
Life Science	3
SPAN 102 Elementary Spanish II	4
SPEC 101 Principles of Speech Communications	3

**THIRD SEMESTER SUGGESTED COURSES**

Fine Arts	3
Mathematics or Computer Science	3
Social and Behavioral Sciences	3
SPAN 201 Intermediate Spanish I	4

**FOURTH SEMESTER SUGGESTED COURSES**

Humanities or Fine Arts	3
Non-Western Studies	3
Physical Science	4
Social and Behavioral Sciences	3
SPAN 202 Intermediate Spanish II	4

Minimum total hours required for degree 64

**Speech**

*Associate in Arts Code 1018*

*Contact Persons: QC Campus, Michelle Johnson, Ext. 5370, Rm. 3-370; East Campus, Wendy Bock, Ext. 1711, Rm. A-247*

Students planning to major in speech at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for a speech major, students should consult with the Advising area at Black Hawk College for additional information.

Students taking the introductory course will learn to research, organize, and present material in individual oral presentations. Other courses offer instruction and activities in business and professional communication, including interviewing, resume preparation, and letters of application. There are opportunities to develop skills in informal person-to-person communication and in communicating with people from different cultures. Skills gained in these classes should enrich the personal lives of students by improving their poise, self-confidence, and effectiveness in oral communication. Skills gained in these courses should be valuable in gaining desirable employment and in receiving promotion.

Excellence in communication prepares students for employment in such diverse areas as law, sales, personnel management, teaching, public relations, and the ministry.

FIRST SEMESTER SUGGESTED COURSES	Credit Hours
ENG 101 Composition I	3
Life Science	4
Social and Behavioral Science	3
SPEC 101 Principles of Speech Communications	3
THEA 111 Introduction to Theatre	3

**SECOND SEMESTER SUGGESTED COURSES**

ENG 102 Composition II	3
Mathematics	3
Physical Science	3
SPEC 114 Interpersonal Communications	3
SPEC 210 Public Speaking	3

**THIRD SEMESTER SUGGESTED COURSES**

Humanities	3
Mathematics or Computer Science	3
Social and Behavioral Science	3
SPEC 111 Business & Professional Communications	3
Elective	6

**FOURTH SEMESTER SUGGESTED COURSES**

Humanities or Fine Arts	3
Social and Behavioral Science	3
SPEC 175 Intercultural Communications	3
Elective	6

Minimum total hours required for degree 64

**Theatre**

*Associate in Arts Code 1003*

*Contact Person: QC Campus, Michelle Johnson, Ext. 5370, Rm. 3-370*

Students planning to major in theatre at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for a theatre major, students should consult with the Advising area at Black Hawk College for additional information.

Students taking the recommended courses will study dramas and related material which will serve both to illustrate the historical development of this art form and to identify the unique skills and creative talents contributed by the playwright, actor, director, scene designer, and theatre technician. Students will be given the opportunity to apply theory and principles by becoming directly involved in campus theatre productions. Study of theatre will enhance interpretive and expressive skills and will develop appreciation of this art form.

Students who do well in theatre may enter such careers as acting, directing, scenic design, theatre technician, teaching, or creative entertainment work.

FIRST SEMESTER SUGGESTED COURSES	Credit Hours
THEA 101 Theatre Practicum	1
THEA 111 Introduction to Theatre	3
THEA 202 Stagecraft <b>OR</b>	3
THEA 210 Fundamentals of Acting	
ENG 101 Composition I	3
Social and Behavioral Science	3
Mathematics Elective	3

## SECOND SEMESTER SUGGESTED COURSES

THEA 102 Theatre Practicum	1
THEA 112 Play Production	3
ENG 102 Composition II	3
Math or Computer Science	3
Physical Science	3
SPEC 101 Principles of Speech Communication	3

## THIRD SEMESTER SUGGESTED COURSES

THEA 203 Theatre Practicum	1
THEA 112 Play Production ( <i>Repeated</i> )	3
THEA 202 Stagecraft <b>OR</b>	3
THEA 210 Fundamentals of Acting	
Social and Behavioral Science	3
Life Science	4
Humanities	3

## FOURTH SEMESTER SUGGESTED COURSES

THEA 204 Theatre Practicum	1
THEA 295 Special Topics ( <i>Repeatable</i> )	3
Social and Behavioral Science	3
Humanities or Fine Arts	3
Non-Western Studies	3
THEA 204 Practicum ( <i>Repeatable 3 times</i> ) <b>OR</b>	
THEA 205 Stage Makeup	2

Minimum total hours required for degree 64

Other Theatre electives: THEA 201, THEA 211, THEA 212, SPEC 120  
THEA 295 Special Topics is variable credit for 2, 3, or 4 credit hours.

## Reaching Out to the Community

### Adult Education & Family Literacy

The Black Hawk College Adult Education and Family Literacy department offers services, programs, and instruction for adults in the areas of General Educational Development (GED) preparation, English as a Second Language (ESL), basic literacy skills, and high school diploma completion. These non-credit classes are scheduled at several locations throughout the district and are free for students who meet eligibility guidelines. Tuition and books are provided through grants from the Illinois State Board of Education, the Illinois Community College Board, and other federal, state, and local sources. Classes provide a range of basic skills in an atmosphere conducive to adult learners. Registration occurs frequently throughout the semester and testing ensures accurate placement in the appropriate program and classroom.

### Instructional Programs

**Adult Basic Education (ABE).** ABE classes provide academic skill instruction to adults at a beginning through intermediate level. Instruction is individualized to meet the needs of the student. Subjects available include writing, spelling, reading, mathematics, social studies, science, and life coping skills. For more information call the Outreach Center (309-796-8216), the Technology Center (309-794-1072), or the Community Education Center (309-854-1875).

**General Educational Development (GED) Preparation.** GED students prepare to pass the high school equivalency (GED) test, 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 (309-796-8216), the Technology 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 (309-796-8216), the Technology Center (309-794-1072), or the Community Education Center (309-854-1875).

**Family Literacy Program.** Family Literacy classes provide educational opportunities for adults and their children in the same location. Classes are offered at various locations for families with preschool and elementary school age children. Adults enroll in ESL or GED classes and also learn how to help their children be successful in school and how to successfully interact with

various community outreach programs. Literacy programs are offered in cooperation with community partners, including Even Start projects, local public libraries and area churches. Free books, learning materials, and brochures with helpful information are given to all participants. For more information, call the Illinois workNet Center (309-796-5702).

**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, the Regional Superintendent of Schools, and the Youth Service Bureau 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 Technology Center. Support Services include personal and vocational counseling, teen parent programs, and bus tickets. For more information call 309-755-3300 or 309-796-8249.

### Support Programs

**Early School Leaver Transition Program.** This program serves 16 to 21-year-old Optional Education high school credit or GED students who are interested in exploring employment and postsecondary educational options. Career services offered include: self-assessment and career exploration; resume, cover letter, and interview preparation; job search techniques; training in employer expectations; job placement assistance; and guidance with transition to college. For more information call 309-796-8252.

**Training for Employment and Academic Mastery (T.E.A.M.) Program.** The Training for Employment and Academic Mastery (T.E.A.M.) program is a Workforce Investment Act initiative designed to help qualified youth complete their basic education and successfully transition to work or postsecondary training. In addition to academic training, the program specializes in resume building, career exploration, workforce preparation, occupational and soft-skill training, and individualized counseling to address character development. T.E.A.M. is available at all Adult Education facilities managed by Black Hawk College in Rock Island County. For more information, call 796-8242.

**Literacy is for Everyone (L.I.F.E.) Program.** Services include one-to-one reading, writing, spelling, and math tutoring to persons 16 years of age or older who are out of school and have been identified as functioning below the 8.9 reading, writing or math level. L.I.F.E. assigns a volunteer tutor to work with students and provide opportunities to increase self-confidence and academic skills. An appropriately matched tutor to student depends largely on the availability of both the student and tutor. To register, call the Illinois workNet Center (309-796-5702). Services are free to eligible students.

### 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.

### Facilities

Classes may be held wherever satisfactory arrangements can be made including churches, industrial plants, schools, libraries, and housing projects. The major learning centers are:

#### Outreach Center

301 Avenue of the Cities  
East Moline, Illinois 61244  
(309) 796-8200

#### Illinois workNet Center (IWNC)

4703 16<sup>th</sup> Street, Suite G  
Moline, Illinois 61265  
(309) 797-5701

#### Black Hawk College Technology Center

Watch Tower Plaza  
3930 11<sup>th</sup> Street  
Rock Island, Illinois 61201  
(309) 794-1072

#### Community Education Center

404 E. Third Street  
Kewanee, Illinois 61443  
(309) 854-1875

## Business and Community Education Center (BCEC)

Enroll in a wide range of programs and courses with one phone call. Call today and discover how we can meet your lifelong learning and workforce development needs. For more information, call (309) 796-8223.

### Professional and Career Development

**Professional Continuing Education.** Black Hawk College's Business & Community Education Center's professional 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, CEU's or CE's 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/business](http://www.bhc.edu/business).

**Certificate in Professional Human Resource Management.** This offering is a 10-week professional development program for both human resource practitioners and other professionals. This course helps prepare participants for the Professional in Human Resources (PHR) and the Senior Professional in Human Resources (SPHR) accreditation examinations. This course is offered both in an instructor-led and online format ([www.bhc.edu/hr](http://www.bhc.edu/hr)).

**Human Resource Essentials.** This course is designed for entry-level HR professionals, those exploring HR as a career field, and line-managers who have HR responsibilities. This introductory course will provide participants with a broad overview of the human resource function. Key topic areas include: Introduction to HR Management, Employment Law, Recruitment, Compensation, Human Resource Development, and Performance Management. This instructor-led course will meet for a total of 15 hours over a five-week period ([www.bhc.edu/hr](http://www.bhc.edu/hr)).

**APA's College/University PayTrain Program.** The APA's PayTrain College and University 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. The PayTrain Fundamentals course is a 10-week (30-hour) course that teaches the fundamental payroll calculations and applications for the basic knowledge and skills to maintain payroll compliance and prevent costly penalties. It is the FPC exam prep course. The PayTrain Mastery course is a 12-week (36-hour) comprehensive course providing a solid understanding of advanced payroll topics for payroll managers and

supervisors. It also serves as the exam prep course for the CPP certification ([www.bhc.edu/payroll](http://www.bhc.edu/payroll)).

**Certified Quality Auditor Program.** 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 exam, or interested in continued professional development. This instructor-led course covers the following topics: Ethics, Provisional Conduct, and Liability Issues, Audit Preparation, Audit Performance, Audit Reporting, Corrective Action Follow-up and Closure, Audit Program Management ([www.bhc.edu/quality](http://www.bhc.edu/quality)).

**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 ([www.bhc.edu/quality](http://www.bhc.edu/quality)).

**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 15-hour course covers these topics: Quality Benefits, The Evolution of Quality, Total Quality Management, Process Management, Quality Tools, and Quality Development. This program will prepare individuals for ASQ's newest certification called Certified Quality Improvement Associate (CQIA) ([www.bhc.edu/quality](http://www.bhc.edu/quality)). **Additional quality classes are available at [www.bhc.edu/quality](http://www.bhc.edu/quality).**

### Certified Manager Program

Designed for working adults, BHC's Certified Manager (CM) Program provides a strong background in management skills for supervisors, as well as experienced managers. This comprehensive management training and certification program consists of three distinct modules:

- Management Skills I: Foundations of Management
- Management Skills II: Planning and Organizing
- Management Skills III: Leading and Controlling

Successful completion of BHC's CM Program prepares individuals to take the CM exams which lead to CM certification, a professional credential which is recognized worldwide. Student's must meet ICPM's application requirements for experience and education, and commit to uphold ICPM's code of ethics to be eligible to take the CM exams ([www.bhc.edu/cm](http://www.bhc.edu/cm)).

### Global Language/Culture

Offerings include beginning foreign languages for travelers and for understanding the workplace. Also included are culture awareness classes for a variety of countries. The institute also has offerings which provide insight into doing business in foreign countries as well as a number of travel/trip opportunities. Services for translation/ interpretation of foreign languages in a variety of settings as well as training sessions for specific needs in the Global community are available through the institute. For more information, visit [www.bhc.edu/global](http://www.bhc.edu/global).

### Travel, Tourism & Hospitality Certificate Program

Your decision to enter the rapidly expanding Travel Industry is a wise one according to reports by the U.S. Department of Labor. The travel & tourism industry is one of the largest in the nation.

Career opportunities are varied and plentiful in the travel industry such as: Travel Agencies, Airlines, Cruise Lines, Hotels/Motels, Car Rental Companies, Bus Companies, Chamber of Commerce/Convention Bureaus, and Government of Tourism.

Fall Session: Classes begin the 1st Tuesday after Labor Day

Spring Session: Classes begin the 1st Monday in February

Day Classes: 12 weeks  
Monday through Thursday  
8:30 a.m.-12: 30 p.m.

Evening Classes: 12 weeks  
Tuesday and Thursday (5:30-8:45 p.m.)  
and Saturday (8:15 a.m.-3:45 p.m.)

The travel and tourism students graduate with a Travel, Tourism & Hospitality Certificate. Upon graduation, students are qualified to step into a travel-related occupation and to make a significant contribution in the industry.

To enroll in the program or for more information, contact Barb at (309) 796-8244 or [virtueb@bhc.edu](mailto:virtueb@bhc.edu), or visit [www.bhc.edu/travel](http://www.bhc.edu/travel).

**Travel Career Development.** Career Development instruction provides comprehensive and critical information on a broad range of travel services, products, and issues, and on skills needed to begin a productive and rewarding career in the travel industry. Other topics covered will be the Internet, ticketless travel, part-time travel careers, travel-industry specializations, and the increase in home-based professionals.

**Travel Geography & Selling Destinations.** Travel Geography and Selling Destinations provides a complete look at the world's leading centers of tourism and shows how a realistic knowledge of geography can translate into increased sales. The instruction also explains how the key to travel industry success is in the ability to match clients to destinations and services. In addition to providing complete information about traveling, destinations, lodging and activities, exercises give the student opportunities to apply information learned to hypothetical travelers and situations.

**Travel Sales & Customer Service.** This area of instruction provides the necessary skills in an increasingly competitive marketplace and an understanding of the broader sales environment. Realistic selling situations, skills and techniques teach the student step by step at each stage of a sale. The importance of understanding the close relationship between making a sale and providing quality customer service before and after the sale will be covered.

**Hospitality, Hotels and Cruise Lines.** An overview of the hospitality industry, as it relates to Hotels and Cruise Lines is introduced along with choosing a career in the field. The instruction includes working in the hotel industry, evaluating accommodation for the U.S. and abroad, reservations, policies, and choosing the right hotels. The focus on Cruise Lines covers careers available on Cruise Lines, Life on a Cruise, Modern Cruise Industry, Destinations, Itineraries, and Selling Cruises.

**Computer Reservation Training.** The Computer Reservation Training provides all the guidance necessary for hands-on training using the Apollo® system. Apollo® is used at 99% of local travel agencies and is highly concentrated in the Midwest, West Coast, Florida, and other coastal states. Black Hawk College has a computer training lab that ensures that all students will be working individually on a computer. The objective of the computer training is to provide the student with the best current formats, policies and procedures for booking air, car and hotel reservations on Apollo®. The skills covered include creating PNRs, maintaining PNRs, air space, quoting fares and pricing itineraries, car rentals and hotel accommodations. The practice and strategies allow for the student to be competent, accurate and efficient in the use of the computer reservation training. Additional computer training systems available are: Sabre, System One and Worldspan.

**Professional Development.** The focus of professional development is preparing the student for a career in the travel and tourism industries. Topics of instruction include; resume writing, interviewing, travel industry ethics, communication and phone skills, and other tips for a successful career in the travel and tourism industries. Role-playing and exercise drills will be performed in addition to required professional attire.

**Travel & Tourism Career Night.** You are invited to come to our "Informational Meeting" and learn about the Travel, Tourism & Hospitality program. Please call for the date of the next Career Night. Contact Barb at (309) 796-8244 or [virtueb@bhc.edu](mailto:virtueb@bhc.edu) if you would like an individual consultation and tour.

**Advisory Board.** The Travel & Tourism Advisory Board consists of travel professionals from the travel industry. The Advisory Board will ensure you the travel and tourism program will be of the highest excellence and travel and tourism class information will be updated continuously.

**Black Hawk College Benefits.** The travel industry prefers a student attend a college endorsed certificate program and is trained in a true college classroom environment in a dedicated program.

- Receive a Black Hawk College Travel, Tourism & Hospitality Certificate. In less than four months you will be ready to start your professional Travel, Tourism & Hospitality career.
- Black Hawk College has been committed to educational excellence for over 60 years, and the Travel, Tourism & Hospitality program has been offered for 10 years.
- Black Hawk College is highly recognized throughout the Quad Cities and the United States.
- Partnering with the Quad Cities Illinois/Iowa travel agencies, which will advise, update, consult, and offer internships for our students.

**Black Hawk College is a National TAP Test Site.** The TAP Test (Travel Agency Proficiency Test) measures the entry-level knowledge of travel professionals within all aspects of the travel industry. Your TAP credentials will increase your competitive edge with prospective employers. The TAP tests are offered at the end of each class session, but can be arranged at any time upon request.

### Health Care Certificate Programs

To meet the growing need for skilled health care professionals, courses are offered for a number of short-term career programs. Courses are comprehensive, fast-paced, and are intended to prepare you for entry-level positions. A certificate of completion will be awarded to those who complete the classes. These classes are not certification programs. For more information, visit [www.bhc.edu/health](http://www.bhc.edu/health).

**Pharmacy Technician.** This 50-hour course will cover 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 will 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 College Bookstore prior to the first class.

**Pharmacy Technician II.** This advanced course has been developed to assist students in preparation for the National Pharmacy Technician Certification Exam. Areas of study will focus on the three aspects of competency tested by the National Pharmacy Technician Certification Board. These areas include: (1) assisting the pharmacist in serving patients, (2) maintaining medication and inventory control systems, and (3) participating in the administration and management of pharmacy practice. Students will learn basic pharmacology, advanced pharmaceutical calculations, and medical terminology. This 40-hour course is not a replacement for the national exam. Information about the certification, testing requirements, and testing sites will be given in class.

**EKG Technician.** This class prepares you to function as an EKG Technician. The class will include important background information on the 12-Lead EKG, including set-up and the office or hospital setting. You will learn about the anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, and legal aspects of patient contact. Students will be introduced to medical careers, law & ethics, blood borne pathogens, MD/DO medical specialties, heart medications, and CPR/First Aid. Students will be required to purchase a book through the bookstore.

**Phlebotomy Technician.** This class trains you 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, and abbreviations associated with basic phlebotomy techniques. Equipment, procedures, and precautions for skin puncture and venipuncture will be reviewed. Medicolegal issues associated with basic phlebotomy techniques, and 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.

Prerequisites: Proof of recent physical exam or physician's letter stating that you are in good health and a TB test. A series of Hepatitis B shots are not required but

recommended. Required textbook must be purchased at the College Bookstore prior to the first class.

**Optometric Assistant Program.** This program prepares students for an optometric assistant position. The class will train students to take medical histories, assist with pre-testing, prepare patients for examinations, and assist patients with frame selection. These professionals keep records, act as customer service front desk office staff, perform limited vision testing, and order prescribed lenses.

**Dialysis Technician.** This 50-hour Dialysis Technician Program provides students with the knowledge and skills needed to perform the duties required of Dialysis Technicians. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain and repair equipment. Furthermore, technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed.

Dialysis Technicians must also assess patients for any complications that occur during the procedure and must be ready to take necessary emergency measures including administering oxygen or performing Basic Cardiopulmonary Resuscitation. Additionally, they may be involved in the training of patients for at-home dialysis treatment and providing them with the emotional support they need for self-care.

**Caregiver 101 Short-Term Training Program.** This course is designed for professional caregivers as well as the family caregiver. You will learn the different types of dementia including Alzheimer's disease, characteristics of the diseases, how to handle the behavior and manage communication with the memory impaired. As the caregiver, you will learn how to handle the stress. Learn about housing and care options, finances and legal issues, how to receive assistance from others, as well as medical and medication concerns. A certificate of completion will be awarded.

**Medical Receptionist Short-Term Training Program.** Make every patient feel welcomed as they walk into a medical office. This class is for anyone interested in a position as a front office receptionist or for anyone already employed as a receptionist and would like to enhance your professional skills. You will be introduced to business and work ethics, customer and patient relations, scheduling and records management and confidentiality. Learn exercises in judgment, independent action, and coping graciously with interruptions. Introduction to Spanish phrases and role-playing will be included. You are required to complete 1.5 hours in the Career Services Center completing a resume.

**Personal Trainer.** (Prerequisite: HS Diploma, at least 18 years of age, 2 years exercise experience, 2 years weight training experience, familiar with basic weight training

exercises and basic knowledge of muscles and bones.) Are you up for the challenge? This program (just 44 hours) is designed to assist you in preparing for the accredited NFPT-CPT (National Federation of Professional Trainers (NFPT) Accredited Board Certified Personal Trainer (CPT) Course. You will learn to apply the basic principles of human anatomy, physiology, and principles of exercise physiology. Learn how to identify client goals and implement an exercise program for them. Characteristics of wellness and professional and legal practices will be taught.

*\*The final exam for this course meets strict criteria and requirements imposed by the National Commission for Certifying Agencies (NCCA) accreditation standards. Successful board exam completion qualifies the student as a certified personal fitness trainer. Materials and student manual included in the fee.*

**Veterinary Assistant Certificate Program.** You will explore all the many duties that a veterinary assistant typically performs to prepare you for an entry level position as a veterinary assistant. Employment opportunities include: private practice, animal shelter, animal control facilities, pet stores, kennels, zoos and veterinary drug companies. Topics include:

- Vaccinations, surgery preparation and assisting, monitoring vitals
- Laboratory procedures, parasites, client communications, prescriptions
- Safely restraining an animal for blood draws, x-rays and injections
- Routine examination, medication, and euthanasia
- Front Office Procedures for a Veterinary Clinic/Hospital
- Professional Practices, Resume creation and interviewing tips
- Job Shadow Event (16 hours – independent of class time) TBA in class

Veterinary Assistants have been identified by the U.S. Department of Labor as one of the fastest growing professions. The need for skilled & trained Vet Assistants is in great demand!

**Reflexology Therapist.** Step into a new career as a Reflexologist. Reflexology is based on the scientific theory that there are reflex points on the feet and hands. In just 15 weeks you will learn through theory and practical application, a variety of therapeutic techniques for the feet, hands and ears that have been affected by stress, injury and illness. These techniques, when applied to the feet and hands, have a natural way of relaxing nerve tension and improving nerve and blood supply. Basic knowledge of anatomy, physiology and pathology will be the emphasis of the course. Body mechanics for injury prevention, ethics and clinical are included. (108 classroom hours and 100 hours clinical training.)

## Workforce Training

The Business & Community Education Center (BCEC) offers a wide variety of workforce training classes (industrial, safety, computer, professional development) and seminars to meet your employees' training needs. For more information, call (309) 796-8223 or visit [www.bhc.edu/bcec](http://www.bhc.edu/bcec).

### Health, Safety and Environmental Training

Train your employees for personal safety and to create or maintain a safe workplace and a secure workforce environment with OSHA classes, which include 10-Hour OSHA for General Industry, Emergency Response Operations, DOT Hazardous Material Training, 8-Hour Annual HAZWOPER Refresher, OSHA Record Keeping Requirements, and over thirty more courses. ([www.bhc.edu/OSHA](http://www.bhc.edu/OSHA) )

### Drinking Water & Wastewater Classes

Courses to prepare students for future employment in the water and liquid waste treatment industry. Federal certification requirements have increased the reliance for certified personnel. Courses are designed to prepare students for certification as class "C" and "D" Public Water Supply Operators: continuing education requirement for the class "A" and "B" Operators; ERTC guidelines using Vol. 2 of the field study training program; and as approved by the IEPA, the Drinking Water Renewal Training Credits.

### Food Sanitation

Food service sanitation classes are designed to prepare students for certification examination in food service for the State of Illinois.

### Online Classes

For more information about the over 1600 online classes/program through BCEC, call 309-796-8223 or visit [www.bhc.edu/onlinelearning](http://www.bhc.edu/onlinelearning).

### Computer Training

- 1-Day Seminars for the Busy Professional – One-day training will maximize the busy professional's time and performance.
- Personal PC Users – Computer training for everyone!
- Senior Computer Classes – Especially designed for anyone celebrating years of 55 or better.
- Instructor-Led Online Classes – ed2go, Gatlin Education Services

For more information, call 309-796-8223 or visit [www.bhc.edu/computers](http://www.bhc.edu/computers).

## Community Education

Career and Trade Skills, Personal Activities, Foreign Languages and Culture, ACT Preparation, Dance, Sports & Wellness, Hobby & Leisure, Vacation Opportunities and Cruise Offerings. For more information, call (309) 796-8223 or visit [www.bhc.edu/bcec](http://www.bhc.edu/bcec).

## Seniors Program

For more information call (309) 796-8223 or visit [www.bhc.edu/seniors](http://www.bhc.edu/seniors).

**Golden Opportunities:** The program is designed for those 55 and over. A relaxed atmosphere is provided for learning and classes are primarily offered during the day and may be held from 1 day to 6 weeks. A variety of classes are offered depending on interest and demand. Example: Computers for the Very Beginner, Digital Photography, Genealogy, Anyone Can Learn to Draw classes.

**Golden Scholars:** Black Hawk College works in conjunction with the Quad-Cities Times Plus 60 Club to offer lunch/learn sessions. The sessions are offered during the day at various points of interests in the Quad-Cities area that include a lunch and guest speaker on a particular topic of interest.

## College For Kids

The 5-day program is designed for gifted students who have completed fifth, sixth, seventh, and eighth grades and score at the 90th percentile or above on one of the following: total math, total reading, total science, social studies or total composite battery of a recent standardized test. Students are identified by their schools using the CFK criteria. For more information, call (309) 796-8223.

## BCEC Registration Procedures

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

### Eligibility -- Who Can Enroll

- Enrollment is open to anyone 16 years of age or older.
- High school students may enroll with special permission from their school counselor.
- Special classes designed for youth state the age requirements in the class description.

### 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 meeting.
- make other revisions in course offerings as it becomes necessary.

## Drops/Refunds

Drops can be completed by phone or in person at the Business & Community Education Center office. A full refund is made if a class is canceled.

**One-day or one-night classes:** A drop from the class must be processed **one business day** prior to the start date of the class for a full refund (100%).

**Two-Week to Four-Week classes:** A full refund (100%) is made if a student drops the class **no later than NOON** on the day of the first class meeting. Once the class has started, there is **no refund**.

**Five-Week to Sixteen-Week classes:** A full refund (100%) is made if a student drops the class **no later than NOON** on the day of the first class meeting. An 80% refund is made if a student drops the class after the first class meeting but **prior to the second class**.

**Continuing Professional Education Classes:** A full refund (100%) is made if a student drops the class **no later than NOON** on the day of the first class meeting. An 80% refund is made if a student drops the class after the first meeting but prior to the second class.

**Since the learning materials make up a large portion of the cost of these courses, no materials may be returned for credit unless they are in un-opened condition.**

**Industrial/OSHA/APICS Classes:** Drops must be processed five working days prior to the start date of class for a full refund. No refunds will be given after that date.

**Travel & Tourism:** A full refund (100%) is made if a student drops prior to the start of class (minus deferred payment/student loan processing fee, if applicable). A 50% refund is made if a student drops during the first day of class (minus deferred payment/student loan processing fee, if applicable). After the first day of class, there is no refund.

**Online Classes:** A full refund (100%) is made if a student drops prior to the start of class. Once the class has started, there is no refund.

## Illinois Small Business Development Center

The College's Illinois Small Business Development Center (SBDC) is a collaborative partnership among educational, public and private organizations. Its mission is to assist small business owners to gain awareness and access to public and private management and technical resources businesses need to survive, expand and prosper, through referrals and direct delivery of services. Through education, counseling and referrals, the SBDC assists small businesses to function more effectively, increase the chances of new business success, enhance profitability, and increase employment. The SBDC offers the Small Business Certificate Program, and Starting Your Business in Illinois, which are designed to educate the small business owner or prospective owner. Courses offer practical knowledge based on sound business practices. For more information call (309) 764-5714.

## Illinois International Trade Center

The Illinois SBDC/International Trade Center (ITC) provides existing business owners with professional assistance and resources to enter the global marketplace. The ITC can help identify specific international markets in which a company's product or service can have the greatest demand, provide guidance in meeting U.S. government export government requirements, increase the international skills in the business community by providing workshops that assist companies to export. For more information call (309) 796-5713.

## Illinois Procurement Technical Assistance Center (PTAC)

The Illinois Procurement Technical Assistance Center (PTAC) offers one-on-one counseling, technical information, marketing assistance, and training to existing small businesses interested in selling their products or services to local, state, or federal government agencies. The PTAC staff can develop a customized profile for bid matching, provide targeted bid leads on a daily basis, and help register businesses with government agencies. The PTAC offers classes on government contracting, including Government Contracting 101 and Hubzone Certifications and Registrations. For more information call (309) 797-5712.

## Business Training Center (BTC)

**Workforce Improvement.** The Business Training Center is a comprehensive unit that strives to enhance the economic well-being of our district by providing customized, targeted training 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, 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 <http://btc.bhc.edu>.

**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.

**Computer Skills.** Microsoft Access, Excel, PowerPoint, Word, Publisher, Visual Basic.

**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.

For more information, call (309) 796-5718 or visit the BTC website <http://btc.bhc.edu>.

## 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.

### Classification of Courses

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.

### Accounting

#### **ACCT 101 Financial Accounting** 3 cr. hrs.

*Prerequisites:* CS 100 “C” or better and eligibility to enroll in MATH 112 or instructor consent. Concurrent enrollment in ACCT 103 or ACCT 103 “C” or better.

Introductory course for the study of fundamental accounting principles involved in the preparation of financial statements for corporations. Includes the study of the accounting cycle, accounting systems, cash, receivables, inventories, long-term assets, liabilities, and equity accounts. 3 lecture hours; 0 lab hours per week. IAI: BUS 903

#### **ACCT 102 Managerial Accounting** 3 cr. hrs.

*Prerequisites:* ACCT 101 “C” or better or BA 170 and BA 180 “C” or better. Concurrent enrollment in ACCT 104 or ACCT 104 “C” or better.

Emphasis on use of accounting data in aiding managerial decisions, preparation of cost of goods manufactured, cost of goods sold, income statement, cost production reports, and budget preparation and analysis. 3 lecture hours; 0 lab hours per week. IAI: BUS 904

#### **ACCT 103 Financial Accounting Lab** 1 cr. hr.

*Prerequisite:* Concurrent enrollment in ACCT 101 or ACCT 101 “C” or better.

Uses computers to provide students with experience in data entry and computerized financial reporting on topics related to ACCT 101. Also uses the computer as an individual learning resource. Exercises, worksheets, and computerized practice problems are completed by the student. 0 lecture hours; 2 lab hours per week. IAI: BUS 903

#### **ACCT 104 Managerial Accounting Lab** 1 cr. hr.

*Prerequisite:* Concurrent enrollment in ACCT 102 or ACCT 102 “C” or better.

A study of procedures and uses of the general ledger system and managerial applications applicable to the topics as outlined in ACCT 102. 0 lecture hours; 2 lab hours per week. IAI: BUS 904

#### **ACCT 121 Accounting with QuickBooks** 2 cr. hrs.

A study of the procedures and uses of QuickBooks software to account for the transactions of a business. 1 lecture hour; 2 lab hours per week.

#### **ACCT 122 Accounting with Peachtree** 2 cr. hrs.

A study of the procedures and uses of Peachtree software to account for the transactions of a business. 1 lecture hour; 2 lab hours per week.

#### **ACCT 140 Business Computer Systems** 3 cr. hrs.

*Prerequisite:* MATH 131 or equivalent.

A course evenly divided between the study of Management Information Systems theory and common microcomputer productivity tools. Computer hardware, software, system analysis, database management systems, telecommunications, and artificial intelligence are among the topics surveyed. 3 lecture hours; 1 lab hour per week.

#### **ACCT 205 Principles of Cost Accounting** 3 cr. hrs.

*Prerequisite:* ACCT 102 “C” or better or instructor consent.

Cost principles as applied to service, retail, and manufacturing businesses. Topics covered will include the role of cost principles in planning, evaluation, and control of costs. Also, the use of cost principles in pricing and management decision-making. Statement preparation, reports on the cost of products or services, activity based costing, just-in-time inventory systems, capital budgeting, cost-volume-profit analysis, and performance measures are additional topics included in the course. 3 lecture hours; 0 lab hours per week.

#### **ACCT 209 Intermediate Accounting I** 3 cr. hrs.

*Prerequisites:* ACCT 101 “C” or better, or BA 170 and BA 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 and current assets. Designed for students in the Accounting Specialist Career Program. 3 lecture hours; 0 lab hours per week.

**ACCT 210 Intermediate Accounting II**      **3 cr. hrs.**  
*Prerequisite: ACCT 209 “C” or better or instructor consent.*

Further study of corporate accounting, inventories, non-current assets, current and non-current liabilities, and stockholders' equity. 3 lecture hours; 0 lab hours per week.

**ACCT 250 Federal Income Tax I**      **4 cr. hrs.**  
*Prerequisite: ACCT 101 or BA 170 or instructor consent.*

Covers the regulations applicable to the determination of taxable income with an emphasis on the determination of tax liability of individual taxpayers. Includes instruction in the use of computer software to prepare tax returns. 3 lecture hours; 2 lab hours per week.

**ACCT 251 Federal Income Tax II**      **3 cr. hrs.**  
*Prerequisites: ACCT 250 and BA 180 or ACCT 250 and ACCT 101, or instructor consent.*

Covers the regulations applicable to the determination of taxable income with an emphasis on the determination of tax liability of business tax returns. 3 lecture hours; 0 lab hours per week.

## Agriculture

**AG 100 Introduction to Agriculture**      **1 cr. hr.**

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 lecture hour; 0 lab hours per week.

**AG 101 Introductory Agriculture Seminar**      **1 cr. hr.**

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 lecture hour; 0 lab hours per week.

**AG 102 Agriculture Work Experience Seminar** **1 cr. hr.**

Continuation of AG 101 with special emphasis on developing the work-education experience program. 1 lecture hour; 0 lab hours per week.

**AG 107 Agribusiness Work Experience**      **1-8 cr. hrs.**

*Prerequisites: Satisfactory completion of 22 credit hours in the Agribusiness curriculum or instructor consent and concurrent enrollment in AG 102.*

Eleven weeks of supervised training in an approved agricultural business. Reports by the student and satisfactory job performance required for credit. 0 lecture hours; 48 lab hours per week.

**AG 108 Agricultural Production Work Experience**

**1-8 cr. hrs.**

*Prerequisites: Satisfactory completion of 22 credit hours in the Agricultural Production curriculum or instructor consent and concurrent enrollment in AG 102.*

Eleven weeks of supervised training in an approved ag production situation. Reports by the student and satisfactory job performance are required for credit. 0 lecture hours; 48 lab hours per week.

**AG 121 Introduction to Agricultural Economics**

**1-3 cr. hrs.**

Surveys the role of agriculture in the present economy, nature and size of agricultural industries, relation of production to domestic and foreign demand, and future economic prospects for agriculture and government. 3 lecture hours; 0 lab hours per week.

**AG 122 Farm Management**

**4 cr. hrs.**

*Prerequisite: AG 121 or instructor consent.*

The functions of management applied to the problems of agricultural producers and business managers will be studied. Topics to be covered include resource analysis, budgeting, enterprise planning, and labor management. The major focus of the course will be on planning and budgeting. 3 lecture hours; 2 lab hours per week.

**AG 123 Agricultural Mathematics**

**3 cr. hrs.**

The practical mathematical background needed for agricultural mechanics, Agribusiness and agricultural production. Includes calculations of land area, planting, fertilizer, chemical and herbicide application rates, storage capacity, material estimates, depreciation, ratio, markups, production rates, and machinery operating costs. 3 lecture hours; 0 lab hours per week.

**AG 125 Computers in Agriculture**

**1-3 cr. hrs.**

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. 2 lecture hours; 2 lab hours per week.

**AG 131 Soils and Soil Fertility**

**4 cr. hrs.**

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 experience in texture, structure and fertility. 3 lecture hours; 2 lab hours per week.

**AG 132 Field Crop Science 1.5 cr. hrs.**

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. Laboratory exercises focus on selected crop production and management practices. 1.5 lecture hours; 0 lab hours per week.

**AG 133 Field Crop Science 2 2 cr. hrs.**

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. Laboratory exercises focus on selected crop production and management practices. Continuation of AG 132. 1 lecture hour; 2 lab hours per week.

**AG 134 Field Crop Science 3 .5 cr. hrs.**

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. Laboratory exercises focus on selected crop production and management practices. Continuation of AG 133. .5 lecture hours; 0 lab hours per week.

**AG 135 Ag Chemicals 1 1.5 cr. hrs.**

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. 1.5 lecture hours; 0 lab hours per week.

**AG 136 Ag Chemicals 2 1 cr. hr.**

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. Continuation of AG 135. 0 lecture hours; 2 lab hours per week.

**AG 137 Ag Chemicals 3 .5 cr. hrs.**

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. Continuation of AG 136. .5 lecture hours; 0 lab hours per week.

**AG 138 Crop and Soil Management 3 cr. hr.**

Provides students 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 position equipment in crop production and soil management will also be covered. 3 lecture hours; 0 lab hours per week.

**AG 139 Crop and Soil Evaluation 2 1 cr. hr.**

*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 lecture hour; 0 lab hours per week.

**AG 141 Animal Science 4 cr. hrs.**

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. 3 lecture hours; 2 lab hours per week.

**AG 142 Animal Nutrition 3 cr. hrs.**

Study of common feeds and their uses in animal nutrition including calculations of rations for maintenance, growth and production. 3 lecture hours; 0 lab hours per week.

**AG 147 Dairy Evaluation 1 cr. hr.**

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 lecture hour; 0 lab hours per week.

**AG 148 Livestock Evaluation I 1 cr. hr.**

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 lecture hour; 0 lab hours per week.

**AG 149 Livestock Evaluation 2 1 cr. hr.**

*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. 1 lecture hour; 0 lab hours per week.

**AG 171 Materials Handling Equipment 2 cr. hrs.**

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 lecture hour; 2 lab hours per week.

**AG 172 Agricultural Commercial Drivers License Training** **2 cr. hrs.**

This course is required for students in the Associate in Applied Science degree program in agribusiness management in the agricultural chemical application specialty. 1 lecture hours; 2 lab hours per week.

**AG 173 Agricultural Chemical Equipment Technology I** **1-2 cr. hr.**

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 lecture hour; 0 lab hours per week.

**AG 174 Agricultural Chemical Equipment Technology II** **1-2 cr. hr.**

A course focusing on studies of liquid fertilizer and agricultural chemical equipment variations, calibration systems and methods, maintenance and service requirements, and actual operations of liquid application equipment. 2 lecture hour; 0 lab hours per week.

**AG 200 Topics in Agriculture** **.5-3 cr. hrs.**

Designed to satisfy specific needs and interest of students in agriculture. Topics will vary and will be announced in advance. This course may be taken more than once provided that different topics are considered. The maximum credit that can be earned is six credit hours. 3 lecture hours; 0 lab hours per week.

**AG 201 Advanced Agriculture Work Experience Seminar** **1 cr. hr.**

*Prerequisite: Concurrent enrollment in EQ 209 or instructor consent.*

Special emphasis on preparing for advanced training for final supervised work-education experience and career planning. 1 lecture hour; 0 lab hours per week.

**AG 202 Advanced Agriculture Seminar** **1 cr. hr.**

*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 lecture hour; 0 lab hours per week.

**AG 207 Advanced Agribusiness Work Experience** **1-5 cr. hrs.**

*Prerequisites: AG 107 and concurrent enrollment in AG 201.*

Similar to AG 109 with emphasis on sales and management of agricultural supply business. One credit hour credit is awarded for satisfactory completion of training manual. 0 lecture hours; 48 lab hours per week.

**AG 208 Advanced Agricultural Production Work Experience** **1-5 cr. hrs.**

*Prerequisites: AG 108 and concurrent enrollment in AG 204.*

Similar to AG 108 with emphasis on improvement of farm operations problem areas. Satisfactory completion of the training manual is required. 0 lecture hours; 48 lab hours per week.

**AG 211 Agricultural Salesmanship** **3 cr. hrs.**

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. 3 lecture hours; 0 lab hours per week.

**AG 214 Agriculture Technology & Information Management** **3 cr. hrs.**

A course focusing on new and existing technology in agriculture, the collection of agricultural information, with analysis and applications to areas of agriculture production and ag business management. 2 lecture hours; 2 lab hours per week.

**AG 222 Agricultural Marketing** **4 cr. hrs.**

*Prerequisite: AG 122 or instructor consent.*

A course dealing with management factors affecting profits in the operation of agricultural supply and 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 entries and summarizing business records as well as completing income tax forms will be provided. 3 lecture hours; 2 lab hours per week.

**AG 223 Agriculture Marketing** **3 cr. hrs.**

*Prerequisite: AG 121 or instructor consent.*

Emphasis is placed on the importance and place of marketing in our economic system. Price determinants, margins, costs and outlets for agricultural products are discussed. 3 lecture hours; 0 lab hours per week.

**AG 224 Agricultural Law** **3 cr. hrs.**

A study of the laws that affect agricultural businesses in the context of labor, taxation, tenancy, liability and other areas. 3 lecture hours; 0 lab hours per week.

**AG 225 Computer Applications in Agriculture** **3 cr. hrs.**

Use of computers in farm and agribusiness management with emphasis on commercially available software for accounting, budgeting, record keeping, and market analysis. 2 lecture hours; 2 lab hours per week.

**AG 232 Forage Crops** **3 cr. hrs.**

Examination of forage crops characteristics and ecology, grasslands of farm and range as related to animal production. 3 lecture hours; 0 lab hours per week.

**AG 238 Crop and Soil Evaluation 3 1 cr. hr.**

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 lecture hour; 0 lab hours per week.

**AG 239 Crop and Soil Evaluation 4 1 cr. hr.**

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 lecture hour; 0 lab hours per week.

**AG 241 Artificial Insemination of Cattle 1.5 cr. hrs.**

Theory and technology involved in artificial insemination, including semen collection techniques, evaluation of semen, processing of semen for storage, and insemination techniques. 1 lecture hour; 1 lab hour per week.

**AG 242 Artificial Insemination of Swine 1.5 cr. hrs.**

Theory and technology involved in artificial insemination, including semen collection techniques, evaluation of semen, processing of semen for storage and insemination techniques. 1 lecture hour; 1 lab hour per week.

**AG 244 Swine Science 3 cr. hrs.**

*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. 2 lecture hours; 2 lab hours per week.

**AG 245 Beef Science 3 cr. hrs.**

A basic beef production and management course which includes the cow-calf and feedlot operations. Laboratory exercises to acquire and develop in-depth skills. 2 lecture hours; 2 lab hours per week.

**AG 246 Meat Animal Evaluation 3 cr. hrs.**

*Prerequisite: AG 141 or AG 285.*

Live animal and carcass evaluation of meat animals-beef, sheep and swine. Students acquire and develop in-depth skills in laboratory. 2 lecture hours; 2 lab hours per week.

**AG 247 Animal Health 1-2 cr. hrs.**

Animal diseases and parasites, their prevention and control. Man's susceptibility to disease. Federal and State regulations. 2 lecture hours; 0 lab hours per week.

**AG 248 Livestock Evaluation 3 1 cr. hr.**

*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. Continuation of AG 149. 1 lecture hour; 0 lab hours per week.

**AG 249 Livestock Evaluation 4 1 cr. hr.**

*Prerequisites: AG 148, AG 149, AG 248 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. Continuation of AG 248. 1 lecture hour; 0 lab hours per week.

**AG 272 Grain Drying and Handling 3 cr. hrs.**

A basic course in the operation, adjustment and maintenance of grain-drying equipment in the field. 2 lecture hours; 2 lab hours per week.

**AG 273 Lawn and Garden Equipment Repair 1-4 cr. hrs.**

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. 2 lecture hours; 4 lab hours per week.

**AG 275 Field Machinery Operations I 3 cr. hrs.**

Introduces the student to harvesting, tillage, and planting operations. Emphasis will be placed on theory, operation, maintenance and adjustment of the machines. 2 lecture hours; 2 lab hours per week.

**AG 276 Field Machinery Operations II 3 cr. hrs.**

Introduces the student to theory and maintenance of agricultural planting systems. Includes care, maintenance and calibration of field sprayers. 2 lecture hours; 2 lab hours per week.

**AG 280 Introduction to Agricultural Education 3 cr. hrs.**

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. 3 lecture hours; 0 lab hours per week. IAI: AG 911

**AG 281 Agricultural Economics 4 cr. hrs.**

An introductory course in agricultural economics, concerned with how limited resources are allocated in order to satisfy unlimited wants. Economic principles are applied to agricultural problems and to the role of agriculture in both the U.S. and world economies. Includes production principles; production costs, supply and revenue; profit maximization; consumption and demand; price theories; price elasticity; market price determination; competitive and noncompetitive markets; and the behavior of the firm under varying market conditions. Other topics examined are the world food situation; world food production; agricultural trade; population growth; agricultural problems and policies; and the role of agriculture in economic development and growth. 4 lecture hours; 0 lab hours per week. IAI: AG 901

**AG 282 Introduction to Soil Science 4 cr. hrs.***Prerequisite: Chemistry recommended.*

Origin, classification and distribution of soils and their relationship to man and food production. Fundamentals of biological, chemical and physical properties of soils. Laboratory exercises and/or field trips on major topics. 3 lecture hours; 2 lab hours per week. IAI: AG 904

**AG 283 Field Crop Science 4 cr. hrs.**

Origin, classification, and distribution of soils in their relationship to land and food production. Fundamentals of biological, chemical, and physical properties of soils. Laboratory exercises and/or field trips on major topics. 3 lecture hours; 2 lab hours per week. IAI: AG 903

**AG 285 Animal Science 4 cr. hrs.**

A comprehensive view of the livestock industry as a science. Study is based upon biological principles with emphasis on modern livestock management practice for beef, swine, dairy cattle and sheep. Laboratory to supplement lectures and discussions. 3 lecture hours; 2 lab hours per week. IAI: AG 902

**AG 287 Introductory Agricultural Mechanics 4 cr. hrs.**

An introductory agricultural mechanization course which includes agricultural power and machinery, agricultural electrification and application, agricultural structures and soil and water conservation as the major areas of study. 3 lecture hours; 2 lab hours per week. IAI: AG 906

**AG 288 Agriculture of Developing Countries 3 cr. hrs.**

An examination of the critical role played by agriculture in the economic development of third world countries. Agricultural production systems, policies and problems are evaluated in relation to the economic, social and political structures of selected countries and societies. 3 lecture hours; 0 lab hours per week.

**AG 289 Microcomputer Skills for Agriculture 3 cr. hrs.**

This course is designed to introduce the student to the concepts, principles and applications of microcomputers as they apply to agriculture and business. Students will learn agriculture and business applications of several common software packages in use today. Evaluation of current software will also be a focus. 2 lecture hours; 2 lab hours per week. IAI: AG 913

**Banking****AIB 100 Principles of Banking 3 cr. hrs.**

Fundamentals of bank functions for the beginning banker to view this profession from a broad perspective. 3 lecture hours; 0 lab hours per week.

**Anthropology****ANTH 101 Introduction to Physical Anthropology 3 cr. hrs.**

Explores human origins, fossil records, human adaptation and variation, population genetics, and humankind's place in world ecology. 3 lecture hours; 0 lab hours per week. IAI: SI 902

**ANTH 102 Introduction to Cultural Anthropology****3 cr. hrs.**

Introduction to culture, as an adaptive mechanism that provides for the survival of the human species that encompasses social organization, technology, economics, religion, and language as used by various peoples, in both traditional and technologically advanced societies. 3 lecture hours; 0 lab hours per week. IAI: SI 901N

**Apprenticeship Training Programs - See Advising Center for information****Archaeology****ARCH 203 Introduction to Archaeology 3 cr. hrs.**

Introduces concepts, principles, and methods used to reconstruct cultural history and prehistory. Explores sequences of cultural development that have been learned through archeological analysis. 3 lecture hours; 0 lab hours per week. IAI: S1 903

**ARCH 204 Archaeology in the Americas 1-4 cr. hrs.**

Study of prehistoric Native American Society at the band, tribal, chiefdom, state, and Imperial levels that covers the evolution of Native American cultures from their beginning to their initial contact with European civilization. 3 lecture hours; 2 lab hours per week.

**ARCH 205 Field Methods in Archaeology 3 cr. hrs.***Prerequisite: ARCH 203 recommended.*

Introduces the student to laboratory and fieldwork techniques in Archaeology. 2 lecture hours; 2 lab hours per week.

**Art****ART 100 Art Appreciation 3 cr. hrs.**

Introduction of the world of fine and applied arts. Great works of art are examined as expressions of a culture, a historical period, the creative personality, and process of making art. 3 lecture hours; 0 lab hours per week. IAI: F2 900

**ART 101 2-D Design 3 cr. hrs.**

Open to all students. Fundamentals of two-dimensional design. Students learn basic elements and principles of visual design through the completion of a wide variety of two-dimensional projects. Emphasis on terminology, problem-solving and craftsmanship. 0 lecture hours; 6 lab hours per week.

**ART 111 3-D Design 3 cr. hrs.**

Open to all students. Fundamentals of three-dimensional design, utilizing a variety of materials. Projects examine these materials and probe the elements and principles of design as they relate to sculptural form. Emphasis on terminology, problem-solving and craftsmanship. 0 lecture hours; 6 lab hours per week.

**ART 121 Drawing and Drawing Theory 3 cr. hrs.**

Open to all students. Study of basic drawing techniques using traditional drawing media such as pencil, ink, charcoal and ink wash. Concentration on composition and craftsmanship. 0 lecture hours; 6 lab hours per week.

**ART 122 Drawing and Drawing Theory 3 cr. hrs.**

*Prerequisite: ART 121.*

Emphasis on color and expressions in composition utilizing various drawing media such as pastels, colored pencils, ink, and other traditional drawing media. 0 lecture hours; 6 lab hours per week.

**ART 130 Survey of Materials and Methods 3 cr. hrs.**

An introduction to various materials and processes used by the artist in both fine art and commercial application. Safety and hazards of materials is emphasized. 0 lecture hours; 6 lab hours per week.

**ART 200 Art Problems 1-3 cr. hrs.**

Introduction and practical experience with various art media and technical processes. Each “workshop” emphasizes a different medium. No more than 3 semesters hours of this course may be applied toward a degree.

**ART 201 Life Drawing 3 cr. hrs.**

*Prerequisite: ART 121 or instructor consent.*

Basic figure drawing skills with emphasis on various media and individual approaches. An appreciation of the human form through the study of human anatomy and structure. 0 lecture hours; 6 lab hours per week.

**ART 202 Life Composition 3 cr. hrs.**

*Prerequisite: ART 201.*

Investigation of the compositional design as it relates to the human form. Emphasis on individual expression and creativity. 0 lecture hours; 6 lab hours per week.

**ART 209 Introduction to Painting I 3 cr. hrs.**

An introduction to the materials and techniques of opaque and transparent watercolor media. Exercises in color theory, composition and design, still life, landscape, and elementary drawing skills, matting and presentation. 0 lecture hours; 6 lab hours per week.

**ART 210 Introduction to Illustration 3 cr. hrs.**

*Prerequisite: Art 201 or instructor consent.*

The practices and techniques of illustration are explored with an emphasis on art created for the printed media. Advanced skills in drawing for visual communication are applied using a variety of materials and techniques. Students are instructed in process to develop their creative

concepts. Projects address visual communications for magazine, book, editorial, advertising, and digital media. Emphasis on individual creativity and professional presentation is stressed. 0 lecture hours; 6 lab hours per week.

**ART 211 Painting 3 cr. hrs.**

*Prerequisite: ART 101 or instructor consent.*

Study of the fundamentals and media of painting. Practical application emphasized in water-based-media and ground preparations with introduction to other paint media. 0 lecture hours; 6 lab hours per week.

**ART 212 Painting 3 cr. hrs.**

*Prerequisite: ART 211.*

Advanced study of the technique, media, and compositional methods of painting. Individual media research and expression stressed. 0 lecture hours; 6 lab hours per week.

**ART 215 Digital Imagery 3 cr. hrs.**

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 peripheral devices such as scanners, printers and digital cameras is also included. 0 lecture hours; 6 lab hours per week.

**ART 217 Digital Drawing 3 cr. hrs.**

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. Basic design principles and printing and reproduction requirements are also emphasized. 0 lecture hours; 6 lab hours per week.

**ART 221 Printmaking 3 cr. hrs.**

Exploration of the “multiple” art media: block print, intaglio, serigraphy, and lithography. Emphasis on practical application. 0 lecture hours; 6 lab hours per week.

**ART 230 Type and Digital Layout 3 cr. hrs.**

Open to all students. The study of type and its usage from the calligraphic origins through historic uses to digital type. Emphasis will be placed on the use of type as a design element. 0 lecture hour; 6 lab hours per week.

**ART 231 Photography 3 cr. hrs.**

*Prerequisite: 35mm reflex camera.*

Basic tools and techniques of photography. Includes field trips and darkroom experience. 0 lecture hours; 6 lab hours per week.

**ART 232 Photography 3 cr. hrs.**

*Prerequisite: ART 231 or instructor consent.*

Advanced camera and darkroom techniques, composition, and design, and their relationship to photography as an art form. 0 lecture hours; 6 lab hours per week.

**ART 241 Calligraphy and Layout 3 cr. hrs.**

Open to all students. Study of historical styles of calligraphy with emphasis on practical usage. Projects include calligraphic exercises, illuminated scrolls, and “hand-made” books. 0 lecture hours; 6 lab hours per week.

**ART 246 Graphic Design 3 cr. hrs.**

*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. 0 lecture hours; 6 lab hours per week.

**ART 248 Production and Prepress 3 cr. hrs.**

*Prerequisite: One of the following: ART 290 or ART 230 or ART 246 “C” or better or instructor consent.*

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, paper selection and printing considerations. Includes layout and production work on student art publication with a press check at a commercial print shop. 0 lecture hours; 6 lab hours per week.

**ART 251 Sculpture 3 cr. hrs.**

Investigation of the basic sculptural problems, methods and materials. Projects include clay and plaster portrait heads, wax figure studies, and wax and plaster abstract forms. 0 lecture hours; 6 lab hours per week.

**ART 252 Sculpture 3 cr. hrs.**

*Prerequisite: ART 251.*

Advanced problems and methods of sculptural forms which may include wood or stone carving, metal casting and fabrication, plaster fabrication, and fiberglass. Emphasis on individual research and media exploration. 0 lecture hours; 6 lab hours per week.

**ART 261 Jewelry 3 cr. hrs.**

Open to all students. Studio experience with basic tools, materials and techniques as used in contemporary jewelry and metal design. Projects include hand fabrication as well as metal casting. 0 lecture hours; 6 lab hours per week.

**ART 262 Jewelry 3 cr. hrs.**

*Prerequisite: ART 261.*

Advanced techniques with tools and materials as used in contemporary jewelry and metal design. Individual research and creativity stressed. 0 lecture hours; 6 lab hours per week.

**ART 265 Weaving 3 cr. hrs.**

A basic course in fabric structure, weaving materials and processes. Emphasis is on creative design with color, texture and fabric structures. 0 lecture hours; 6 lab hours per week.

**ART 271 Ceramics 3 cr. hrs.**

Open to all students. Hand and wheel methods of clay construction. Examination of clay bodies, glazes, decoration methods, and kiln firing. 0 lecture hour; 6 lab hours per week.

**ART 272 Ceramics 3 cr. hrs.**

*Prerequisite: ART 271.*

Advanced exploration of throwing and decorative techniques, glaze composition and kiln firing. Emphasis on individual expression and creativity. 0 lecture hours; 6 lab hours per week.

**ART 281 History of Art 3 cr. hrs.**

Open to all students. Survey of the great works of architecture, painting, and sculpture from the Ancient World to the Gothic Age. The historic development of Western art is emphasized. 3 lecture hours; 0 lab hours per week. IAI: F2 901

**ART 282 History of Art 3 cr. hrs.**

Open to all students. Survey of the great works of architecture, painting, and sculpture from the Renaissance into the twentieth century. The historical development of modern Western art traditions is emphasized. 3 lecture hours; 0 lab hours per week. IAI: F2 902

**ART 285 Survey of Asian Art 3 cr. hrs.**

A course designed to provide students with an overview of the major Asian cultures and the art forms created by those cultures. Emphasis will be placed on the art forms, aesthetics and cultural ideologies. 3 lecture hours; 0 lab hours per week. IAI: F2 903N

**ART 286 Survey of Non-Western Art 3 cr. hrs.**

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. 3 lecture hours; 0 lab hours per week. IAI: F2 903N

**ART 290 Applications in Computer Art 3 cr. hrs.**

An introduction to computer applications in the visual arts. 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. 0 lecture hour; 6 lab hours per week.

**ART 299 Art Internship 1-3 cr. hrs.**

*Prerequisite: Instructor consent. Must have completed 65-68 hours of 5047 curriculum.*

For commercial art student with interest in design, graphic arts, computer-related field. Experience related to supervised work experience in preparation for future employment. 0 lecture hours; 5-15 lab hours per week.

## Astronomy

### **ASTR 101 Descriptive Astronomy** 4 cr. hrs.

For non-science majors. The solar system: structure and motions of the planets, comets, meteors, and origin and evolution of the solar system. 3 lecture hours; 2 lab hours per week. IAI: P1 906L

### **ASTR 102 Descriptive Astronomy** 4 cr. hrs.

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. 3 lecture hours; 2 lab hours per week. IAI: P1 906L

## Automotive Mechanics

### **AUTO 100 Basic Vehicle Maintenance and Repair I** 3 cr. hrs.

A study of suspension systems and repair. Principles of wheel alignment, repair and adjustment. 2 lecture hours; 2 lab hours per week.

### **AUTO 101 Basic Vehicle Maintenance II** 3 cr. hrs.

A continuation of a fundamental course in general vehicle maintenance. Students will be introduced to a variety of components and service procedures dealing with vehicle drive trains and suspension systems. They will also be oriented in the techniques associated with the operation and management of a service facility. 2 lecture hours; 2 lab hours per week.

### **AUTO 107 Engine Performance I** 4 cr. hrs.

A study of today's auto ignition, fuel delivery, air induction and emissions systems integrated under a computerized control system. 2 lecture hours; 4 lab hours per week.

### **AUTO 115 Wheel Alignment and Suspension** 4 cr. hrs.

A study of suspension systems and repair. Principles of wheel alignment, repair, and adjustment. 2 lecture hours; 4 lab hours per week.

### **AUTO 121 Auto Body I** 3 cr. hrs.

An introductory course in the fundamentals of auto body repair. Emphasized in the course are metal straightening, leading, use of plastics and filler, paint preparation and painting. Students will complete lab projects. 2 lecture hours; 2 lab hours per week.

### **AUTO 122 Auto Body II** 3 cr. hrs.

*Prerequisite: AUTO 121 or have developed sufficient skills by practical use.*

A further study of the procedures and principles involved in auto body repair. Emphasis is placed on building on the skills developed in AUTO 121. 2 lecture hours; 2 lab hours per week.

### **AUTO 207 Engine Performance II** 3 cr. hrs.

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. 2 lecture hours; 2 lab hours per week.

### **AUTO 291 Work Experience Internship** 6 cr. hrs.

On-the-job training program. Emphasis is placed on organizing skill development experiences in a work setting. 0 lecture hours; 30 lab hours per week.

### **AUTO 299 ASE Review** 1 cr. hr.

Review course to prepare for the ASE exams. Sample questions, reasons behind the answers, and test taking techniques will be covered. 1 lecture hour; 0 lab hours per week.

## Business Administration

### **BA 110 Introduction to Business** 3 cr. hrs.

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. IAI BUS 911. 3 lecture hours; 0 lab hours per week.

### **BA 111 Business Relations I** 1 cr. hr.

Orients students to the most acceptable modes of business dress and common business etiquette. 1 lecture hour; 0 lab hours per week.

### **BA 112 Business Relations II** 1 cr. hr.

Provides the basic elements of active participation in business meetings. 1 lecture hour; 0 lab hours per week.

### **BA 113 Business Relations III** 1 cr. hr.

Provides an orientation to typical service projects conducted by contemporary businesses. 1 lecture hour; 0 lab hours per week.

### **BA 118 Small Business Simulations** 3 cr. hrs.

This course provides an online simulation for establishing or purchasing a small business or franchise. This course is appropriate for beginning and would-be entrepreneurs. Suggested co-requisites: BA 121, Small Business Management. 3 lecture hour; 0 lab hours per week.

### **BA 121 Small Business Management** 3 cr. hrs.

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. 3 lecture hours; 0 lab hours per week.

**BA 160 Business Math I 3 cr. hrs.**

*Prerequisite: A minimum score of 32 on COMPASS pre-algebra test or a minimum score of 22 on ACT math.*

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. 3 lecture hours; 0 lab hours per week.

**BA 170 Fundamentals of Accounting I 3 cr. hrs.**

Basic principles, procedures, and methods of accounting. Provides accounting theory and practice as applied to proprietorships and partnerships. Stresses use of accounting data in business decisions. With BA 180, is designed for two-year career program students desiring to enter business occupations, not for transfer to a four-year college. 3 lecture hours; 0 lab hours per week.

**BA 171 Fundamentals of Accounting Lab I 1 cr. hr.**

*Prerequisite: Concurrent enrollment in or previous completion of BA 170.*

Uses computers to provide students with experience in data entry and computerized financial reporting on topics related to BA 170. Also uses the computer as an individual learning resource. Exercises, worksheets, and computerized practice problems are completed by the student. Not for transfer to a four-year college. 0 lecture hours; 2 lab hours per week.

**BA 180 Fundamentals of Accounting II 3 cr. hrs.**

*Prerequisites: BA 170 and BA 171; BA 160 recommended.*

Continues study of basic accounting principles and procedures as applied to corporations, manufacturing and merchandising businesses. With BA 170, is designed for two-year career program students desiring to enter business occupations, not for transfer to a four-year college. 3 lecture hours; 0 lab hours per week.

**BA 181 Fundamentals of Accounting Lab II 1 cr. hr.**

*Prerequisite: Concurrent enrollment in BA 180.*

Uses computers to provide students with experience in data entry and computerized financial reporting on topics related to BA 180. Also uses the computer as an individual learning resource. Exercises, worksheets, and computerized practice problems are completed by the student. Not for transfer to a four-year college. 0 lecture hours; 2 lab hours per week.

**BA 200 Special Studies 1-3 cr. hrs.**

*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. 1-3 lecture hours; variable lab hours per week.

**BA 210 Financial Institutions and Markets 3 cr. hrs.**

Overview of relationships between financial institutions, markets and investments. Analyzes the relationships

between institutions, markets, government regulation and business cycles. 3 lecture hours; 0 lab hours per week.

**BA 215 Personal Investing 3 cr. hrs.**

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 jargon, understand the basic tools of investing, and get practical experience in establishing, monitoring, and managing a personal portfolio via an online trading simulation. 3 lecture hours; 0 lab hours per week.

**BA 220 Business Math II 3 cr. hrs.**

*Prerequisite: BA 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. 3 lecture hours; 0 lab hours per week.

**BA 230 Principles of Marketing 3 cr. hrs.**

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. 3 lecture hours; 0 lab hours per week.

**BA 236 Introduction to Advertising 3 cr. hrs.**

*Prerequisites: BA 110 and BA 230 or instructor consent.*

The role of advertising in a consumer-oriented market is intensively analyzed. Topics range from the development of advertising campaigns to actual preparation of a mini-campaign for a local business, industry or charitable organization. 3 lecture hours; 0 lab hours per week.

**BA 238 Salesmanship 3 cr. hrs.**

*Prerequisites: BA 110 and BA 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. 3 lecture hours; 0 lab hours per week.

**BA 240 Principles of Management 3 cr. hrs.**

*Prerequisite: BA 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. 3 lecture hours; 0 lab hours per week.

**BA 241 Introduction to Supply Chain Management****3 cr. hrs.**

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. 3 lecture hours; 0 lab hours per week.

**BA 242 Principles of Supervision 3 cr. hrs.**

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. 3 lecture hours; 0 lab hours per week.

**BA 243 Developing Team Skills 3 cr. hrs.**

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. 3 lecture hours; 0 lab hours per week.

**BA 245 Business Entrepreneurship 1-3 cr. hrs.**

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, apply for financing, and prepare organization, managerial, and marketing plans. 3 lecture hours; 0 lab hours per week.

**BA 245A Purchasing the Small Business 1 cr. hr.**

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 lecture hour; 0 lab hours per week.

**BA 245B The Business Plan 1 cr. hr.**

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 lecture hour; 0 lab hours per week.

**BA 245C Financial Statement Analysis 1 cr. hr.**

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 lecture hour; 0 lab hours per week.

**BA 247 Business Management Internship 1-4 cr. hrs.**

*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 of the Department of Business and Office Technology Education (QCC) or Department of Business and Technology (EC). 0 lecture hours; 5-20 lab hours per week.

**BA 249 Business Management Seminar 1 cr. hr.**

*Prerequisite: Concurrent enrollment in BA 247.*

Designed exclusively for Business Management and Marketing Interns enrolled in BA 247. Provides intensive review and evaluation of on-the-job experience. 1 lecture hour; 0 lab hours per week.

**BA 250 Human Resource Management 3 cr. hrs.**

*Prerequisites: BA 110 and BA 240 recommended.*

Basic understanding of current practice in the field. Covers staffing, development, methodology, labor relations, and wage and salary administration. 3 lecture hours; 0 lab hours per week.

**BA 251 Organizational Behavior 3 cr. hrs.**

Study covers individual, interpersonal and group behavior in organizations. Motivation, power, influence, communication, leadership development, evaluation systems in business and industry. 3 lecture hours; 0 lab hours per week.

**BA 252 Pay and Benefits Administration 3 cr. hrs.**

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. 3 lecture hours; 0 lab hours per week.

**BA 260 Business Financial Management I 3 cr. hrs.**

*Prerequisites: BA 170 and BA 171.*

Introductory course in financial management, stressing an understanding of business finance, allocation of funds within a business and raising of funds. 3 lecture hours; 0 lab hours per week.

**BA 263 Accounting Specialist Internship 3 cr. hrs.**

*Prerequisites: Department Chair and instructor consent.*

A supervised work-experience program providing on-the-job training in a business firm for students enrolled in the management curriculum. 0 lecture hours; 15 lab hours per week.

**BA 264 Internship II 3 cr. hrs.**

*Prerequisites: Department Chair and instructor consent.*

To provide the student with an opportunity to apply theories and skills learned in the classroom to an actual work environment. 0 lecture hours; 15 lab hours per week.

**BA 266 Business Policy and Ethics 3 cr. hrs.**

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. 3 lecture hours; 0 lab hours per week.

**BA 270 Introduction to International Business 3 cr. hrs.**  
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. 3 lecture hours; 0 lab hours per week.

**BA 272 International Marketing 3 cr. hrs.**  
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. 3 lecture hours; 0 lab hours per week.

**BA 274 The Global Economy 3 cr. hrs.**  
A basic class which examines why nations trade, the effects of barriers to trade, trade policies, and the formation of trading arrangements between countries. The course also examines exchange rates, as well as the impact of developing countries and environmental factors on international trade and finance. 3 lecture hours; 0 lab hours per week.

**BA 276 International Internship 1-3 cr. hrs.**  
*Prerequisites: Concurrent enrollment in BA 278 and instructor consent.*  
A supervised work-experience program providing on-the-job training in a business firm for students enrolled in the international business program. 0 lecture hours; 15 lab hours per week.

**BA 278 International Seminar 1 cr. hr.**  
*Prerequisites: Concurrent enrollment in BA 276 and instructor consent.*  
Discussion of internship activities. 1 lecture hour; 0 lab hours per week.

**BA 280 Introduction to E-Commerce 3 cr. hrs.**  
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, thee-Commerce business plan, e-Commerce trends, governmental influences, and defining a cyber community. 3 lecture hours; 0 lab hours per week.

**BA 282 Documentation for International Business 2 cr. hrs.**  
This course provides the student with a working knowledge of the wide variety of documents necessary to conduct international trade. Documentation requirements for both import and export transactions will be explored, U.S. customs documents, transportation documents, financial documents, and insurance documents will be covered. 2 lecture hours; 0 lab hours per week.

**BA 284 Marketing for E-Commerce 3 cr. hrs.**  
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. 3 lecture hours; 0 lab hours per week.

**BA 286 Managerial Strategy for E-Commerce 3 cr. hrs.**  
Students will develop Web page strategies, develop web pages, develop digital managerial policies for simulated digital businesses, and evaluate Web pages for firms in multiple cultures. 3 lecture hours; 0 lab hours per week.

**BA 287 International Business Cultures 1-3 cr. hrs.**  
This course explores non-Western business cultures, focusing on the business cultures of South America, Africa, Eastern Europe, and Asia; focusing on communication patterns, perspectives of work, and decision-making processes in business and how they differ from business practices and protocol found in the U.S. and Western Europe. 3 lecture hours; 0 lab hours per week.

**BA 288 The U.S. Business Culture 3 cr. hrs.**  
This course acquaints students with the U.S. business culture. Topics include gender issues, organized labor, rewards and punishments, promotions, legal issues, attire, employee rights, and nonverbal communication. 3 lecture hours; 0 lab hours per week.

**BA 290 Accounting Applications I 2 cr. hrs.**  
*Prerequisites: Concurrent enrollment in BA 170 and BA 171 or instructor consent.*  
This practicum is a hands-on course primarily covering payroll systems, payroll tax forms (all federal/state/local), and sales tax forms and pegboard accounting systems. 1 lecture hour; 2 lab hours per week.

## Business Education

**BE 100 Work Environment Orientation 2 cr. hrs.**  
This course is intended to introduce the facts, skills, strengths, and career goals necessary for success in the business education curricula. 2 lecture hours; 0 lab hours per week.

**BE 101 Office Accounting 3 cr. hrs.**  
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. 3 lecture hours; 0 lab hours per week.

**BE 106 Records Management 3 cr. hrs.**  
Management of records using ARMA rules. Emphasis is on current business practices, systems, supplies, and computers in records control, retrieval, disposal, and database management. 3 lecture hours; 0 lab hours per week.

**BE 110 Data Entry Applications 2 cr. hrs.**

Designed to teach data entry skills, to help the student develop dexterity and accuracy in keyboarding alphabetic and alphanumeric characters, and to help the student become familiar with common data entry procedures, including voice input. 2 lecture hours; 0 lab hours per week.

**BE 112 Document Editing/Proofreading 3 cr. hrs.**

Development of proofreading and editing skills with focus on accuracy and excellence in written communication. 3 lecture hours; 0 lab hours per week.

**BE 120 Technology Tools 2 cr. hrs.**

This course will allow students hands-on knowledge of technology tools and digital imaging currently used in the business. 2 lecture hours; 0 lab hours per week.

**BE 122 Administrative Support Systems 3 cr. hrs.**

Discussion of attitudes, ethics, professional conduct, global market awareness, and effective procedures for encouraging teamwork and discouraging workplace harassment. Emphasis on telecommunications, meeting planning, proofreading and grammar review, time management, organizational tools for electronic offices, and methods to research information for business use. 3 lecture hours; 0 lab hours per week.

**BE 140 Basic Keyboarding 1 cr. hr.**

Keyboard mastery; speed and accuracy development. Taught on microcomputers. 0 lecture hours; 2 lab hours per week.

**BE 141 Computerized Keyboarding I 3 cr. hrs.**

Keyboard mastery and document formatting using a current word processing software package. 3 lecture hours; 0 lab hours per week.

**BE 142 Computerized Keyboarding II 3 cr. hrs.**

*Prerequisites: BE 141 "C" or better or BE 145 "C" or better or BE 145A, BE 145B, and BE 145C "C" or better or instructor consent.*

Speed and accuracy building in producing business documents. 3 lecture hours; 0 lab hours per week.

**BE 143 Keyboarding Speed & Accuracy 2 cr. hrs.**

For students who wish to increase keyboarding speed and improve accuracy. 2 lecture hours; 0 lab hours per week.

**BE 144 Concepts of Information Processing 3 cr. hrs.**

Introduction to information processing history and current emphasis on current terminology. An understanding of why computers are essential components in the business world and society. Hands-on activities with use of the World Wide Web as a media of the latest information. 3 lecture hours; 0 lab hours per week.

**BE 145 Information Processing 1-3 cr. hrs.**

*Prerequisite: BE 141 "C" or better or instructor consent.*

Students learn word processing software most commonly found in area offices. This course is equivalent to BE 145A, 145B, and 145C. 3 lecture hours; 0 lab hours per week.

**BE 145A Information Processing I 1 cr. hr.**

*Prerequisite: BE 141 "C" or better or instructor consent.*

Students learn word processing software most commonly found in area offices. 1 lecture hour; 0 lab hours per week.

**BE 145B Information Processing II 1 cr. hr.**

*Prerequisite: BE 141 "C" or better or instructor consent.*

Students learn word processing software most commonly found in area offices. 1 lecture hour; 0 lab hours per week.

**BE 145C Information Processing III 1 cr. hr.**

*Prerequisite: BE 141 "C" or better or instructor consent.*

Students learn word processing software most commonly found in area offices. 1 lecture hour; 0 lab hours per week.

**BE 146 Excel for Business 1-3 cr. hrs.**

Use of current spreadsheet software on microcomputers. 3 lecture hours; 0 lab hours per week.

**BE 147 Intro to Microsoft Office 4 cr. hrs.**

Mastery of the Microsoft Office programs, including Word, Access, Excel, and PowerPoint. 4 lecture hours; 0 lab hours per week.

**BE 151 Legal Terminology and Procedures 3 cr. hrs.**

*Prerequisites: BE 141 and BE 145A.*

Emphasis is on definitions, spelling, and pronunciation of legal terms. Familiarizes students with various fields of law and the proper presentation of legal documents. 3 lecture hours; 0 lab hours per week.

**BE 153 Warehouse Management Systems 2 cr. hrs.**

*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. 2 lecture hours; 0 lab hours per week.

**BE 160 Machine Transcription 3 cr. hrs.**

*Prerequisite: BE 141 "C" or better or instructor consent.*

Development of machine transcription and proofreading skills using computer word processing software. 3 lecture hours; 0 lab hours per week.

**BE 161 Introduction to Microsoft Windows 1 cr. hr.**

Includes the skills necessary to use the Windows operating system. Includes a working knowledge of the Windows environment, as well as file management and Windows customization. 1 lecture hour; 0 lab hours per week.

**BE 162 Introduction to Spreadsheets** 1 cr. hr.  
Includes features of current Windows-based spreadsheet software. 1 lecture hour; 0 lab hours per week.

**BE 163 Presentation Graphics** 1 cr. hr.  
Includes features of current Windows-based presentation graphics software. 1 lecture hour; 0 lab hours per week.

**BE 164 Introduction to Database Management** 1 cr. hr.  
Includes features of current Windows-based database management software. 1 lecture hour; 0 lab hours per week.

**BE 165 Internet** 1 cr. hr.  
Study of the resources, complexities, and the distinctive culture of the Internet. Examines the most widely used tools for accessing the Internet. Guides students in fulfilling research needs and develops job seeking skills. 1 lecture hour; 0 lab hours per week.

**BE 166 Web Page Development** 1 cr. hr.  
Using HTML and other development tools to create and maintain Web documents. 1 lecture hour; 0 lab hours per week.

**BE 167 Integrating Windows Applications** 1 cr. hr.  
Integration of Microsoft Office Professional applications. 1 lecture hour; 0 lab hours per week.

**BE 168 Introduction to MS Office Professional** 2 cr. hrs.  
Includes the basic features of MS Windows and Microsoft Office Professional. 2 lecture hours; 0 lab hours per week.

**BE 170 Beginning Web Page Development** 3 cr. hrs.  
This course will teach Internet use and research skills. It will also introduce Web page design, including basic HTML code, basic graphic manipulation, posting a Web page on the Internet using FTP, Web page server options, and Web site design techniques. 3 lecture hours; 0 lab hours per week.

**BE 171 Web Software Development Tools** 3 cr. hrs.  
This course will review and expand students' understanding of HTML code and graphic manipulation using Macromedia Fireworks. It will also include the use of two HTML editors: Microsoft FrontPage and Macromedia Dreamweaver. Students in this course will be able to design, post, and make changes to Web sites using these software applications, in addition to creating/editing Web graphics using Macromedia Fireworks. 3 lecture hours; 0 lab hours per week.

**BE 180 Business Communications** 4 cr. hrs.  
*Prerequisite: See assessment and placement guide.*  
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. 4 lecture hours; 0 lab hours per week.

**BE 243 Computerized Keyboarding III** 3 cr. hrs.  
*Prerequisite: BE 142 "C" or better or instructor consent.*  
Skill building and integration of production work typically found in today's offices. 3 lecture hours; 0 lab hours per week.

**BE 245 Information Processing Applications 1-3** cr. hrs.  
*Prerequisite: BE 141 "C" or better or instructor consent.*  
May consist of any of the following: Windows programs (i.e., Microsoft Office - Excel, Access, Word, PowerPoint; WordPerfect for Windows), Macintosh programs. Check your local campus offerings. 1-3 lecture hours; 0 lab hours per week.

**BE 245A Word Processing I** 1 cr. hr.  
*Prerequisite: BE 141 "C" or better or instructor consent.*  
Basic features of current Windows-based word processing software. 1 lab hour; 0 lab hours per week.

**BE 245B Word Processing II** 1 cr. hr.  
*Prerequisites: BE 141 "C" or better and BE 245A "C" or better or instructor consent.*  
Includes intermediate features of current Windows-based word processing software. 1 lecture hour; 0 lab hours per week.

**BE 247 Advanced Information Processing Applications** 3 cr. hrs.  
*Prerequisites: BE 145 or BE 145A, B, and C or instructor consent.*  
Use of current software that can be integrated to perform applications which may include word processing, spreadsheets, databases, and presentation programs. 3 lecture hours; 0 lab hours per week.

**BE 248 Desktop Publishing** 1-3 cr. hrs.  
*Prerequisites: BE 145 "C" or better or BE 145A, B, and C "C" or better or instructor consent.*  
Use of current software to produce a variety of documents incorporating desktop publishing features and principles of layout and design. 3 lecture hours; 0 lab hours per week.

**BE 248A Desktop Publishing I** 1 cr. hr.  
*Prerequisites: BE 145 "C" or better or BE 145A, B, and C or instructor consent.*  
Use of current software to produce a variety of documents incorporating desktop publishing features and principles of layout and design. 1 lecture hours; 0 lab hours per week.

**BE 248B Desktop Publishing II** 1 cr. hr.  
*Prerequisites: BE 145 "C" or better or BE 145A, B and C or instructor consent.*  
Use of current software to produce a variety of documents incorporating desktop publishing features and principles of layout and design. 1 lecture hours; 0 lab hours per week.

**BE 248C Desktop Publishing III 1 cr. hr.**

*Prerequisite: BE 145 "C" or better or BE 145A, B and C or instructor consent.*

Use of current software to produce a variety of documents incorporating desktop publishing features and principles of layout and design. 1 lecture hours; 0 lab hours per week.

**BE 253 Legal Transcription 3 cr. hrs.**

*Prerequisites: BE 151 and BE 142.*

Transcription of legal documents. Emphasis on accuracy of transcription, formatting, and proofreading. 3 lecture hours; 0 lab hours per week.

**BE 260 Office Management 3 cr. hrs.**

Study of information management and work flow. Principles of management as applied to the business office. Keyboarding is not required. 3 lecture hours; 0 lab hours per week.

**BE 261 Seminar 1 cr. hr.**

*Prerequisites: Concurrent enrollment in BE 265 and instructor consent.*

Discussion of internship activities. 2 lecture hour; 0 lab hours per week.

**BE 264 Introduction to Database Management 3 cr. hrs.**

*Prerequisites: BE 145 "C" or better; or BE 145A, B, and C "C" or better; or CS 100 "C" or better; or instructor consent.*

Features of current Windows based database management software. Project work necessary to business database use. 3 lecture hours; 0 lab hours per week.

**BE 265 Internship 3 cr. hrs.**

*Prerequisites: Concurrent enrollment in BE 261 and instructor consent.*

Supervised field program providing work experience in offices for students enrolled in office careers. 40 lab hours (5 hours work per week per credit hour).

**BE 270 Virtual Office Administration 2 cr. hrs.**

Identification and evaluation of various topics that should be addressed when creating a virtual office and providing/marketing virtual services. 2 lecture hours; 0 lab hours per week.

**BE 275 Virtual Assistant Internship 3 cr. hrs.**

*Prerequisites: Instructor consent and student has met program requirements.*

Supervised field program involving work experience in a virtual office setting for students enrolled in the administrative virtual assistant certificate. 0 lecture hours; 15 lab hours per week.

**BE 299 Independent Study 1-4 cr. hrs.**

*Prerequisite: BE 141 "C" or better or instructor consent.*

Designed to fit the needs of individual students or groups. 1-4 lecture hours; 0 lab hours per week.

**Biology****BIOL 100 Introduction to Biology 4 cr. hrs.**

Intended for non-science majors. This course provides an introduction to important biological principles: (1) cellular biology including chemistry of life, cell structures, cell division, cell metabolism, classical and molecular genetics; (2) organismal biology including diversity, evolution, and ecology. 3 lecture hours; 2 lab hours per week. IAI: L1 900L

**BIOL 101 General Human Biology 4 cr. hrs.**

Intended for non-science majors. Primary organism of study is the human with current biological principles stressed. Includes cell organization, diseases of the human, development, genetics and ecology. 3 lecture hours; 2 lab hours per week. IAI: L1 904L

**BIOL 105 General Biology I 5 cr. hrs.**

*Prerequisite: Students must be eligible for (as determined by COMPASS score or other assessment) or currently enrolled in college level Math and English courses (100-level or greater).*

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. 4 lecture hours; 3 lab hours per week. IAI: L1 900L; BIO 910

**BIOL 106 General Biology II 5 cr. hrs.**

*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. 4 lecture hours; 3 lab hours per week. IAI: BIO 910

**BIOL 108 Principles of Biology I 4 cr. hrs.**

The first of a two semester sequence in introductory biology which covers the chemistry of living organisms, cellular biology, respiration, photosynthesis, classical and molecular genetics and biotechnology. 3 lecture hours; 2 lab hours per week. IAI: L1 900L

**BIOL 109 Principles of Biology II 4 cr. hrs.**

*Prerequisite: BIOL 108 or instructor consent.*

The second of a two semester sequence in introductory biology which covers animal structure and function, plant structure and function, ecology and animal behavior. 3 lecture hours; 2 lab hours per week.

**BIOL 120 Nutrition** **3 cr. hrs.**  
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; and nutritional needs of pregnancy, infancy and other stages of life. 3 lecture hours; 0 lab hours per week.

**BIOL 135 Evolution of Microbes and Humans** **3 cr. hrs.**  
The co-evolution of microbe and human populations will be examined. The changes brought about by mankind on the environment as well as the adaptation of microbes to those changes will be studied. Through the microworld we will explore ecological diversity. Epidemic disease will be examined as an indicator of ecological disruption. Patterns of overpopulation, environmental changes, and exposure to new disease will be studied in the wake of each new pandemic. Diversity and interdependence of living organisms will be viewed as they relate to microorganisms and humans. 2 lecture hours; 2 lab hours per week. IAI: L1 903L

**BIOL 145 Anatomy Physiology I** **4 cr. hrs.**  
*Prerequisites: High school biology within the past five years or completion of BIOL 100; 101; 105 "C" or better and high school chemistry within the past five years or CHEM 101 or 110 "C" or better, and student must have completed REA 098 and MATH 080 (or COMPASS equivalent), and student must be eligible for (as determined by COMPASS score or other assessment) or currently enrolled in college-level English courses (100-level or greater) or instructor consent.*  
A systematic study of the anatomical-physiological aspects of the human body. Topics include homeostasis, biomolecules, cytology, histology, as well as integumentary, skeleto-muscular, nervous and endocrine systems. 3 lecture hours; 2 lab hours per week.

**BIOL 146 Anatomy Physiology II** **4 cr. hrs.**  
*Prerequisite: BIOL 145 "C" or better; an appropriate COMPASS score required.*  
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. 3 lecture hours; 2 lab hours per week.

**BIOL 150 Medical Terminology** **3 cr. hrs.**  
*Prerequisite: 83 or above on COMPASS reading test or REA 098 "C" or better.*  
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. 3 lecture hours; 0 lab hours per week.

**BIOL 190 General Zoology** **4 cr. hrs.**  
An introduction to animal biology, with emphasis on science, evolution, adaptations, animal diversity, and physiology. 2 lecture hours; 4 lab hours per week. IAI: L1 902L

**BIOL 200 Environmental Biology I** **3 cr. hrs.**  
Familiarizes the students with dimensions, complexities, and gravity of man's impact on the earth. Includes growth strategies, human demography, ecosystem structure and function, eco-agro conflicts, food production limits. 3 lecture hours; 0 lab hours per week. IAI: L1 905

**BIOL 201 Environmental Biology II** **3 cr. hrs.**  
Extension of BIOL 200 (but not required for this course). Covers habitat destruction, extinction, introduction of exotics, biocides, limits to growth, water, air, and ground pollution, and the stationary state. 3 lecture hours; 0 lab hours per week. IAI: L1 905

**BIOL 205 Ecology and Field Biology** **4 cr. hrs.**  
*Prerequisites: BIOL 105 and BIOL 106 or instructor consent.*  
An introduction to the study of organisms in their natural environments. The emphasis will be on the ecological principles and techniques most relevant to the understanding and/or learning of biology in the field. 2 lecture hours; 4 lab hours per week.

**BIOL 207 Selected Topics in Biology** **1-2 cr. hrs.**  
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 with laboratory or field research techniques and/or research projects; 3) provide students an opportunity to obtain college credit for structured biological field trips with a qualified instructor and 4) provide students with a chance to study selected biological topics. The course may be repeated once for a maximum of four credit hours if the topic varies. All offerings must be approved in advance by the majority of the tenured faculty of the Biological Sciences area. 1-2 lecture hours; 0 lab hours per week.

**BIOL 210 Local Flora** **3 cr. hrs.**  
A study of identification of local plant species. Emphasis will be placed on identification of species by using a key and anatomical characteristics of plants. Species will be collected and preserved properly and a personal herbarium prepared. Interrelationships between plant species and their environments will be studied. 1 lecture hour; 4 lab hours per week.

**BIOL 211 General Botany** **4 cr. hrs.**  
Study of plants emphasizing structure, physiology, growth, ecology, botanical keys and identification of trees; also includes classification and life cycles. 2 lecture hours; 4 lab hours per week. IAI: L1 901L

**BIOL 250 Genetics** **3 cr. hrs.**  
An introduction to the principles of Mendelian and non-Mendelian genetics, immunogenetics and population genetics. Genetic technology, genetic diseases and genetic counseling are also discussed. 3 lecture hours; 0 lab hours per week. IAI: L1 906

**BIOL 261 Microbiology** **4 cr. hrs.**  
*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 stressed. 3 lecture hours; 2 laboratory hours per week.

## Business Law

**BL 201 Business Law I** **3 cr. hrs.**  
*Prerequisite: BA 110 recommended.*  
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. 3 lecture hours; 0 lab hours per week.

**BL 202 Business Law II** **3 cr. hrs.**  
*Prerequisite: BL 201 recommended.*  
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. 3 lecture hours; 0 lab hours per week.

## Child Development

**CD 100 Introduction to Early Childhood** **3 cr. hrs.**  
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 of working with young children and families, and investigate early childhood career paths. 3 lecture hours; 0 lab hours per week.

**CD 102 Role of Teacher Assistant** **1-2 cr. hrs.**  
Duties and responsibilities of the teacher aide in the total educational setting. 1-2 lecture hours; 0 lab hours per week.

**CD 115 Infant/Toddler Development** **3 cr. hrs.**  
This course focuses on the physical, social, emotional, cognitive, language, and literacy development of infants and toddlers: pre-birth through age three. Knowledge of typical and atypical development is fundamental for implementing best practices in Infant/Toddler care and education. This course provides three credits towards the

State of Illinois Infant/Toddler Credential. Observations are required. 3 credit hours; 0 lab hours per week.

**CD 200 Growth and Development of Young Child** **3 cr. hrs.**

Covers social, emotional, physical and intellectual aspects of child growth and development from birth through adolescence. Emphasis is on the stages of development and understanding these factors in working with children. 3 lecture hours; 0 lab hours per week.

**CD 201 Health, Safety and Nutrition** **3 cr. hrs.**  
Acquaints students with basic health, safety, and nutrition and their relationship towards the healthy development of children. Overview of health-related guidelines for early childhood settings. 3 lecture hours; 0 lab hours per week.

**CD 202 Observation and Guidance of Young Child** **3 cr. hrs.**

Studies observational techniques and guidance practices which facilitate the development of the young child. Theories are provided that support an analysis of child behavior as well as the development of guidance techniques. Students will develop and understand the relationship between careful observation, communication, and effective interaction with children. 1 lecture hours; 4 lab hours per week.

**CD 203 Curriculum for Early Childhood Programs** **3 cr. hrs.**

Curriculum planning according to developmental needs of children in early childhood settings. Theories of curriculum development will be analyzed and applied to early childhood settings. 3 lecture hours; 0 lab hours per week.

**CD 204 Child Development Practicum I** **1-4 cr. hrs.**  
*Prerequisites: CD 200 and 202.*

Student spends ten hours a week under supervision working with preschool children in an early childhood setting. .5-2 lecture hours; 3-10 lab hours per week.

**CD 205 Language Development and Activities for Young Child** **1-3 cr. hrs.**

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. 1-3 lecture hours; 0 lab hours per week.

**CD 206 Creative Activities for Young Children** **1-3 cr. hrs.**

Introduces students to a wide variety of media suitable for use with the young child. Emphasis placed on creative activities: art, language, music, movement, math, and science. 1-3 lecture hours; 0 lab hours per week.

**CD 207 Music for Young Children** 3 cr. hrs.  
Materials for singing, rhythmic activities, plus musical dramatizations and applications of basic classroom instruments. Provides basic musicianship needed to teach music in early elementary or pre-school. Not recommended for music concentration student unless approved by the music department faculty. 3 lecture hours; 0 lab hours per week.

**CD 209 Play and Rhythmic Activities** 1-2 cr. hrs.  
Acquaints student with normal play and movements of young children. 1-2 lecture hours; 0 lab hours per week.

**CD 211 Education of the Gifted Child** 3 cr. hrs.  
Curriculum orientation and guidance practices for working with gifted students. 3 lecture hours; 0 lab hours per week.

**CD 212 Survey of Children with Special Needs** 3 cr. hrs.  
Study of exceptional child's individual needs and methods of instruction. Overall view of mentally retarded, deaf, hard of hearing, speech impaired, visually handicapped, emotionally disturbed, physically handicapped, or health impaired. Includes learning disabled and gifted. Studies Federal and State regulations. 3 lecture hours; 0 lab hours per week.

**CD 214 Child Development Practicum II** 1-4 cr. hrs.  
*Prerequisite: CD 204.*  
Ten hours a week of supervised work in an early childhood setting. 1-2 lecture hours; 10 lab hours per week.

**CD 215 Infant/Toddler Curriculum** 3 cr. hrs.  
This course details how to organize a high-quality early care and education program for Infants and Toddlers, including routines, activities, learning environment, guidance, health/safety issues, families and assessment. This course provides three credits towards the State of Illinois Infant/Toddler Credential. Observations are required. 3 lecture hours; 0 lab hours per week.

**CD 220 Child Care Center/Early Childhood Administration** 1-3 cr. hrs.  
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. 1-3 lecture hours; 0 lab hours per week.

**CD 222 Child, Family and Community** 3 cr. hrs.  
This course focuses on the child in the context of family and community. Includes issues of communication, diversity, professionalism, and social policy and will promote awareness and effective use of resources. 3 lecture hours; 0 lab hours per week.

**CD 224 Methods of Guiding Children's Behavior** 1-3 cr. hrs.  
Presents effective methods of discipline in the guidance of young children's behavior through theory and practical application. 1-3 lecture hours; 0 lab hours per week.

**CD 225 Math and Science for the Young Child** 1-3 cr. hrs.  
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. 1-3 lecture hours; 0 lab hours per week.

**CD 240 Special Topics in Child Development** 1-4 cr. hrs.  
*Prerequisite: Instructor consent.*  
Designed to provide seminars on various topics as needed.

**CD 299 Independent Study, Workshops and Seminars** 1-4 cr. hrs.  
*Prerequisite: Department Chair or instructor consent.*  
Designed to fit the needs of each student. Workshop and seminars may be offered for credit under CD 299.

## Chemistry

**CHEM 101 General Chemistry I** 4 cr. hrs.  
*Prerequisite: One year of high school chemistry or CHEM 110 or the completion of MATH 112 or 118 or by Algebra assessment.*  
Fundamental principles of stoichiometry, periodicity, atomic structure and thermochemistry with applications to gases, liquids, solids and solutions. 3 lecture hours; 3 lab hours per week. IAI: P1 902L; CHM 911

**CHEM 102 General Chemistry II** 4 cr. hrs.  
*Prerequisite: CHEM 101.*  
Continuation of CHEM 101. Equilibrium calculations, electrochemistry, acid-base theory, coordination compounds, inorganic chemistry. 3 lecture hours; 3 lab hours per week. IAI: CHM 912

**CHEM 110 Introduction to Chemistry** 4 cr. hrs.  
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. 3 lecture hours; 2 lab hours per week. IAI: P1 902L

**CHEM 111 Principles of Organ Biochemistry** 4 cr. hrs.  
*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. 3 lecture hours; 2 lab hours per week. IAI: P1 904L

**CHEM 115 Concentrated General Chemistry 6 cr. hrs.***Prerequisite: MATH 091 or equivalent.*

This course is primarily for Pre-Chiropractic students. It combines the basic principles taught in CHEM 101 and 102. Students must earn graduation credit for either CHEM 101 and 102 or CHEM 115. 5 lecture hours; 3 lab hours per week.

**CHEM 201 Quantitative Analysis 5 cr. hrs.***Prerequisite: CHEM 102.*

Gravimetric, volumetric, spectrochemical and potentiometric analysis, equilibria of solutions. 3 lecture hours; 4 lab hours per week.

**CHEM 202 Organic Chemistry 3-5 cr. hrs.***Prerequisite: CHEM 101 or instructor consent.*

This course covers the chemistry of aliphatic and aromatic organic compounds, nomenclature, structure, sources and reactions. 3 lecture hours; 0, 2, 4 lab hours per week.

**CHEM 203 Organic Chemistry I 5 cr. hrs.***Prerequisite: CHEM 101.*

Synthetic and mechanistic features of hydrocarbons, alkyl halides and alcohols, including nomenclature. 4 lecture hours; 3 lab hours per week. IAI: CHM 913

**CHEM 204 Organic Chemistry II 5 cr. hrs.***Prerequisite: CHEM 203.*

Continuation of CHEM 203. Emphasis on functional group reactions and mechanisms with spectrochemical interpretations. 3 lecture hours; 6 lab hours per week. IAI: CHM 914

**CHEM 206 Basic Biochemistry 3 cr. hrs.***Prerequisite: CHEM 202 or 203 or 215 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. 3 lecture hours; 0 lab hours per week.

**CHEM 207 Basic Biochemistry Laboratory 1 cr. hr.***Co- or Prerequisite: CHEM 206.*

Selected experiments to supplement CHEM 206. Instrumental methods using the pH meter and spectrophotometer are introduced in the biochemical data gathering process. 0 lecture hours; 2 lab hours per week.

**CHEM 215 Concentrated Organic Chemistry 6 cr. hrs.***Prerequisite: CHEM 115 or instructor consent.*

An accelerated study of organic chemistry, primarily intended for students wishing to meet the entrance requirements for pre-chiropractic. Will cover same topics as CHEM 203 and 204 except for spectroscopic topics (No credit for both CHEM 203/204 and CHEM 215) 5 lecture hours; 3 lab hours per week.

**CHEM 295 Research in Chemistry 1-3 cr. hrs.***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. 0 lecture hours; 3-9 lab hours per week.

**Computer Information Processing****CIP 101 Computer Logic and Design 4 cr. hrs.**

An introduction to problem solving and logic needed for working with computer systems. 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 number systems, logic, truth tables, Boolean logic, base 2 and base 16 representations. Students will learn the tools used for problem solving such as structure charts, flowcharts, pseudo code, decision tables, and UML. Other topics covered include the concept of a computer system and programming methods. 4 lecture hours; 0 lab hours per week.

**CIP 104 Intro to Computer Programming****3 cr. hrs.***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. 3 lecture hours; 0 lab hours per week.

**CIP 132 Introduction to COBOL Programming****3 cr. hrs.***Prerequisite: CIP 101 or CIP 104 or instructor consent.*

This course will introduce students to programming with the COBOL language using structured programming techniques. 3 lecture hours; 0 lab hours per week.

**CIP 151 Adv Office Applications w/VBA 3 cr. hrs.***Prerequisites: CIP 101 or CIP 104 and CIP 230 or CIP 226 or CS 100 or ENGT 105 or instructor consent.*

This is an advanced course in Microsoft Office applications that prepares students for Microsoft Certified Application Specialist (MCAS) certification exam in Word, Excel, and Access. Student will learn to automate Microsoft Office applications using VBA (Visual Basic for Applications). 3 lecture hours; 0 lab hours per week. *Course offering pending anticipated ICCB approval.*

**CIP 167 Scripting for Systems Administration****3 cr. hrs.***Prerequisites: COER 112 or instructor consent.*

The student will learn techniques for creating customized scripts in both the Linux and Windows environment. This course provides students with the skills to read, write, maintain, and debug Linux shell scripting and Windows scripting for Systems Administration. 3 lecture hours; 0 lab hours per week.

**CIP 170 Web Page Development****4 cr. hrs.**

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; building Web pages using a WYSIWYG editor like Dreamweaver; and using the most modern method, a Content Management System that separates design from content while making it easy for non-technical users to update a site. Topics include: design principles, formatting Web pages with cascading style sheets, server-side vs. client-side technologies, testing Web pages with multiple Web browsers, and Web servers. In addition, the student will learn how to stay current on W3C standards for Web page development. 4 lecture hours; 0 lab hours per week.

**CIP 170A Web Page Development I – HTML/CSS****2 cr. hrs.**

The student will learn Web site 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. 2 lecture hours; 0 lab hours per week.

**CIP 170B Dreamweaver****2 cr. hrs.**

The student will learn Web site development using Dreamweaver (an HTML Editor) and will learn the concept of maintaining a site using Content Management System software. Topics include: Dreamweaver views, CSS, Layout, Assets, and Behaviors in Dreamweaver. Students will learn how to create and manage a web site within Dreamweaver. 2 lecture hours; 0 lab hours per week.

**CIP 182 Client-Side Scripting****3 cr. hrs.***Prerequisites: BE 170 or CIP 170A or CIP 170 and CIP 101 or CIP 104 or instructor consent.*

This course will provide students with the knowledge and skills needed to develop Web application using client-side scripting with JavaScript. An overview is given on the constructs of the scripting language such as functions, arrays, and control structures. Topics covered include session variables, client-side vs. server-side scripting, DOM, validation, objects, cookies, and DHTML. 3 lecture hours; 0 lab hours per week.

**CIP 183 Intro to ASP.NET****3 cr. hrs.***Prerequisite: CIP 101 or CIP 104 or instructor consent.*

The student will use Microsoft's Visual Web Developer to create interactive Web applications with VB or C#. Topics include: Web forms, controls, site navigation, events and postback, validation, stylesheets, master pages, state management, testing and deployment. Students completing this course will have at least one fully functional ASP.NET Web application for their portfolio. 3 lecture hours; 0 lab hours per week.

**CIP 185 XML (eXtensible Markup Lang.)****1 cr. hr.**

The student will develop XML documents and learn the related technologies. Topics include: creating valid and well-formed XML documents, DTD's, XML schemas, XML editors (software), XSLT and applications using XML. 1 lecture hours; 0 lab hours per week.

**CIP 201 Microsoft Project****1 cr. hr.***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 lecture hours; 0 lab hours per week.

**CIP 204 Visual Basic Programming****4 cr. hrs.***Prerequisite: CIP 101 or CIP 104 or instructor consent.*

This course uses the latest version of the Visual Basic programming language to create GUI-based (Windows) applications and Web applications with ASP.NET, applying effective development strategies based on object-oriented programming. Topics include: controls, methods, events, array processing, classes, text file processing, graphics and multimedia, working with multiple forms, creating a setup program, and defensive programming with error trapping. 4 lecture hours; 0 lab hours per week.

**CIP 205 Advanced Visual Basic****4 cr. hrs.***Prerequisite: CIP 204.*

This course provides the student with more advanced programming techniques using the latest version of Visual Basic. Topics covered: data controls, user-created controls, ADO.NET, multi-tier applications, classes, and MDI. Windows applications, console applications, and Web applications will be developed. 4 lecture hours; 0 lab hours per week.

**CIP 206 AJAX and Web Services****3 cr. hrs.***Prerequisites: CIP 104 or CIP 204 and CIP 182 or instructor consent.*

This course teaches programming web pages for interactive content with AJAX (Asynchronous JavaScript and XML) and web services. Topics include: XML review, DOM (document object model), Google maps, and web services. 3 lecture hours; 0 lab hours per week. *Course title and content updated pending anticipated ICCB approval.*

**CIP 211A Intro to Flash** 2 cr. hrs.

The student will create dynamic Web content and animation using Flash. Topics covered include: creating vector graphics, creating animation, motion tweening, adding interactivity, sound and video. 2 lecture hours; 0 lab hours per week.

**CIP 211B Flash Programming** 2 cr. hrs.

*Prerequisites: CIP 211A and CIP 101 or CIP 104 or CS 121 or instructor consent.*

The student will create more advanced Flash applications. Actionscript programming will be used to enhance projects and add event handling. Other topics covered are OOP programming with Actionscript and using XML with Actionscript. Students completing this course will have at least one fully functional project to add to portfolio. Projects may include e-Learning projects, games, or Flash-based Web sites. 2 lecture hours; 0 lab hours per week.

**CIP 226 Database Management** 3 cr. hrs.

*Prerequisite: CS 100 or instructor consent.*

Analysis of procedures, personnel, and hardware necessary in electronic database processing. Topics covered include review of design, creation, and maintenance of databases including a study of tables and data validation, relationships, queries, forms, reports, macros, SQL, and normalization of tables. 3 lecture hours; 0 lab hours per week.

**CIP 227 Database Management II** 3 cr. hrs.

*Prerequisite: CIP 226.*

This course provides the student with more advanced database concepts and implementation using Microsoft SQL Server. Topics covered include: advanced SQL, query optimization, transaction management, recovery, SQL Server Administration, triggers, views, stored procedures, indexes and security. Students will design and build databases using SQL Server. 3 lecture hours; 0 lab hours per week.

**CIP 228 Web Database Programming** 3 cr. hrs.

*Prerequisites: CIP 226 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; creating and customizing reusable code; and maintaining site security through user logins. Students will build an e-commerce/shopping cart application to add to their portfolio. This course is repeatable up to three times for students interested in learning different programming platforms that can be used in Web database development such as PHP and MySQL, ASP.NET and SQL Server, and ColdFusion development. 3 lecture hours; 0 lab hours per week.

**CIP 230 Spreadsheet Analysis** 3 cr. hrs.

Spreadsheet analysis is designed for both the novice and experienced user of spreadsheets. Students learn a systematic procedure for formulating and solving business problems using current spreadsheet software. 3 lecture hours; 0 lab hours per week.

**CIP 232 Advanced COBOL Programming** 3 cr. hrs.

*Prerequisite: CIP 132.*

Students will learn advanced interactive and batch programming design technologies including file programs, table and array handling, subprograms, and interactive menu driving software. 3 lecture hours; 0 lab hours per week.

**CIP 250 Java Programming Fundamentals** 3 cr. hrs.

*Prerequisites: CIP 104 and CIP 170 or instructor consent.*

This course teaches students fundamentals of Java programming for the Web. It focuses on event-driven object oriented programming and includes Java control structures, event handling, I/O and applet development. 3 lecture hours; 0 lab hours per week.

**CIP 260 Systems Design and Development** 3 cr. hrs.

*Prerequisite: Sophomore status or 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. 3 lecture hours; 0 lab hours per week.

**CIP 270 Field Project** 3 cr. hrs.

*Prerequisite: Instructor consent.*

For CIP students in the last semester of the CIP program. Students obtain employment in an approved CIP position to gain on-the-job experience. 3 lecture hours; 0 lab hours per week.

**CIP 280 Intro to Game Programming** 3 cr. hrs.

*Prerequisites: CIP 204 and CS 121 or instructor consent.*

Students will learn introductory game programming concepts using an object-oriented approach VB or C# programming language and DirectX. Topics include: understanding game loops, mouse and keyboard input, sprites, animation, object behaviors, sound scrolling, collision detection, transformations and events. The student will develop several real-time, interactive gaming projects. 3 lecture hours; 0 lab hours per week.

**CIP 299 Independent Study** .5-3 cr. hrs.

*Prerequisite: Department Chair or Lead Instructor consent.*

Independent study or group study designed to fit the needs of the students. .5-3 hours lecture; 0 lab hours per week.

## Computer Operation and Equipment Repair

### **COER 110 Basic Electronics** 3 cr. hrs.

A course in basic electronics for students pursuing the Computer Specialist degree or Desktop Support Technician certificate. Includes fundamental DC and AC concepts, common electronic components and basic circuits, with an emphasis on their application in PCs and peripherals. 2 lecture hours; 2 lab hours per week.

### **COER 112 Microcomputer Operating Systems** 3 cr. hrs.

This is a course on Microcomputer Operating Systems. Intel-compatible system software will be the focus. There are two basic PC Operating Systems: 1) Microsoft Operating Systems, and 2) DOS. Each of these will be explored independently in a comparative fashion with a primary focus on the usage of the command-line interfaces. 2 lecture hours; 2 lab hours per week.

### **COER 116 Microcomputer Hardware** 3 cr. hrs.

This course is an introduction to microcomputer 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. 2 lecture hours; 2 lab hours per week.

### **COER 118 Computer Troubleshooting** 3 cr. hrs.

*Prerequisite: COER 116 "C" or better.*

This course provides an introduction to computer support, troubleshooting methodologies, and routine computer maintenance and repair. 2 lecture hours; 2 lab hours per week.

### **COER 124 Internship** 1-3 cr. hrs.

*Prerequisites: COER 112 and 116 with a "C" or better and instructor consent.*

Structured work experience in computer maintenance and repair or other activity related to the student's major (application support or programming tracks). Designed to reinforce and supplement second semester coursework. May be repeated 2 times. 0 lecture hours; 5-15 lab hours per week.

### **COER 125 Seminar** 1 cr. hr.

*Prerequisite: Instructor consent.*

Designed to be taken at the same time as the student's internship in computer repair, network technician, or microcomputer support. Includes discussion of workplace issues, development of job-seeking strategies, and enhancement of interpersonal skills. 1 lecture hour; 0 lab hours per week.

### **COER 180 Desktop Application Support** 3 cr. hr.

*Prerequisites: CS 100 and NETW 120 "C" or better, or instructor consent.*

A course on supporting, configuring and troubleshooting common desktop PC application programs, providing hands-on as well as classroom experience. Content covers Microsoft Office, Internet Explorer, Outlook, etc., in a networked office environment. COER 180 covers topics included in the Microsoft Certified Desktop Support Technician exam or similar certification. Students should be familiar with current Microsoft operating system (XP, Vista, Etc.), basic network operation, and desktop applications from a user standpoint. 2 lecture hours; 2 lab hours per week.

### **COER 216 Advanced PC Hardware/A+ Preparation** 3 cr. hrs.

*Prerequisites: COER 116 and COER 112 and NETW 120 "C" or better or instructor consent.*

An advanced capstone course in microcomputer hardware installation, troubleshooting and repair, with an emphasis on preparing the student to take the CompTIA A+ Certified Technician certification exams. 2 lecture hours; 2 lab hours per week.

## Communications

### **COMM 100 Communication Skills** 3 cr. hrs.

For career program students only. COMM 100 and ENG 132 fulfill requirements for an associate's degree in several career programs. Concentration on developing skills in writing, speaking and reading. 3 lecture hours; 0 lab hours per week.

### **COMM 105 Essentials of English** 3 cr. hrs.

*Prerequisite: See Assessment and Orientation, page 23.*

Reviews grammar, punctuation, usage and sentence structure and organizational principles of writing through a variety of tasks. COMM 105 is a required course in several career curricula. 3 lecture hours; 0 lab hours per week.

## Criminal Justice

### **CRJU 101 Court Systems** 3 cr. hrs.

To provide student with an overview of the history and development of the court system in the United States. This course deals with the courts at the federal, state, and county level, explaining the operation of the courts, the selection process for judges, and the limit of jurisdiction of each court. 3 lecture hours; 0 lab hours per week.

**CRJU 102 Probation and Parole** 3 cr. hrs.  
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. 3 lecture hours; 0 lab hours per week.

**CRJU 103 Prosecution** 3 cr. hrs.  
Overview of the prosecution of criminal cases at the federal, state and local level. 3 lecture hours; 0 lab hours per week.

**CRJU 151 Criminal Justice System** 3 cr. hrs.  
A comprehensive view of the criminal justice system in America today. 3 lecture hours; 0 lab hours per week. IAI: CRJ 901

**CRJU 200 Criminology** 3 cr. hrs.  
Broad overview of the criminal justice system and a study of crime as a social phenomenon. 3 lecture hours; 0 lab hours per week. IAI: CRJ 912

**CRJU 250 Survey of Corrections** 3 cr. hrs.  
Overview of the development of corrections, correctional client, correctional process, community-based corrections. Effects of institutionalization and the future of corrections. 3 lecture hours; 0 lab hours per week. IAI: CRJ 911

**CRJU 251 Referral Services** 3 cr. hrs.  
To provide student with an overview of the various agencies utilized by the police and courts to deal with people that have a variety of problems. This course lists some of the more commonly used agencies and gives some information of eligibility for services. 3 lecture hours; 0 lab hours per week.

**CRJU 260 Problem Solving** 3 cr. hrs.  
Develops the skills used in problem solving as it applies to the agencies of the criminal justice system. 3 lecture hours; 0 lab hours per week.

**CRJU 271 Internship in Criminal Justice** 3 cr. hrs.  
Provides a supervised work experience in one or more of various agencies in the criminal justice system. 1 lecture hour; 10 lab hours per week.

## Computer Science

**CS 090 Basic Computer Skills** 1-3 cr. hrs.  
An introduction to computer usage: Windows, Internet, e-mail, Word, Excel, PowerPoint, and other current applications. Purchasing and basic maintenance of home computers. Designed for students with limited or no prior computer experience. May be repeated three times. 3 lecture hours; 0 lab hours per week.

**CS 100 Introduction to Computers** 3 cr. hrs.  
*Prerequisite: Appropriate placement score or REA 093 "B" or better.*

Introduction to computer concepts, computer applications, and the impact of computers on society. Applications include word processing, spreadsheet, database, presentation and web-based software. Basic Algebra or equivalent is recommended. 3 lecture hours; 1 lab hour per week.

**CS 101 Introduction to Structured Programming** 3 cr. hrs.  
*Prerequisite: Appropriate placement score or MATH 086, 090 or 091 "C" or better.*

An entry-level course in structured programming that includes branching and loops, functions, arrays, and text files. Not for computer science majors. 3 lecture hours; 0 lab hours per week.

**CS 121 Introduction to Computer Science** 5 cr. hrs.  
*Prerequisites: Appropriate placement score or MATH 086, 090, 091 "C" or better. Recommended co-requisite: MATH 112, MATH 118, MATH 124 or MATH 131.*

The first sequence of courses for computer science majors. Provides a disciplined approach to problem solving and algorithm development using a high level language for implementation. Includes sequence, selection and repetition control structures; program design, coding, debugging, testing, and documentation with emphasis on structured programming; arrays, records, and files. 4 lecture hours; 2 lab hours per week. IAI: CS 911

**CS 140 Business Computer Systems** 3 cr. hrs.  
*Prerequisite: MATH 131 "C" or better.*

A course evenly divided between the study of Management Information Systems theory and common microcomputer productivity tools. Computer hardware, software, system analysis, database management systems, telecommunications, and artificial intelligence are among the topics surveyed. 3 lecture hours; 1 lab hour per week.

**CS 141 Programming for Business with COBOL** 3 cr. hrs.  
*Prerequisite: CS 101 or CS 121 "C" or better.*

Structured programming with applications in accounting, economics, finance, and similar fields. Includes branching, arrays, files and subroutines. Language is COBOL. 3 lecture hours; 0 lab hours per week.

**CS 201 Advanced Applications Software** 3 cr. hrs.  
*Prerequisite: Appropriate placement score or MATH 086, 090, 091 and CS 100 "C" or better.*

Advanced problem solving using word processing, spreadsheet, database, and operating system software. The course includes application development in Visual Basic for Applications. 2 lecture hours; 2 lab hours per week.

**CS 210 Introduction to Educational Computing****3 cr. hrs.**

Introduction to the use of technology in K-12 education. Includes hardware concepts, software evaluation, Microsoft Office applications for education, Internet use and ethics, basic Web page design, and state and federal learning and technology standards. 2 lecture hours; 2 lab hours per week.

**CS 225 Advanced Programming****4 cr. hrs.***Prerequisite: CS 121 "C" or better.*

The second in a sequence of courses for computer science majors. Includes: software engineering; 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. Implementation is in a high level language. 3 lecture hours; 2 lab hours per week. IAI: CS 912

**CS 242 Computer Architecture****3 cr. hrs.***Prerequisite: CS 225 "C" or better.*

A study of the architecture of computer systems. Topics include combinational and sequential logic networks; computer arithmetic; memory hierarchy; CPU design; I/O architecture, hardware, and software; instruction sets and addressing modes; linking and loading. 3 lecture hours; 0 lab hour per week.

**CS 251 Programming for Science****3 cr. hrs.***Prerequisite: MATH 124 "C" or better.*

Structured programming with applications in mathematics, engineering, and the physical and biological sciences. Introduction to numerical methods and numerical analysis using a high level language as the language of implementation. 3 lecture hours; 0 lab hours per week.

**CS 252 Data Structures****3 cr. hrs.***Prerequisites: CS 225 and MATH 161 "C" or better.*

The third in a sequence of three courses for computer science majors. 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. 3 lecture hours; 0 lab hours per week. IAI: CS 921

**Economics****ECON 150 Consumer Economics****3 cr. hrs.**

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. Estate planning is also covered. 3 lecture hours; 0 lab hours per week.

**ECON 221 Principles of Macro Economics****3 cr. hrs.**

Study of the basic macro economic principles of a capitalistic 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. 3 lecture hours; 0 lab hours per week. IAI: S3 901

**ECON 222 Principles of Micro Economics****3 cr. hrs.**

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. 3 lecture hours; 0 lab hours per week. IAI: S3 902

**ECON 228 Probability and Statistics for Business Economics****3 cr. hrs.***Prerequisite: MATH 112 "C" or better or by algebra assessment.*

Graphical methods, measures of central tendency and dispersion, correlation, regression and prediction, probability, distributions, parameter estimation, test for significance, introduction to analysis of variance and bivariate models. 3 lecture hours; 0 lab hours per week. IAI: M1 902, BUS 901

**ECON 270 Introduction to International Business****3 cr. hrs.**

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. 3 lecture hours; 0 lab hours per week.

**Education****EDUC 101 Introduction to Education****3 cr. hrs.**

An overview of American education as both a professional and a public enterprise. Social, historical, and philosophical foundations give perspective to an examination of current issues, policies, and trends in the field of education, including cultural diversity. Includes such topics as organization and structure, finance, and curriculum. 2.5 lecture hours; .5 lab hour per week.

**EDUC 102 Diversity of Schools and Society****3 cr. hrs.**

Diversity of Schools and Society will focus on how schooling is shaped by the social contexts in which it occurs, particularly in the multicultural and global contexts 3 lecture hours; 0 lab hours per week.

**EDUC 235 Clinical Observation in Education****2 cr. hrs.**

Sophomore standing recommended. Clinical observation of learning in a variety of educational settings for those considering teaching as a career. Pre-teaching majors planning to transfer to state universities are strongly

advised to enroll in this course to fulfill prerequisites for programs. 1 lecture hour; 2 lab hours per week.

## Emergency Medical Services

### **EMS 100 Emergency Medical Technician Basic 8 cr. hrs.**

*Prerequisite:* At least 18 years of age, high school diploma or GED, current CPR card (healthcare provider level).

Prepares individuals to provide basic emergency care at the scene of an accident or illness and to stabilize and transport the victim to a facility providing thorough emergency medical services. The course will include the treatment of common medical emergencies and injuries as well as the roles and responsibilities of emergency medical technicians - ambulance (EMT-B). Upon satisfactory completion of the course, the student will be eligible to take the state EMT-B test or the National Registry. 6 lecture hours; 4 lab hours per week.

### **EMS 102 EMT – Basic Clinical 1 cr. hr.**

*Prerequisite:* Concurrent enrollment in EMS 100.

The student in this course will have field experiences under the direction of experienced preceptors. The student is required to complete a minimum number of hours of experience. This includes twenty-four hours in the Emergency Department and twenty-four hours of ride time in an ambulance. This course is designed to augment each phase of the didactic material presented in EMT-Basic (EMS 100). 0 lecture hours; 2 lab hours per week.

### **EMS 110 Paramedic Theory I 7 cr. hrs.**

*Prerequisite:* EMS 100 “C” or better and pass grade for EMS 102 and a current CPR card (Healthcare Provider) or Illinois Basic License and a current CPR Card (Healthcare Provider). Concurrent enrollment in EMS 114.

Prepare individuals to complete preparation for paramedic certification. This course will include proper techniques for administration of medications. An in-depth look at the respiratory, cardiovascular and muscular systems occurs. Cardiac electrophysiology and EKG interpretation is also included. 6 lecture hours; 2 lab hours per week.

### **EMS 112 Paramedic Theory II 8 cr. hrs.**

*Prerequisite:* EMS 100 “C” or better and a current CPR card (Healthcare Provider). Concurrent enrollment in EMS 114.

Prepare individuals to complete preparation for paramedic certification. This course will include a variety of medical emergencies related to the cardiac, neurological, skeletal and integumentary systems. Traumatic injuries will be discussed as well as medical and legal issues in EMS. 7 lecture hours; 2 lab hours per week.

### **EMS 114 Paramedic Clinical I 1 cr. hr.**

*Prerequisite:* Concurrent enrollment in EMS 110 and 112.

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 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. 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. 0 lecture hours; 2 lab hours per week.

### **EMS 120 EMT - Intermediate Theory 8 cr. hrs.**

*Prerequisite:* Concurrent enrollment in EMS 121, current EMT Basic license, current CPR card (healthcare provider level).

In this course, the student is introduced to the roles and responsibilities of the EMT-I, beginning paramedic. Ethical and legal aspects of the Emergency Medical Services system are discussed. Anatomy and physiology is reviewed and primary and secondary physical assessment is presented. The causes and emergency management of problems relating to fluid/electrolyte balance, shock, and trauma-related respiratory disorders are discussed. Selected life-threatening arrhythmias and their treatment are also presented. Clinical experiences and observations will be selected to correlate with the course content. 8 lecture hours; 0 lab hours per week.

### **EMS 121 EMT – Intermediate (Clinical) 3 cr. hrs.**

*Prerequisites:* Concurrent enrollment in EMS 120, current EMT Basic license, and current CPR card (healthcare provider level).

The student participates in a minimum number of ALS calls with a system approved ALS agency. The student will function under the supervision of an EMT-Paramedic who has been licensed and active for at least four years in the system and who is in good standing with the EMS System. The course is designed to provide the intermediate student with educational experience in the field of an ALS unit. The student is required to complete a minimum number of hours of field experience on the ALS unit. This course must be completed with a grade of “B” or better. 0 lecture hours; 6 lab hours per week.

### **EMS 122 EMT – Intermediate Theory 8 cr. hrs.**

*Prerequisites:* EMS 120 and EMS 121 “B” or better, and concurrent enrollment in EMS 123. EMT basic license, and current CPR card (healthcare provider level).

The anatomy and physiology of the cardiovascular system will be studied with emphasis on the structure, function, and electrical conduction system of the heart and the pathophysiology and emergency management of cardiovascular and non-trauma-related respiratory problems. The student also will study the electrocardiogram (EKG) interpretation and treatment of various arrhythmias and specific treatment techniques including EKG monitoring, defibrillation and cardio version. A variety of common medical emergencies will be studied along with obstetric and gynecologic, pediatric-neonatal, psychiatric, behavioral, neurological, environmental emergencies and their management. The student will also study infectious and communicable

diseases. This course must be completed with a grade of “B” or better. 8 lecture hours; 0 lab hours per week.

**EMS 123 EMT – Intermediate Clinical 4 cr. hrs.**

*Prerequisites: Concurrent enrollment in EMS 122, current EMT basic license, and current CPR card (healthcare provider level).*

The clinical rotation requirements for the intermediate education program are designed to augment each phrase of the didactic material presented in the classroom. Each student will rotate through specified patient care areas of the hospital and work under the direct supervision of a registered nurse or physician to master the practical skills of an EMT-Intermediate while in a controlled environment. The student will spend clinical time in the Emergency Department, Obstetrical Unit, Medical Intensive Care Unit, Surgical Intensive Care Unit, Pediatric Department, Psychiatric Unit. The student must complete a minimum number of hours of clinical. This course must be completed with a grade of “B” or better. 0 lecture hours; 8 lab hours per week.

**EMS 160 EMT – Paramedic Theory I 6 cr. hrs.**

*Prerequisites: EMS 120, 121, 122, and 123 “B” or better and concurrent enrollment in EMS 161. EMT Basic license, and current CPR card (healthcare provider level).*

This course is designed for the student who wishes to complete the preparation for paramedic certification. A variety of common medical emergencies will be studied as well as obstetric and gynecologic, pediatric-neonatal, and psychiatric emergencies. Triage, extrication-rescue techniques, telemetry, and radio communications will be discussed. This course must be completed with a “B” or better. 6 lecture hour; 0 lab hours per week.

**EMS 161 EMT – Paramedic Clinical I 7 cr. hrs.**

*Prerequisites: Concurrent enrollment in EMS 160, current EMT Basic license, and current CPR card (healthcare provider level).*

The clinical rotation requirements for the paramedic education program are designed to augment each phase of the didactic material presented in the classroom. Each student will rotate through specified patient care areas of the hospital, and work under the direct supervision of a registered nurse or physician to master the practical skills of an EMT-Paramedic while in a controlled environment. The student will spend clinical time in the Emergency Department, Obstetrical Unit, Intensive Care Unit, Pediatric Department, Psychiatric Unit and the OR. The student must complete a minimum number of hours of clinical. This course must be completed with a grade of “B” or better. 0 lecture hours; 14 lab hours per week.

**EMS 162 EMT – Paramedic Theory II 6 cr. hrs.**

*Prerequisites: EMS 120, 121, 122, 123, 160, and 161 “B” or better, concurrent enrollment in EMS 163 and current CPR card (healthcare provider level).*

This course is designed for the student who wishes to complete the preparation for paramedic license. A variety of common medical emergencies will be studied as well as obstetric and gynecologic, pediatric-neonatal, and psychiatric emergencies. Triage, extrication-rescue techniques, telemetry, and audio communications will be discussed. This course must be completed with a grade of “B” for better. 6 lecture hours; 0 lab hours per week.

**EMS 163 EMT – Paramedic Clinical II 7 cr. hrs.**

*Prerequisites: Concurrent enrollment in EMS 162, current EMT Basic license, and current CPR card (healthcare provider level).*

The student will be required to participate in a minimum number of ALS calls with a system approved ALS agency. The student will function under the supervision of an EMT-Paramedic who has been licensed and active for at least one year in the system and who is in good standing with the EMS system. Students affiliated with agencies not a part of the Illini Mobile Intensive Care Program will be required to obtain a minimum of 50% of their ambulance ride time and seven of ten of their ALS calls with an approved Illini Ambulance. The course is designed to provide the paramedic student with educational experience in the field of an ALS Unit. The student is required to complete a minimum number of hours of field experience on the ALS unit. This course must be completed with a grade of “B” or better. 0 lecture hours; 14 lab hours per week.

**EMS 210 Paramedic Theory III 7 cr. hrs.**

*Prerequisite: EMS 110 and EMS 112 “C” or better and a pass grade for EMS 114 and a current CPR card (Healthcare Provider). Concurrent enrollment in EMS 214.*

Prepares individuals to complete preparation for paramedic certification. This course will include a variety of medical emergencies related to shock, electrolyte imbalance, endocrine emergencies, anaphylaxis, poisoning, mental health and pregnancy and childbirth. 6 lecture hours; 2 lab hours per week. *New course pending anticipated ICCB approval.*

**EMS 212 Paramedic Theory IV 8 cr. hrs.**

*Prerequisite: EMS 210 “C” or better and concurrent enrollment in EMS 214.*

Prepares individuals to complete preparation for paramedic certification. This course will include a variety of medical emergencies related to neonatal resuscitation, the care of the pediatric patient, certification in Pediatric Advanced Life Support, care of the geriatric patient, abuse and assault of children and adults and additional information for functioning on an EMS service. 7 lecture hours; 2 lab hours per week. *New course pending anticipated ICCB approval.*

**EMS 214 Paramedic Clinical II** **2 cr. hrs.**

*Prerequisite: 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 52 hours in the Emergency Department, 16 hours in a critical care/intensive care unit, 4 hours with cardiopulmonary/respiratory therapy staff, and 12 hours in the operating room/surgery. This course is designed to augment each phase of the didactic material presented in EMS 210 Paramedic Theory III and EMS 212 Paramedic Theory IV. This course is also designed to act as a continuum of clinical experience from EMS 102 Basic Clinical and EMS 114 Paramedical Clinical I. 0 lecture hours; 4 lab hours per week. *New course pending anticipated ICCB approval.*

**EMS 216 Paramedic Clinical III** **8 cr. hrs.**

*Prerequisite: EMS 210 and EMS 212 "C" or better and a pass grade for EMS 214.*

The student in this course will have field and in-hospital experience under the direction of experienced preceptors. Cumulatively from EMS 114 (Paramedic Clinical I) and EMS 214 (Paramedic Clinical II), the student should have obtained, at minimum, of 104 hours in a dedicated Emergency Department, 32 hours in an intensive care/critical care unit, 16 hours in a pediatric inpatient unit, 16 hours in a labor and delivery unit, 8 hours with cardiopulmonary/respiratory therapy staff, 16 hours with mental health staff, and 24 hours in surgery/operating room. In addition, a minimum of 300 hours will be spent in an ambulance under the direction of experienced preceptors. This course is competency based, and may result in the extension of clock hours to meet all clinical competencies. 0 lecture hours; 16 lab hours per week. *New course pending anticipated ICCB approval.*

## English

**ENG 081 Writing Fundamentals I** **3 cr. hrs.**

*Prerequisite: Appropriate COMPASS score.*

ENG 081 emphasizes basic grammar, sentence structure, and the fundamental principles of paragraph development in order to prepare for English 091. 3 lecture hours; 0 lab hours per week.

**ENG 091 Writing Fundamentals II** **3 cr. hrs.**

*Prerequisite: Appropriate COMPASS score or ENG 081 "C" or better.*

ENG 091 emphasizes strategies for organization and development of paragraphs and short essays. 3 lecture hours; 0 lab hours per week.

**ENG 101 Composition I** **3 cr. hrs.**

*Prerequisite: ACT English score of 22-30 or appropriate COMPASS score; or English 091 "C" or better.*

English 101 is designed for students who are competent in the fundamentals of composition. Students will write essays using a variety of expository strategies and will apply standard techniques of documentation when appropriate. 3 lecture hours; 0 lab hours per week. IAI: C1 900 (Grade of "C" or higher required for this course to be eligible to be included in the IAI General Education Core Curriculum.)

**ENG 102 Composition II** **3 cr. hrs.**

*Prerequisite: English 101 "C" or better.*

English 102 is a continuation of English 101, is a required composition course that involves reading, discussion, and analysis of a body of literature to generate ideas for critical and persuasive papers, including one documented research paper. 3 lecture hours; 0 lab hours per week. IAI: C1 901R (Grade of "C" or higher required for this course to be eligible to be included in the IAI General Education Core Curriculum.)

**ENG 103 Advanced Academic Reading** **3 cr. hrs.**

*Prerequisite: Appropriate COMPASS score or REA 098 "C" or above.*

ENG 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. 3 lecture hours; 0 lab hours per week.

**ENG 132 Technical Writing I** **3 cr. hrs.**

*Prerequisites: COMM 100 and appropriate COMPASS score or COMM 100 and COMM 105 or ENG 101 "C" or better or BE 180 or instructor consent.*

ENG 132 includes correspondence, memo reports, formal reports, abstracts, fact sheets, instructions and proposals. Includes use of a word processor. 3 lecture hours; 0 lab hours per week.

**ENG 190 Introduction to Literature** **3 cr. hrs.**

*Prerequisite: Appropriate COMPASS score or concurrent enrollment in REA 098.*

This course 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. 3 lecture hours; 0 lab hours per week. IAI: H3 900

**ENG 200 Writing Situations** **1-3 cr. hrs.**

*Prerequisite: ENG 101 "C" or better or ENG 132, or instructor consent.*

This course provides student with experiences in identifying and improving writing skills in specific kinds of writing situations, with an emphasis on situation and audience. Specific content will be tailored to student's needs and interests. 1-3 lecture hours; 0 lab hours per week.

**ENG 205 Studies in Literature 3 cr. hrs.**

ENG 205 offers intensive study of a genre, topic, group of authors, or a single major writer. Images of Women in Literature, Psychology and Literature, Folklore, Science Fiction/Fantasy, Tragedy, Detective Fiction and Biblical Images in Literature are among offerings. May be repeated once. 3 lecture hours; 0 lab hours per week.

**ENG 206 Minority American Literature 3 cr. hrs.**

*Prerequisite: ENG 101 "C" or better.*

This course provides an introduction to the literary and cultural traditions of U.S. minority cultures – such as Native American, African American, Asian American, and Hispanic American – and to the general issues of cultural marginalization of minorities in the American experience. 3 lecture hours; 0 lab hours per week. IAI: H3 910D

**ENG 207 Introduction to Women Writers 3 cr. hrs.**

*Prerequisite: ENG 101 "C" or better.*

Students examine various types of literary works in the context of culture, society, and sexuality. Literatures of self-definition, identification, protest, and occupation may be included. 3 lecture hours; 0 lab hours per week. IAI: H3 911D

**ENG 208 Introduction to Poetry 3 cr. hrs.**

*Prerequisite: ENG 101 "C" or better.*

ENG 208 is an introductory course designed to expose students to poetry as a genre with an emphasis on reading, discussing and writing effectively about a range of poems. 3 lecture hours; 0 lab hours per week. IAI: H3 903

**ENG 210 Introduction to Fiction 3 cr. hrs.**

*Prerequisite: ENG 101 "C" or better.*

Reading and discussion of representative short stories and novels from a range of literatures, with some attention to critical work on fiction. 3 lecture hours; 0 lab hours per week. IAI: H3 901

**ENG 213 American Literature I 3 cr. hrs.**

*Prerequisite: ENG 101 "C" or better.*

A survey of representative works illustrating the development of American literature from its beginning to the Civil War with emphasis on major literary movements understood in relation to their intellectual, social and political contexts. 3 lecture hours; 0 lab hours per week. IAI: H3 914

**ENG 214 American Literature II 3 cr. hrs.**

*Prerequisite: ENG 101 "C" or better.*

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 context. 3 lecture hours; 0 lab hours per week. IAI: H3 915

**ENG 215 Western Lit in Translation I 3 cr. hrs.**

*Prerequisite: ENG 101 "C" or better.*

Reading and analysis of representative works of Western Civilization from Homer through the Renaissance. 3 lecture hours; 0 lab hours per week. IAI: H3 906

**ENG 216 Western Lit in Translation II 3 cr. hrs.**

*Prerequisite: ENG 101 "C" or better.*

Reading and analysis of representative works of Western Civilization from Neoclassicism through symbolism and the modern school, from Moliere through Camus. 3 lecture hours; 0 lab hours per week. IAI: H3 907

**ENG 217 African and Caribbean Literature 3 cr. hrs.**

*Prerequisite: ENG 101 "C" or better.*

An introduction to the literature in English by writers from Africa and the Caribbean with an intellectual, social and political contexts of their works. Satisfies the non-western requirement. 3 lecture hours; 0 lab hours. IAI: H3 908N

**ENG 218 Latin American Literature in Translation 3 cr. hrs.**

*Prerequisite: ENG 101 "C" or better.*

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. Emphasis on literature as an expression of culture. Satisfies the non-western requirement. 3 lecture hours; 0 lab hours per week. IAI: H3 908N

**ENG 219 Eastern Literatures in Translation 3 cr. hrs.**

*Prerequisite: ENG 101 "C" or better.*

Reading and analysis of representative works of Eastern Literatures. Emphasizes one or more of these literatures: Asia, the Asian Subcontinent, the Middle East. Satisfies the non-western requirement. 3 lecture hours; 0 lab hours per week. IAI: H3 908N

**ENG 221 British Literature I 3 cr. hrs.**

*Prerequisite: ENG 101 "C" or better.*

A survey of representative works illustrating the development of British Literature from its beginnings to 1800, with an emphasis on major literary movements understood in relation to their intellectual, social and political contexts. 3 lecture hours; 0 lab hours per week. IAI: H3 912

**ENG 222 British Literature II 3 cr. hrs.**

*Prerequisite: ENG 101 "C" or better.*

A survey of representative works illustrating the development of British Literature from 1800 to the present, with an emphasis on major literary movements understood in relation to their intellectual, social, and political contexts. 3 lecture hours; 0 lab hours per week. IAI: H3 913

**ENG 223 Introduction to Shakespeare** 3 cr. hrs.  
*Prerequisite: ENG 101 "C" or better.*

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. 3 lecture hours; 0 lab hours per week. IAI: H3 905

**ENG 231 Fiction Writing** 3 cr. hrs.

Students will understand the structure and elements of fiction and the writing process, produce fully-developed works of fiction, and demonstrate an understanding of the critical terminology of the creative writer. 3 lecture hours; 0 lab hours per week.

**ENG 232 Poetry Writing** 3 cr. hrs.

Students will understand the structure and elements of poetry and the writing process, produce fully-developed works of poetry, and demonstrate an understanding of the critical terminology of the creative writer. 3 lecture hours; 0 lab hours per week.

**ENG 240 Children's Literature** 3 cr. hrs.

*Prerequisite: ENG 101 "C" or better.*  
 Analysis of classic and contemporary children's literature and examination of criteria for selection and evaluation of children's books. 3 lecture hours; 0 lab hours per week.

**ENG 242 Technical Writing II** 3 cr. hrs.

*Prerequisite: ENG 132 or instructor consent.*  
 Experience and skill in writing technical materials from proposals to research projects. 3 lecture hours; 0 lab hours per week.

**ENG 243 Writing for the Media** 3 cr. hrs.

An understanding of those characteristics of the print and broadcast media necessary to write effective press releases, newsletters, speeches, articles and brochures. 3 lecture hours; 0 lab hours per week.

**ENG 245 Writing Internship** 3 cr. hrs.

*Prerequisite: Instructor consent.*  
 Actual work experience in any appropriate writing situation: journalism; media (radio, television); advertising; social service agencies; on-profit organizations; public relations; and business and technical writing. 0 lecture hours; 15 lab hours per week to be arranged.

**ENG 250 Film as Literature** 3 cr. hrs.

*Prerequisite: ENG 101 "C" or better.*  
 Examination of film as an art form. Includes historical development and trends; aesthetic importance; social impact; technical aspects; production methods; and screening, discussion, and critical evaluation of selected films. 2 lecture hours; 2 lab hours per week.

## Engineering Technology

**ENGT 100 Engineering Technology Systems** 2 cr. hrs.

An investigation into the operation, assembly and applications of engineering systems. Students will be introduced to block diagram representations of physical systems and common procedures for understanding and analyzing engineering systems of an electrical, mechanical, manufacturing, software and hybrid nature. 2 lecture hours; 0 lab hours per week.

**ENGT 101 Blueprint/Schematic Reading** 3 cr. hrs.

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.) 2 lecture hours; 2 lab hours per week.

**ENGT 102 Fundamentals of AutoCAD** 2 cr. hrs.

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 or newer. 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 lecture hour; 2 lab hours per week.

**ENGT 103 Fundamentals of DC Circuits** 2 cr. hrs.

*Prerequisite: Concurrent enrollment in MATH 123 recommended.*

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. 1 lecture hour; 2 lab hours per week.

**ENGT 104 Fundamentals of Machining** 2 cr. hrs.

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. 2 lecture hours; 0 lab hours per week. 2 lecture hours; 0 lab hours per week.

**ENGT 105 PC Applications in Technology** 3 cr. hrs.

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. 2 lecture hours; 2 lab hours per week.

**ENGT 106 Sustainable Energy Systems I 3 cr. hrs.**  
*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. 3 lecture hours; 0 lab hours per week.

**ENGT 150 Hydraulics/Pneumatics 3 cr. hrs.**  
*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. 2 lecture hours; 2 lab hours per week.

**ENGT 163 Fundamentals of AC Power 3 cr. hrs.**  
*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. 2 lecture hours; 2 lab hours per week.

**ENGT 168 Logic Systems I 3 cr. hrs.**  
*Prerequisites: MATH 123 and ENGT 103.*

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. 2 lecture hours; 2 lab hours per week.

**ENGT 170 Engineering Materials 3 cr. hrs.**  
*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. 2 lecture hours; 2 lab hours per week.

**ENGT 172 AutoCAD I – 2D Graphics 3 cr. hrs.**  
*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 lecture hour; 4 lab hours per week.

**ENGT 180 Basic Manufacturing Processes 3 cr. hrs.**  
*Prerequisite: ENGT 104 "C" or better or instructor consent.*

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. 2 lecture hours; 2 lab hours per week.

**ENGT 186 Introductory CNC 3 cr. hrs.**  
*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. 2 lecture hours; 2 lab hours per week.

**ENGT 190 Engineering Tech Practicum 2 cr. hrs.**  
*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. 2 lecture hours; 0 lab hours per week.

**ENGT 206 Sustainable Energy Systems II 3 cr. hrs.**  
*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. 2 lecture hours; 2 lab hours per week.

**ENGT 210 Mechatronics I 3 cr. hrs.**  
*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 and Wonderware software. 2 lecture hours; 2 lab hours per week.

**ENGT 215 Experimental Testing Systems 3 cr. hrs.**  
*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. 2 lecture hours; 2 lab hours per week.

**ENGT 218 Logic Systems II 3 cr. hrs.**  
*Prerequisites: MATH 123 and ENGT 168.*

An advanced logic systems course involving digital systems for measurement, computation and control. Topics include hardware systems for the purposes of personal computing, data acquisition, programmable control and micro controlling. 2 lecture hours; 2 lab hours per week.

**ENGT 222 AutoCAD II – 3D Graphics 3 cr. hrs.**  
*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 wire frame and surface models to solid modeling and rendering. 1 lecture hours; 4 lab hours per week.

**ENGT 224 Computer Programming 3 cr. hrs.**  
*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. 2 lecture hours; 2 lab hours per week.

**ENGT 226 Professional Engineering I 3 cr. hrs.**  
*Prerequisite: ENGT 172 “C” or better or instructor consent.*

Beginning 3-D Modeling using Pro E, covering the areas of constraint based sketching, extruding, feature construction tools, revolved features, drawing and section views. 2 lecture hours; 2 lab hours per week.

**ENGT 231 Lathe Operations 3 cr. hrs.**  
*Prerequisite: ENGT 180 “C” or better or instructor consent.*

In this manufacturing processes course, the student will learn about lathe operations. Topics include lathe geometry, spindle and quick change gearing, saddle controls and power feeds, cross slide and compound slide plus gibbing, backlash compensation, chucks and collets, turning, grinding, sharpening, honing, tool height and angle adjustment, and speeds and feeds. 2 lecture hours; 2 lab hours per week.

**ENGT 232 Milling Operations 3 cr. hrs.**  
*Prerequisite: ENGT 180 “C” or better or instructor consent.*

In this manufacturing processes course, the student will learn about vertical and horizontal milling. Topics include milling machine geometry, gear boxes and power feeds, correct use of spindle hand feed, correct cutter rotation for uphill milling and downhill milling and when to use each, spindle speeds and feeds, use of parallel vises, work piece clamping, alignment of vise with machine table, and backlash compensation. 2 lecture hours; 2 lab hours per week.

**ENGT 236 Intermediate CNC 3 cr. hrs.**  
*Prerequisite: ENGT 186 “C” or better.*

This second course in CNC operations will expand to the student programming and operations of the CNC lathe and vertical milling machines. Topics will include programming formats, canned cycles, cutter compensation, and auxiliary machine control functions. 2 lecture hours; 2 lab hours per week.

**ENGT 256 Energy Systems Practicum 2 cr. hrs.**  
*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. 2 lecture hours; 0 lab hours per week.

**ENGT 260 Mechatronics II 3 cr. hrs.**  
*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. 2 lecture hours; 2 lab hours per week.

**ENGT 263 Topics in Engineering Tech 3 cr. hrs.**  
*Prerequisite: Sophomore standing.*

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. 3 lecture hours; 0 lab hours per week.

**ENGT 268 Engineering Technology Project 3 cr. hrs.**

*Prerequisites: Sophomore standing or 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. 2 lecture hours; 2 lab hours per week.

**ENGT 270 Statics & Strength of Material 4 cr. hrs.**

*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. 4 lecture hours; 0 lab hours per week.

**ENGT 272 Computer Aided Drafting I 2 cr. hrs.**

*Prerequisite: ENGT 222 "C" or better or ENGT 226 "C" or better.*

A projects course in specific and unique graphical illustration applications directed to the advanced study of 2D or 3D illustration terminology and techniques using Mechanical Desktop's graphics computer aided drafting software AutoCAD 2002 or newer. 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 General Occupational Technical Studies students who have experience in a career-specific field who need further studies in drafting or in their related field. 0 lecture hours; 4 lab hours per week.

**ENGT 274 Computer Aided Drafting II 3 cr. hrs.**

*Prerequisite: ENGT 226 "C" or better.*

A project course in specific and unique graphical illustration applications directed to the advanced study of 3D illustration terminology and techniques using Pro E/Wildfire 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. 0 lecture hours; 6 lab hours per week.

**ENGT 276 Professional Engineering II 3 cr. hrs.**

*Prerequisite: ENGT 226 "C" or better.*

The second course in the study of professional engineering with the addition of sheet metal, sweeps and assemblies. 1 lecture hour; 4 lab hours per week.

**ENGT 280 Quality Issues in Machining 3 cr. hrs.**

*Prerequisite: ENGT 180 "C" or better.*

This manufacturing processing course will focus on the inspection, measurement, and quality control issues that arise during the manufacturing process. Descriptive statistics will be used, covered and applied to

manufacturing processing applications. 2 lecture hours; 2 lab hours per week.

**ENGT 283 Advanced Machining Operations 3 cr. hrs.**

*Prerequisites: ENGT 231 and ENGT 232 "C" or better.*

This course provides further instruction in the operation of lathes, mills, and inspection procedures. Topics include lathe and milling projects requiring heat treatment and post treatment grinding, setup and operation of surface grinders, inspection and measurement issues. 2 lecture hours; 2 lab hours per week.

**ENGT 286 Advanced CNC with CAM 3 cr. hrs.**

*Prerequisite: ENGT 236 "C" or better.*

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. 2 lecture hours; 2 lab hours per week.

**ENGT 290 Engineering Tech Internship 3 cr. hrs.**

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. 3 lecture hours; 0 lab hours per week.

## English as a Second Language

**ESL 061 Basic Sentence Structure 4 cr. hrs.**

*Prerequisite: ESL Program Coordinator consent.*

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. 3 lecture hours; 2 lab hours per week.

**ESL 062 Intermediate Grammar 1-4 cr. hrs.**

*Prerequisite: ESL Program Coordinator consent.*

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. 1-3 lecture hours; .5-2 lab hours per week.

**ESL 062A Intermediate Grammar Online 1 cr. hr.**

*Prerequisite: ESL Program Coordinator consent.*

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. This course may be repeated three times. 1 lecture hour; 0 lab hours per week.

**ESL 063 Reading I** **4 cr. hrs.**

*Prerequisite: ESL Program Coordinator consent.*

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 comprehensive 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. 3 lecture hours; 2 lab hours per week.

**ESL 064 Intermediate Reading** **1-4 cr. hrs.**

*Prerequisite: ESL Program Coordinator consent.*

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 comprehensive 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. 1-3 lecture hours; .5-2 lab hours per week.

**ESL 064A Intermediate Reading Online** **1 cr. hr.**

*Prerequisite: ESL Program Coordinator consent.*

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 use PLATO to practice reading skills. 1 lecture hour; 0 lab hours per week,

**ESL 065 Writing I** **4 cr. hrs.**

*Prerequisite: ESL Program Coordinator consent.*

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. 3 lecture hours; 2 lab hours per week.

**ESL 066 Intermediate Writing** **1-4 cr. hrs.**

*Prerequisite: ESL Program Coordinator consent.*

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. 1-3 lecture hours; .5-2 lab hours per week.

**ESL 066A Intermediate Writing Online** **1 cr. hr.**

*Prerequisite: ESL Program Coordinator consent.*

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 lecture hour; 0 lab hours per week.

**ESL 067 Listening/Speaking I** **4 cr. hrs.**

*Prerequisite: ESL Program Coordinator consent.*

The principal objectives of this course are 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. 3 lecture hours; 2 lab hours per week.

**ESL 068 Intermediate Oral Skills** **1-4 cr. hrs.**

*Prerequisite: ESL Program Coordinator consent.*

The principal objectives of this course are 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. 1-3 lecture hours; .5-2 lab hours per week.

**ESL 069 Pronunciation and Conversation 4 cr. hrs.**

*Prerequisite: ESL Program Coordinator consent.*

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. 3 lecture hours; 2 lab hours per week.

**ESL 070 Communication Skills 4 cr. hrs.**

*Prerequisite: ESL Program Coordinator consent.*

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. 3 lecture hours; 2 lab hours per week.

**ESL 070A Communication Skills Online 1 cr. hr.**

*Prerequisite: ESL Program Coordinator consent.*

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 Web sites each week. They will prepare for conversations and speaking assignments through exploration of Web sites and online library resources. They will participate in online discussions through the course discussion board. May be repeated three times. 1 lecture hour; 0 lab hours per week.

**ESL 071 Complex Sentence Structure 4 cr. hrs.**

*Prerequisite: ESL Program Coordinator consent.*

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 of simple sentences, 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. 3 lecture hours; 2 lab hours per week.

**ESL 072 Advanced Grammar 1-4 cr. hrs.**

*Prerequisite: ESL Program Coordinator consent.*

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. 1-3 lecture hours; .5-2 lab hours per week.

**ESL 072A Advanced Grammar Online 1 cr. hr.**

*Prerequisite: ESL Program Coordinator consent.*

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. This course may be repeated three times. 1 lecture hour; 0 lab hours per week.

**ESL 073 Reading II 4 cr. hrs.**

*Prerequisite: ESL Program Coordinator consent.*

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 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. 3 lecture hours; 2 lab hours per week.

**ESL 074 Advanced Reading 1-4 cr. hrs.**

*Prerequisite: ESL Program Coordinator consent.*

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 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. 1-3 lecture hours; .5-2 lab hours per week.

**ESL 074A Advanced Reading Online 1 cr. hr.**

*Prerequisite: ESL Program Coordinator consent.*

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 lecture hour; 0 lab hours per week.

**ESL 075 Writing II 4 cr. hrs.**

*Prerequisite: ESL Program Coordinator consent.*

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. Students will continue to work through the writing process, and learn how to write the research paper. 3 lecture hours; 2 lab hours per week.

**ESL 076 Advanced Writing 1-4 cr. hrs.**

*Prerequisite: ESL Program Coordinator consent.*

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. Students will continue to work through the writing process, and learn how to write the research paper. 1-3 lecture hours; .5-2 lab hours per week.

**ESL 076A Advanced Writing Online 1 cr. hr.**

*Prerequisite: ESL Program Coordinator consent.*

This is the online component associated with ESL 076 Advanced Writing. This course is 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. This course may be repeated three times. 1 lecture hour; 0 lab hours per week.

**ESL 077 Listening/Speaking II 4 cr. hrs.**

*Prerequisite: ESL Program Coordinator consent.*

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, video taping of activities and guest speakers. Students will continue to work on pronunciation. 3 lecture hours; 2 lab hours per week.

**ESL 078 Advanced Oral Skills 1-4 cr. hrs.**

*Prerequisite: ESL Program Coordinator consent.*

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, video taping of activities and guest speakers. Students will continue to work on pronunciation. 1-3 lecture hours; .5-2 lab hours per week.

**ESL 078A Advanced Oral Skills Online 1 cr. hr.**

*Prerequisite: ESL Program Coordinator consent.*

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. May be repeated three times. 1 lecture hour; 0 lab hours per week.

## Equine Science

**EQ 101 Introductory Equine Seminar 1 cr. hr.**

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 lecture hour; 0 lab hours per week.

**EQ 102 Horse Science Work Experience Seminar**

**1 cr. hr.**

Continuation of EQ 101 with special emphasis on developing the work-education experience program. 1 lecture hour; 0 lab hours per week.

**EQ 109 Horse Science Work Experience 8 cr. hrs.**  
*Prerequisites: Completion of 22 semester hours in Equestrian/Horse Science curriculum or consent of instructor and concurrent enrollment in EQ 102.*

Eleven weeks of supervised training in an approved equine business. Reports by the student and satisfactory job performance required for credit. 0 lecture hours; 48 lab hours per week.

**EQ 120 Western Show Team 2 cr. hrs.**  
*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 lecture hour; 2 lab hours per week.

**EQ 151 Horse Production and Management 4 cr. hrs.**

An introductory course on equine reproduction. Emphasis will be on dentistry, genetics, stallion and mare reproductive anatomy and physiology, foaling and foal care and general breeding farm management. 3 lecture hours; 2 lab hours per week.

**EQ 152 Farm Machinery Operations 1 cr. hr.**

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 lecture hour; 0 lab hours per week.

**EQ 154 Horse Equipment and Facilities 3 cr. hrs.**

Students will learn principles of planning for equine facilities. Emphasis will be on selection, design, construction and operation and maintenance of structure. 3 lecture hours; 0 lab hours per week.

**EQ 158 Horse Evaluation I 1 cr. hr.**

Provides students an opportunity to gain experience in evaluating horses. There will be time spent on developing and presenting oral reasons. 1 lecture hour; 0 lab hours per week.

**EQ 159 Horse Evaluation II 1 cr. hr.**

*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. Continuation of EQ 158. 1 lecture hour; 0 lab hours per week.

**EQ 161 Principles and Methods of Stock Seat Equitation 4 cr. hrs.**

The principles and methods of stock seat equitation will be studied including developing communication between rider and horse, proper positioning of the rider, process of aids and cues, and equitation guidelines. 3 lecture hours; 2 lab hours per week.

**EQ 167 Fundamentals of Horse Handling and Training 3 cr. hrs.**

*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 stall maintenance and daily care, grooming, ground work, principles of breaking, and basic training techniques under saddle. 2 lecture hours; 2 lab hours per week.

**EQ 168 Horsemanship Lessons 1 cr. hr.**

*Prerequisites: EQ 161 and instructor consent.*

Individual riding lessons developed to improve horse and rider communication, balance, strength, and relaxed concentration. 1 lecture hour; 0 lab hours per week.

**EQ 201 Advanced Equine Work Experience Seminar 1 cr. hr.**

*Prerequisite: EQ 102 and 109.*

Special emphasis on preparing for advanced training for final supervised work-education experience and career planning. 1 lecture hour; 0 lab hours per week.

**EQ 209 Advanced Horse Science Work Experience 5 cr. hrs.**

*Prerequisites: EQ 102 and 109 and concurrent enrollment in EQ 201.*

Similar to EQ 109 with emphasis on developing advanced skills in the equine industry. 0 lecture hours; 48 lab hours per week.

**EQ 220 Western Show Team II 2 cr. hrs.**

*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 lecture hour; 2 lab hours per week.

**EQ 253 Horse Health Care 4 cr. hrs.**

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. 3 lecture hours; 2 lab hours per week.

**EQ 254 Stable Management 3 cr. hrs.**

A study of horse laws, taxes, advertising, buying and selling, insurance, accounting and records as related to the horse industry. Emphasis will be placed on how to achieve a profitable and functional operation in the horse industry as a breeder, trainer or stable manager. 3 lecture hours; 0 lab hours per week.

**EQ 258 Horse Evaluation III 1 cr. hr.**

*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 lecture hour; 0 lab hours per week.

**EQ 259 Horse Evaluation IV 1 cr. hr.***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. Continuation of EQ 258. 1 lecture hour; 0 lab hours per week.

**EQ 262 Principles and Methods of English Equitation 4 cr. hrs.***Prerequisite: EQ 161 or instructor consent.*

The principles and methods of saddle seat and 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. 3 lecture hours; 2 lab hours per week.

**EQ 263 Methods of Teaching Horsemanship 2 cr. hrs.***Prerequisites: EQ 161, EQ 262, or instructor consent.*

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 adult beginning, intermediate and advanced riders will be removed. 1 lecture hour; 2 lab hours per week.

**EQ 264 Advanced Horse Training and Development 4 cr. hrs.***Prerequisites: EQ 161, EQ 262, or instructor consent.*

Students will use procedures learned in all previous equitation courses to develop product that is standard in response, style and way of going. They will be able to further develop the use of aids and cues, proper positioning, communication between rider and horse, and equitation guidelines. 3 lecture hours; 2 lab hours per week.

**EQ 265 Dressage 2 cr. hrs.***Prerequisites: EQ 161, EQ 262, or instructor consent.*

Continued study and application of training methods with emphasis on riding tests, and showing to minimum of first level. 1 lecture hour; 2 lab hours per week.

**EQ 266 Horse Show Preparation and Management 2 cr. hrs.***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 lecture hour; 2 lab hours per week.

**EQ 267 Farrier Science 2 cr. hrs.**

Comprehensive study of the horse's foot, its function, anatomy, care, shoeing, related problems and techniques of corrections. 1 lecture hour; 2 lab hours per week.

**EQ 268 Intermediate Horse Training and Development 3 cr. hrs.***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. 2 lecture hours; 2 lab hours.

**French****FREN 101 Elementary French I 4 cr. hrs.**

First course of a two semester sequence in elementary French with emphasis on speaking, listening, comprehension, reading, writing, and culture. 4 lecture hours; 0 lab hours per week.

**FREN 102 Elementary French II 4 cr. hrs.***Prerequisite: One year of high school French "C" or better or one semester of college French "C" or better.*

Second course of a two semester sequence in elementary French with emphasis on speaking, listening comprehension, reading, writing, and culture. 4 lecture hours; 0 lab hours per week.

**FREN 201 Intermediate French I 4 cr. hrs.***Prerequisite: Two years of high school French "C" or better or two semesters of college French "C" or better.*

First course of a two semester sequence in intermediate French with emphasis on oral proficiency, grammar review, composition, literary readings and study of Francophone culture and civilization. 4 lecture hours; 0 lab hours per week.

**FREN 202 Intermediate French II 4 cr. hrs.***Prerequisite: Three years of high school French "C" or better or three semesters of college French "C" or better.*

Second course of a two semester sequence in Intermediate French with emphasis on oral proficiency, grammar review, compositions, literary readings, and study of the Francophone culture and civilization. 4 lecture hours; 0 lab hours per week. IAI: H1 900

**FREN 253 Advanced French I 3 cr. hrs.***Prerequisite: Four years of high school French "C" or better or four semesters of college French "C" or better.*

First course of a two semester sequence in advanced French with emphases on both the spoken and written language. Students become familiar with classical and modern literary pieces, newspaper articles, films, etc. 3 lecture hours; 0 lab hours per week. IAI: H1 900

**FREN 254 Advanced French II 3 cr. hrs.**  
*Prerequisite: Four years of high school French "C" or better, or five semesters of college French "C" or better.*  
 Second course of a two semester sequence in advanced French with emphases on both the spoken and written language. Students become familiar with classical and modern literary pieces, newspaper articles, films, etc. 3 lecture hours; 0 lab hours per week. IAI: H1 900

## Fire Service Officer

**FSO 112 Command Officer Management I 3 cr. hrs.**  
 Acquaints student with the role of Company Officer and provides an introduction to basic management theories, practices, and functions. 3 lecture hours; 0 lab hours per week.

**FSO 114 Fire Prevention Principles 3 cr. hrs.**  
 Course is designed to meet the needs of individuals who are expanding their knowledge about fire department operations, specifically fire prevention. 3 lecture hours; 0 lab hours per week.

**FSO 115 Tactics and Strategies I 3 cr. hrs.**  
 Introduction to basic principles and methods associated with fire ground tactics and strategy as required of the Fire Service Company Officer. 3 lecture hours; 0 lab hours per week.

**FSO 118 Fire Service Instructor I 3 cr. hrs.**  
 Course provides basic information about human relations in the teaching-learning environment, methods of teaching, and proper method of writing lesson plans. 3 lecture hours; 0 lab hours per week.

**FSO 212 Command Officer Management II 3 cr. hrs.**  
*Prerequisite: FSO 112 or instructor consent.*  
 Presents the principles of communication and group dynamics as they relate to the Company Officer. 3 lecture hours; 0 lab hours per week.

**FSO 215 Fire Fighting Tactics and Strategies II 3 cr. hrs.**  
*Prerequisite: FSO 115 or instructor consent.*  
 Advanced principles and methods associated with fire ground strategies and tactics required of the Multi-Company Officer or Fire Service Chief Officer. 3 lecture hours; 0 lab hours per week.

**FSO 218 Fire Service Instructor II 3 cr. hrs.**  
*Prerequisite: FSO 118 or instructor consent.*  
 Continuation of Instructor I; human relations, methods of teaching, and method of writing lesson plans. 3 lecture hours; 0 lab hours per week.

**FSO 224 Command Officer Management III 3 cr. hrs.**  
*Prerequisites: FSO 112 and FSO 212 or instructor consent.*

Provides management principles and techniques used by mid-level Managers and Chief Officers in the fire service. 3 lecture hours; 0 lab hours per week.

**FSO 225 Command Officer Management IV 3 cr. hrs.**  
*Prerequisite: FSO 224 or instructor consent.*

Study of management principles of public relations, lab relations, administrative liability, and personnel management used in the fire service. 3 lecture hours; 0 lab hours per week.

## Engineering

**GE 100 An Introduction to Engineering 1-3 cr. hrs.**  
 Introduction to the field of engineering and necessary computational skills. 3 lecture hours; 0 lab hours per week.

**GE 101 Engineering Graphics and Geometry 3 cr. hrs.**  
*Prerequisite: Concurrent enrollment in Math 118 or equivalent, or Math 124, 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. 1 lecture hour; 4 lab hours per week. IAI: EGR 941

**GE 102 Engineering Graphics and Geometry 3 cr. hrs.**  
*Prerequisite: GE 101 or equivalent.*  
 Advanced graphics and descriptive geometry. 1 lecture hour; 4 lab hours per week.

**GE 201 Analytical Mechanics Statics 3 cr. hrs.**  
*Prerequisite: PHYS 201 or instructor consent.*  
 Vector and calculus approach to principles of statics. 3 lecture hours; 0 lab hours per week. IAI: EGR 942

**GE 202 Analytical Mechanics Dynamics 3 cr. hrs.**  
*Prerequisite: GE 201.*  
 Vector and calculus study of the displacement velocity and acceleration of particles and rigid bodies. 3 lecture hours; 0 lab hours per week. IAI: EGR 943

**GE 205 Elementary Mechanics of Deformable Bodies 3 cr. hrs.**  
*Prerequisite: GE 201.*  
 The study of the stress and strain of deformable bodies due to external loading. Such stresses include tension, compression torsion, transverse buckling, bending, combined loading and deflection. 3 lecture hours; 0 lab hours per week. IAI: EGR 945

## Geography

### **GEOG 101 Physical Geography** 4 cr. hrs.

A study of earth orbital factors affecting time, tides and seasons; climate, weather, soils and vegetation; interaction between Man and the natural resources; map reading. 3 lecture hours; 2 lab hours per week. IAI: P1 909L

### **GEOG 102 Physical Geography** 4 cr. hrs.

The changing earth's crust and surface; how natural forces such as rivers, streams, glaciers, weathering, earthquakes and volcanism affect the surface and composition of the earth; Man's interactions with his environment; fundamental map concepts. 3 lecture hours; 2 lab hours per week. IAI: P1 909L

### **GEOG 105 Introductory Regional Geography** 3 cr. hrs.

A study of the world's cultural, economic, historical, political, environmental and physiographic features. The regions examined and discussed include Europe, North America, South America, Africa, Asia and the Pacific. 3 lecture hours; 0 lab hours per week. IAI: S4 900N

### **GEOG 106 Introductory Meteorology** 3 cr. hrs.

Introduction to atmospheric science leading to a better understanding of day-to-day weather, including frontal systems and severe storms. 3 lecture hours; 0 lab hours per week. IAI: P1 905

### **GEOG 107 An Introduction to Geography** 3 cr. hrs.

For the non-science major. Study of selected regions of the world showing the complex interrelationship of Man, culture and environment. 3 lecture hours; 0 lab hours per week.

## Geology

### **GEOL 101 Physical Geology** 4 cr. hrs.

The study of the earth's composition and forces which affect it; minerals, rocks, weathering, erosion, volcanism, structure, earthquakes and plate tectonics. 3 lecture hours; 2 lab hours per week. IAI: P1 907L

### **GEOL 102 Historical Geology** 4 cr. hrs.

Study of the origin and evolution of the earth as interpreted from the evidence in rock sequences and fossils. 3 lecture hours; 2 lab hours per week. IAI: P1 907L

### **GEOL 170 Chemistry of the Earth** 3 cr. hrs.

Examines earth's physical environment from geological and chemical standpoints; economically important earth materials, and Man's interaction with the environment. 3 lecture hours; 0 lab hours per week.

### **GEOL 201 Mineralogy** 3 cr. hrs.

*Prerequisite: GEOL 101.*

Introductory study of minerals, their crystallography, chemical properties, recognition and occurrence. 2 lecture hours; 2 lab hours per week.

### **GEOL 202 Invertebrate Paleontology** 3 cr. hrs.

*Prerequisite: GEOL 102.*

Introduction to major fossil invertebrate phyla, especially those with major stratigraphic significance. 2 lecture hours; 2 lab hours per week.

## German

### **GERM 101 Elementary German I** 4 cr. hrs.

First course of a two semester sequence in elementary German with emphasis on speaking, listening comprehension, reading, writing and culture. 4 lecture hours; 0 lab hours per week.

### **GERM 102 Elementary German II** 4 cr. hrs.

*Prerequisite: One year of high school German "C" or better or one semester of college German "C" or better.*

Second course of a two semester sequence in elementary German with emphasis on speaking, listening comprehension, reading, writing and culture. 4 lecture hours; 0 lab hours per week.

### **GERM 201 Intermediate German I** 4 cr. hrs.

*Prerequisite: Two years of high school German "C" or better or two semesters of college German "C" or better.*

First course of a two semester sequence in intermediate German with emphasis upon oral proficiency, grammar review, compositions, literary readings, and study of German culture and civilization. 4 lecture hours; 0 lab hours per week.

### **GERM 202 Intermediate German II** 4 cr. hrs.

*Prerequisite: Three years of high school German "C" or better or three semesters of college German "C" or better.*

Second course of a two semester sequence in intermediate German with emphasis on oral proficiency, grammar review, compositions, literary readings, and study of German culture and civilization. 4 lecture hours; 0 lab hours per week. IAI: H1 900

### **GERM 253 Advanced German I** 3 cr. hrs.

*Prerequisite: Four years of high school German "C" or better, or four semesters of college German "C" or better or equivalent proficiency.*

First course of a two semester sequence in advanced German with emphases on both the spoken and written language. Students become familiar with classical and modern literary pieces, newspaper articles, films, etc. 3 lecture hours; 0 lab hours per week. IAI: H1 900

### **GERM 254 Advanced German II** 3 cr. hrs.

*Prerequisite: Four years of high school German "C" or better, or five semesters of college German "C" or better.*

Second course of a two semester sequence in advanced German with emphases on both the spoken and written language. Students become familiar with classical and modern literary pieces, newspaper articles, films, etc. 4 lecture hours; 0 lab hours per week. IAI: H1 900

## General Technology

### GT 200 Independent Study 1-3 cr. hrs.

*Prerequisites: Sophomore standing and permission of instructor.*

Experiences in open laboratory setting. Development of peer teaching, technical communication, and lab analysis skills. 0 lecture hours; 3-9 lab hours per week.

## Health Careers

### HC 100 Introduction to Health Careers 1 cr. hr.

This course provides the student with understanding of various health careers. Self-appraisal, critical analysis of health careers, workplace and professional skills, safety issues and shadowing experiences are included. .5 lecture hours; 1 lab hour per week.

## Health

### HEAL 102 Living in a Changing World 2 cr. hrs.

Focuses on wise health practices and consumer health service information. 2 lecture hours; 0 lab hours per week. IAI: ECE 901

## Health Information Management

### HIM 147 Medical Assisting Clinical Techniques I 4 cr. hrs.

*Prerequisite: Admission to Medical Assistant 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). 2 lecture hours; 4 lab hours per week.

### HIM 148 Beginning Medical Transcription 4 cr. hrs.

*Prerequisite: BE 141 or equivalent skill.*

Introduction to transcription of medical reports. 4 lecture hours; 0 lab hours per week.

### HIM 156 Introduction to Health Insurance 3 cr. hrs.

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. 3 lecture hours; 0 lab hours per week.

### HIM 200 Advanced Medical Terminology 3 cr. hrs.

*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. 3 lecture hours; 0 lab hours per week.

### HIM 247 Medical Assisting Clinical Techniques II 4 cr. hrs.

*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). 2 lecture hours; 4 lab hours per week.

### HIM 249 Management of Health Info 3 cr. hrs.

*Prerequisite: Instructor consent.*

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. 3 lecture hours; 0 lab hours per week.

### HIM 250 Advanced Medical Transcription 4 cr. hrs.

*Prerequisites: BIOL 150, HIM 148, and BE 141 "C" or better.*

Machine transcription of medical reports. Emphasis on punctuation, spelling, and proofreading. 4 lecture hours; 0 lab hours per week.

### HIM 251 Medical Office Procedures 3 cr. hrs.

*Prerequisite: BE 141 or equivalent.*

Administration of the medical office; insurance, professional and business records. 3 lecture hours; 0 lab hours per week.

### HIM 252 Pharmacology Terminology 3 cr. hrs.

Emphasis is on spelling, abbreviations, pronunciation, drug names and references and bodily effects of drugs. Drug classifications. 3 lecture hours; 0 lab hours per week.

### HIM 254 Law Liability and Medical Ethics 3 cr. hrs.

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. 3 lecture hours; 0 lab hours per week.

### HIM 255 Medical Manager Software 3 cr. hrs.

Administration of the medical office with use of "Medical Manager" practice management software. Hands-on computer experience with Medical Manager software. Students will gain knowledge and understanding of how accounts receivable, billing, collections and reporting are electronically performed. 3 lecture hours; 0 lab hours per week.

**HIM 257 Procedure and Diagnosis Coding I 3 cr. hrs.**

*Prerequisite: BIOL 150 or concurrent enrollment.*

Coding (CPT-4) (ICD-9/10) is the translation of diagnoses, procedures, services, and supplies into numeric/alphanumeric components for statistical reporting and reimbursement. 3 lecture hours; 0 lab hours per week.

**HIM 258 Procedures & Diagnosis Coding II 3 cr. hrs.**

*Prerequisites: BIOL 150 "C" or better, HIM 257 "C" or above, or instructor consent.*

Advanced coding (CPT-4) (ICD-9/10) including surgical, in-patient, out-patient, multiple diagnoses, and procedures. 3 lecture hours; 0 lab hours per week.

**HIM 261 Seminar 1 cr. hr.**

*Prerequisite: Concurrent enrollment in HIM 265.*

Discussion of internship activities, challenges, team opportunities and problems. 1 lecture hour; 0 lab hours per week.

**HIM 265 Internship 3 cr. hrs.**

*Prerequisites: Instructor consent and concurrent enrollment in HIM 261.*

Supervised field program, providing work experience in offices for students enrolled in Health Information Management. 0 lecture hours; 40 lab hours per week.

## History

**HIST 105 History of the United States to 1877 3 cr. hrs.**

Surveys the history of the United States from the discovery of America through 1865, 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, and the development of sectionalism culminating in the Civil War. 3 lecture hours; 0 lab hours per week. IAI: S2 900

**HIST 106 History of the United States Since 1877 3 cr. hrs.**

*Prerequisite: HIST 105 not required for enrollment.*

Examines history of the United States from close of the Civil War 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, the growth of the economy, and the changing pattern of American life. 3 lecture hours; 0 lab hours per week. IAI: S2 901

**HIST 125 Western Civilization I 3 cr. hrs.**

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. 3 lecture hours; 0 lab hours per week. IAI: H2 901

**HIST 127 Western Civilization II 3 cr. hrs.**

*Prerequisite: HIST 125 not required for enrollment.*

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. 3 lecture hours; 0 lab hours per week. IAI: H2 902

**HIST 141 History of Asia I 3 cr. hrs.**

Surveys the foundations of Eastern civilization 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. 3 lecture hours; 0 lab hours per week. IAI: S2 908N

**HIST 142 History of Asia II 3 cr. hrs.**

Surveys the continued development of Eastern civilization 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 20<sup>th</sup> century. Among the cultures studied are those of India, China, and Japan. 3 lecture hours; 0 lab hours per week. IAI: S2 909N

**HIST 151 History of the Middle East Since 1700 3 cr. hrs.**

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. 3 lecture hours; 0 lab hours per week. IAI: S2 919N

**HIST 181 History of Latin American Civilization to 1825**

**3 cr. hrs.**

Surveys Latin American civilization from the pre-Columbian era to 1825. Examines Mesoamerican Indians, the Hispanic conquest of the Indians, the evolution of colonial institutions and the wars of liberation. 3 lecture hours; 0 lab hours per week. IAI: S2 910N

**HIST 182 History of Latin American Civilization Since 1825 3 cr. hrs.**

Surveys Latin American civilization since 1825. Includes an examination of political, social and economic development and the current condition of Latin America. 3 lecture hours; 0 lab hours per week. IAI: S2 911N

**HIST 190 A History of American Labor 3 cr. hrs.**

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. 3 lecture hours; 0 lab hours per week.

**HIST 200 African American History 3 cr. hrs.**

*Prerequisite: HIST 105 or HIST 106 recommended.*

Surveys African American experience and contributions, including analysis of leading personalities, ideologies, and enduring institutions, that have shaped the nature and direction of American life and culture. 3 lecture hours; 0 lab hours per week.

**HIST 203 Mexican American History 3 cr. hrs.**

Traces history of the Mexican-American. Centers upon development of Mexican-American culture and the attempt to maintain that culture within the mainstream of American life. 3 lecture hours; 0 lab hours per week.

**HIST 205 Topics in History 3 cr. hrs.**

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. 3 lecture hours; 0 lab hours per week.

**HIST 210 Directed Study in History 1 cr. hr.**

*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 lecture hour; 0 lab hours per week.

**HIST 222 Comparative Religions 3 cr. hrs.**

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 3 lecture hours; 0 lab hours per week. IAI: H5 904N

**HIST 231 History of England to 1688 3 cr. hrs.**

Explores history of England until 1688 and examines development of royal power, challenge of the feudal aristocracy, evolution of a national church, and rise of parliament. 3 lecture hours; 0 lab hours per week.

**HIST 232 History of England Since 1688 3 cr. hrs.**

Surveys English history since the glorious revolution. Analyzes evolution of parliamentary government, development of a complex commercial and industrial society, emergence of democratic trends in political and social life, and the growth of an overseas empire. 3 lecture hours; 0 lab hours per week.

**HIST 236 Economic History of the United States 3 cr. hrs.**

Examines progression of the United States from a rural farming nation to an urban industrialized nation dominant in the world's economic system. Demonstrates how principles of economics have operated in an historical setting. 3 lecture hours; 0 lab hours per week.

**HIST 253 American Revolution 3 cr. hrs.**

*Prerequisite: HIST 105 recommended.*

A review of the political, social and economic causes of the American Revolution coupled with a survey of the events, personalities, and outcomes of the war itself. 3 lecture hours; 0 lab hours per week.

**HIST 254 American Civil War 3 cr. hrs.**

*Prerequisite: HIST 105 recommended.*

A survey of the political, social, economic and military events associated with the American Civil War. 3 lecture hours; 0 lab hours per week.

**HIST 255 History of Illinois 3 cr. hrs.**

Explores history of Illinois from the earliest times to the present. Examines evolution of the Indian cultures of the area, development of European colonization and settlement, organization of Illinois as a territory and state, and emergence of a complex agricultural and industrial society. 3 lecture hours; 0 lab hours per week.

**HIST 256 American Westward Expansion 3 cr. hrs.**

Study of westward expansion and the influence of the frontier in American history from colonial times to the end of the 19<sup>th</sup> century. 3 lecture hours; 0 lab hours per week.

**HIST 265 World War II 3 cr. hrs.**

Surveys the origins, development, and consequences of World War II from the end of World War I to the establishment of the Cold War. 3 lecture hours; 0 lab hours per week.

## Health, Physical Education and Recreation

**HPE 101-122 VARSITY SPORTS 1 cr. hr.**

*Prerequisite: Instructor consent.*

0 lecture hour; 2 clinical hours required per week

**HPE 101 Golf (Freshman)****HPE 102 Golf (Sophomore)****HPE 103 Cross Country (Freshman)****HPE 104 Cross Country (Sophomore)****HPE 107 Basketball (Freshman)****HPE 108 Basketball (Sophomore)****HPE 111 Indoor Track (Freshman)**

**HPE 112 Indoor Track (Sophomore)****HPE 113 Volleyball (Freshman)****HPE 114 Volleyball (Sophomore)****HPE 115 Softball (Freshman)****HPE 116 Softball (Sophomore)****HPE 117 Track (Freshman)****HPE 118 Track (Sophomore)****HPE 119 Baseball (Freshman)****HPE 120 Baseball (Sophomore)****HPE 121 Tennis (Freshman)****HPE 122 Tennis (Sophomore)****HPE 125 Physical Fitness I 1 cr. hr.**

This physical education course is open to all students. It is designed to accommodate each student's fitness needs. Emphasis is placed on three areas of physical fitness: 1) an introduction to the holistic health concepts of physical fitness; 2) importance of regular exercise for all people; and 3) the systematic practice of fitness exercises in order to improve one's strength, flexibility and cardiovascular endurance. Universal equipment is used in the laboratory phase of the course to develop more effectively one's level of physical fitness. 0 lecture hours; 2 lab hours per week.

**HPE 126 Physical Fitness II 1 cr. hr.**

*Prerequisite: HPE 125 or instructor consent.*

This physical education course is a continuation of HPE 125 and is open to all students who have successfully completed HPE 125. It is designed to teach intermediate level concepts and to accommodate each student's needs. Emphasis is placed on intermediate concepts of fitness, strength, flexibility and cardiovascular endurance. Universal equipment will be used in the laboratory phase to develop one's level of fitness. 0 lecture hours; 2 lab hours per week.

**HPE 127 Physical Fitness III 1 cr. hr.**

*Prerequisite: HPE 126 or instructor consent.*

This physical education course is a continuation of HPE 126 and is open to all students who have successfully completed HPE 126. It is designed to accommodate each student's needs. Emphasis is placed on advanced levels of physical fitness, strength, flexibility and cardiovascular endurance. Universal equipment is used in the laboratory phase to develop more effectively advanced levels of physical fitness. 0 lecture hours; 2 lab hours per week.

**HPE 128 Physical Fitness IV 1 cr. hr.**

*Prerequisite: HPE 127 or instructor consent.*

This physical education course is a continuation of HPE 127 and is open to all students who have completed HPE 127. It is designed to provide advanced fitness concepts and skills based on individual needs. Emphasis is placed on advanced fitness levels of strength, flexibility and cardiovascular endurance. Universal equipment is used in the laboratory phase of the course to develop more effectively advanced levels of physical fitness. 0 lecture hours; 2 lab hours per week.

**HPE 130 Soccer .5-1 cr. hr.**

Analysis and learning of movement skills involved in soccer. 0 lecture hours; 1-2 lab hours per week.

**HPE 131 Touch Football .5-1 cr. hr.**

Analysis and learning of movement skills involved in touch football. 0 lecture hours; 1-2 lab hours per week.

**HPE 132 Volleyball .5-1 cr. hr.**

Analysis and learning of movement skills involved in volleyball. 0 lecture hours; 1-2 lab hours per week.

**HPE 133 Basketball I .5-1 cr. hr.**

Analysis and learning of movement skills involved in basketball. 0 lecture hours; 1-2 lab hours per week.

**HPE 134 Softball .5-1 cr. hr.**

Analysis and learning of movement skills involved in softball. 0 lecture hours; 1-2 lab hours per week.

**HPE 135 Conditioning .5-1 cr. hr.**

Methods of attaining and maintaining physical fitness. Sections include figure control, jogging, swimming and other specific activities. 0 lecture hours; 1-2 lab hours per week.

**HPE 138 Beginning Cross Country Skiing .5-1 cr. hr.**

Introduction to the recreational sport of cross country skiing, its skills, history, equipment and safety. 0 lecture hours; 1-2 lab hours per week.

**HPE 139 Beginning Skiing .5-1 cr. hr.**

Analysis and learning of movement skills involved in skiing. 0 lecture hours; 1-2 lab hours per week.

**HPE 142 Personal Defense .5-1 cr. hr.**

Judo, Karate, Tae Kwon Do, or Tai Chi Chuan martial arts. Special course may be offered for women or seniors in specific techniques of self-defense. May be repeated three (3) times. 0 lecture hours; 1-2 lab hours per week.

**HPE 143 Fitness Assessment I 1 cr. hr.**

Introduction to an exercise program incorporating knowledge of exercise beneficial to the health of the individual. 0 lecture hour; 2 lab hours per week.

**HPE 144 Fitness Improvement II 1 cr. hr.***Prerequisite: HPE 143 or instructor consent.*

Guided experiences in aerobic activities to improve physical well-being of the individual. May be repeated three (3) times. 0 lecture hours; 2 lab hours per week.

**HPE 145 Fitness Maintenance III 1 cr. hr.***Prerequisite: HPE 144 or instructor consent.*

Guided experiences in aerobic activities to maintain selected level of health and fitness. May be repeated three (3) times. 0 lecture hours; 2 lab hours per week.

**HPE 148 Bicycling 1 cr. hr.**

Benefits of exercise and conditioning will be discussed for the beginning and avid bicyclist. Includes fundamentals of repair and maintenance, safety, and trip planning. A weekend bike trip to be included. 0 lecture hours; 2 lab hours per week.

**HPE 149 Karate Tae Kwon Do Intermediate 1 cr. hr.***Prerequisite: HPE 142 or instructor consent.*

Continuation of Tae Kwon Do or Karate. 0 lecture hours; 2 lab hours per week.

**HPE 151 Archery .5-1 cr. hr.**

Study of movement skills, rules and etiquette of target and field archery. 0 lecture hours; 1-2 lab hours per week.

**HPE 152 Golf .5-1 cr. hr.**

Study of movement skills, rules and etiquette of golf. Driving range and green fees are the responsibility of the student. 0 lecture hours; 1-2 lab hours per week.

**HPE 153 Fencing .5-1 cr. hr.**

Study of movement skills, rules and etiquette of foil fencing. 0 lecture hours; 1-2 lab hours per week.

**HPE 154 Gymnastics .5-1 cr. hr.**

Study of various apparatus and skills of basic gymnastics. 0 lecture hours; 1-2 lab hours per week.

**HPE 155 Weight Training .5-1 cr. hr.**

Proper design of weight training program and use of equipment for body development. 0 lecture hours; 1-2 lab hours per week.

**HPE 156 Social Dance 1 cr. hr.**

Beginning instruction in social dance incorporating basic techniques and mechanics of each type of dance. 0 lecture hours; 2 lab hours per week.

**HPE 157 Fundamentals of Basketball 1 cr. hr.**

This course is designed for the physical education major student who will be teaching fundamentals of basketball. Includes analysis of movement skills and basketball drills. 0 lecture hours; 2 lab hours per week.

**HPE 158 Badminton .5-1 cr. hr.**

Study of movement skills, rules and etiquette of badminton. 0 lecture hours; 1-2 lab hours per week.

**HPE 159 Racquetball 1 cr. hr.**

Fundamental skills, techniques and strategy of racquetball. 0 lecture hours; 2 lab hours per week.

**HPE 160 Bowling .5-1 cr. hr.**

Study of movement skills, rules and etiquette of bowling. Fees for use of alleys and shoes are the responsibility of students. 0 lecture hours; 1-2 lab hours per week.

**HPE 161 Modern Dance .5-1 cr. hr.**

Basic movement vocabulary, movement exploration, and the elements of composition and accompaniment in dance as a creative art experience. 0 lecture hours; 1-2 lab hours per week.

**HPE 162 Tennis .5-1 cr. hr.**

Study of movement skills, rules and etiquette of beginning tennis. Student must furnish own equipment. 0 lecture hours; 1-2 lab hours per week.

**HPE 163 Fundamentals of Track and Field 1 cr. hr.**

This course is designed for the physical education major who will be teaching fundamentals of track and field. Includes analysis of movement skills and rules of various track and field events. 0 lecture hours; 2 lab hours per week.

**HPE 166 Intermediate Golf .5-1 cr. hr.***Prerequisite: HPE 152 or instructor consent.*

Advanced skills, rules and etiquette of golf. Equipment, driving range and green fees are responsibility of student. 0 lecture hours; 1-2 lab hours per week.

**HPE 167 Intermediate Tennis .5-1 cr. hr.**

Advanced skills, rules and etiquette of tennis. Equipment is responsibility of student. 0 lecture hours; 1-2 lab hours per week.

**HPE 168 Advanced Weight Training .5-2 cr. hrs.***Prerequisite: HPE 155 or instructor consent.*

Advanced skills and techniques of body building. 0 lecture hours; 1-4 lab hours per week.

**HPE 171 Modern Dance II .5-1 cr. hr.**

Continuation of technical development begun in beginning modern dance including dance techniques and basic composition. 0 lecture hours; 1-2 lab hours per week.

**HPE 172 Beginning Ballet .5-1 cr. hr.**

Introduction to beginning ballet terminology and technique. 0 lecture hours; 1-2 lab hours per week.

**HPE 173 Skiing II 1 cr. hr.***Prerequisite: HPE 139 or instructor consent.*

Advanced instructional program for the intermediate to advanced skier. 0 lecture hours; 2 lab hours per week.

**HPE 190 Beginning Swimming .5-1 cr. hr.**  
Introduction to movement skills of aquatic activities for the non-swimmer and beginning swimmer. May be repeated three (3) times. 0 lecture hours; 1-2 lab hours per week.

**HPE 191 Intermediate Swimming .5-1 cr. hr.**  
Analysis and practice of the five basic swimming strokes. Maybe repeated three (3) times. 0 lecture hours; 1-2 lab hours per week.

**HPE 193 Lifeguard Training 1.5 cr. hrs.**  
*Prerequisites: Must be at least 15 years old and pass a swimming test as established by the American Red Cross.*  
Introduction to and practice of five basic swimming strokes. .5 lecture hours; 2 lab hours per week.

**HPE 194 Water Safety Instructor 1.5 cr. hrs.**  
*Prerequisites: Must be 17 years old and pass a swim test the first night of class.*  
Prepares student to teach Red Cross certification courses in swimming. 0.5 lecture hour; 2 lab hour per week.

**HPE 200 First Aid 1-3 cr. hrs.**  
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. 1-3 lecture hours; 1-3 lab hours per week.

**HPE 203 Sports Officiating 1 cr. hr.**  
Instruction in techniques of officiating selected sports. Includes rules, interpretations, professional ethics, preparation for state certification, and practical experience. Separate courses maybe offered for individual sports. 0.5 lecture hours; 1 lab hour per week. Repeatable 4 times.

**HPE 210 Intro to Sports Management 3 cr. hrs.**  
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. 3 lecture hours; 0 lab hours per week.

**HPE 211 Introduction to Community Recreation 3 cr. hrs.**  
Provides beginning student with background, development, scope and status of community recreation, its organization and management. 3 lecture hours; 0 lab hours per week.

**HPE 212 Introduction to Physical Education 2 cr. hrs.**  
Survey course designed for the major student. Basic understanding of the function and purposes of physical education in public schools and in non-traditional settings. 2 lecture hours; 0 lab hours per week.

**HPE 213 Horseback Riding I 1 cr. hr.**  
Instruction in horseback riding including general characteristics of the horse; equipment use and placement; horse care and grooming; walk, trot and canter; and tacking and untacking. 0 lecture hours; 2 lab hours per week.

**HPE 215 Leadership in Leisure Activities 3 cr. hrs.**  
Areas of service, types of programs and activities, and leadership structure in recreational use of leisure time (laboratory experiences required). 2 lecture hours; 2 lab hours per week.

**HPE 216 Selected Topics in Phys Ed 2 cr. hrs.**  
*Prerequisite: HPE major or instructor consent.*  
HPE 216 is designed to meet the needs of students in the areas of physical education and sport through the identification of standard and controversial issues in those fields. Topics will encompass the social, legal, and philosophical aspects of physical education and sport. Topics will be researched by students using library resources. 2 lecture hours; 0 lab hours per week.

**HPE 217 Current Issues in Sports 3 cr. hrs.**  
This course is an in-depth look at the skills involved in four areas of sports management prioritized by local sport-related organizations: managing sport facilities, sport finance, sporting events, and risk management. Other issues will be examined, depending on time available, student interest, or timeliness of topic. 3 lecture hours; 0 lab hours per week.

**HPE 220 Anatomy and Physiology I 3 cr. hrs.**  
Anatomical and anthropometrical components of human movement as they relate to exercise. 3 lecture hours; 0 lab hours per week.

**HPE 221 Anatomy and Physiology II 3 cr. hrs.**  
Physiological components of human movement. 3 lecture hours; 0 lab hours per week.

**HPE 230 Intramural Management 1-4 cr. hrs.**  
Studies the organization and management of intramural and recreational activities. Each student is required to assist in officiating, supervising, and planning of activities. 1 lecture hour; 2-4 lab hours per week.

**HPE 240 Theory of Track and Field 2 cr. hrs.**  
The theory and fundamentals of track and field. Study of various track and field events, team training, rules of competition and management of meets. 2 lecture hours; 0 lab hours per week.

**HPE 250 Theory of Basketball** 2 cr. hrs.  
Theory and fundamentals of basketball. Study of systems of offense and defense, tactics, methods of practice, team training and conditioning. 2 lecture hours; 0 lab hours per week.

**HPE 260 Physical Education, Grades 1-6** 3 cr. hrs.  
Activities, materials and techniques for teaching physical education on the elementary school level. 3 lecture hours; 0 lab hours per week.

**HPE 270 Internship: Sports Management** 3 cr. hrs.  
*Prerequisite: HPE 210 or instructor consent.*  
This course is designed to give the student an inside look at the day-to-day operation of businesses in the sports industry. Each student will gain practical work experience at an approved sports-related business of his or her choice. 0 lecture hours; 15 lab hours per week.

## Horticulture

**HORT 190 ID of Landscape Plants** 3 cr. hrs.  
The identification of shrubs used in landscaping. Discussion of cultural requirements, insects, and diseases found on these plants along with emphasis on pruning, transplanting, and design use. 3 lecture hours; 0 lab hours per week.

**HORT 191 Beginning Floral Design** 3 cr. hrs.  
The principles of design using flowers and foliage are discussed with emphasis on how these principles of design impact everyday life. 3 lecture hours; 0 lab hours per week.

**HORT 192 Landscape Design** 3 cr. hrs.  
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. 2 lecture hours; 2 lab hours per week.

**HORT 193 Trees/Arboriculture** 3 cr. hrs.  
The identification, care and use of nature and introduced trees. Special emphasis on techniques such as cabling and pruning. 3 lecture hours; 0 lab hours per week.

**HORT 194 Identification of Horticultural Plants** 3 cr. hrs.  
This course includes the study of structures, physiology, reproduction and the identification of common horticultural plants. Basic horticultural practices are emphasized. 3 lecture hours; 0 lab hours per week.

**HORT 195 Vegetable Production** 3 cr. hrs.  
Designed to give the garden grower general knowledge regarding common vegetable crops. Emphasis is on growing conditions and proper care of vegetables. 3 lecture hours; 0 lab hours per week.

**HORT 196 Perennials and Ground Cover** 3 cr. hrs.  
Provides a working knowledge of herbaceous perennials such as irises, peonies, lilies, and many others with respect to diseases, insects, propagation, and design. 3 lecture hours; 0 lab hours per week.

**HORT 198 Turf and Lawn Management** 1-3 cr. hrs.  
The management and care of various turf grasses and their related problems. Emphasis is placed on practical equipment instruction, weeds, insects and diseases as they relate to golf courses, parks, sod production and home lawns. 3 lecture hours; 0 lab hours per week.

**HORT 203 Horticulture Research Internship** 5-2 cr. hrs.  
*Prerequisites: One year required horticulture courses and instructor consent.*  
Study of special problems or research in the areas of horticulture. Experience of facilities such as the Quad City Botanic Garden. 8 weeks experience. 0 lecture hours; 2.5-10 lab hours.

**HORT 210 Horticulture Work Experience** 5 cr. hrs.  
Eight weeks of supervised training in an approved horticulture business. Reports by the student and job satisfactory performance required for credit. 0 lecture hours; 40 lab hours per week.

**HORT 284 Intro to Horticultural Science** 3 cr. hrs.  
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). 3 lecture hours; 0 lab hours per week. IAI: AG 905

**HORT 292 Greenhouse Crops** 3 cr. hrs.  
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. 2 lecture hours; 2 lab hours per week.

**HORT 293 Small Fruits and Viticulture** 3 cr. hrs.  
The study of bramble fruits (red and black raspberries, blackberries, blueberries, and others), and grapes and their production. Emphasis is on growing conditions, cultural practices and production of small fruits. 3 lecture hours; 0 lab hours per week.

**HORT 294 Greenhouse Management** 3 cr. hrs.  
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. 2 lecture hours; 2 lab hours per week.

**HORT 295 Landscape Construction Maintenance and Operation** **3 cr. hrs.**

Techniques and uses of materials as they relate to construction of various features. emphasis is on using surveying instruments and concrete and paving materials and many other landscape components. 2 lecture hours; 2 lab hours per week.

**HORT 296 Horticulture Business Management** **3 cr. hrs.**

The study of retail and wholesale horticulture businesses including management and future opportunities. Field trips include local nurseries, greenhouses, garden center, seed and equipment dealers. Emphasis is on financing, tax records, land purchase, advertising, ownership and small business practices. Includes a case study of horticulture related business of students' interest. 3 lecture hours; 0 lab hours per week.

**HORT 298 Golf Course Management** **3 cr. hrs.**

Designed to provide advanced establishment skills of turf areas pertaining to golf courses. Additional study of irrigation systems, equipment maintenance, fees, and bunker development. Strong emphasis on fertilization, drainage, mowing and control of weeds, diseases and insects. 3 lecture hours; 0 lab hours per week.

**Humanities****HUM 101 Humanities I** **3 cr. hrs.**

Introduction to key concepts, major characteristics, and outstanding works in Western art, architecture, music, philosophy, theater, literature, and history from the Graeco-Roman world to the present. 3 lecture hours; 0 lab hours per week. IAI: HF 900

**HUM 102 Humanities II** **3 cr. hrs.**

Introduction to key concepts, major characteristics, and outstanding works in art, architecture, music, philosophy, theatre, literature and history from several cultures, Western and non-Western. 3 lecture hours; 0 lab hours per week. IAI: HF 901

**Independent Study****INDEPENDENT 299 Independent Study** **1-4 cr. hrs.**  
*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 lecture hour; 10 lab hours per week.

**International Studies****IS 205 Topics in International Studies** **.5-5 cr. hr.**

Independent study or group study designed to fit the needs of an individual student or a group of students. 0.5-5 lecture hour; 0 lab hours per week.

**IS 215 Topics/Issues in Business** **3 cr. hrs.**

Seminar on a specific topic or current issue in one or more business fields. No topic/problem seminar can be offered more than twice within three years. (Topic to be listed on the student's permanent academic record.) 3 lecture hours; 0 lab hours per week.

**IS 220 Global Issues** **3 cr. hrs.**

This course introduces students to contemporary global issues and international relations. These diverse, complex issues stem from the synergistic interaction of economic, socio-cultural, and political factors. This course examines various influences that impact global issues, such as nation-states, governmental and non-governmental organizations as well as issues relating to gender, ethnicity, and power. The course also explores causes of conflicts and reviews potential solutions to contemporary global crises. 3 lecture hours; 0 lab hours per week. IAI: S5 904

**IS 250 American Culture and Civilization** **1-3 cr. hrs.**

This course is an interdisciplinary exploration of the contemporary culture and civilization of the United States. Readings, lectures, videos and activities focus on the trends and issues that reflect American lifestyles and values. This course is intended for international students and for American students who seek a deeper understanding of American culture. 1-3 lecture hours; 0 lab hours per week.

**Journalism****JOUR 221 Introduction to Mass Communications****3 cr. hrs.**

Study of the communications process. Newspapers, magazines, books, radio, television, and motion pictures. 3 lecture hours; 0 lab hours per week. IAI: MC 911

**JOUR 222 Beginning Reporting** **3 cr. hrs.**

Instruction in the mechanics of reporting and writing a news story. 3 lecture hours; 0 lab hours per week.

**JOUR 225 Advanced Reporting** **3 cr. hrs.***Prerequisite: JOUR 222.*

Experience in more difficult assignments and stories. Principles and practices of developing interpretative articles, features and editorials for the news media. 3 lecture hours; 0 lab hours per week.

**JOUR 230 Newspaper Production** **2 cr. hrs.**

Laboratory experience in the design, assembly and publishing of the college newspaper. Designed to give instruction and experience in all phases of production: editing procedures, rewriting, composition, heading and cutting. 0 lecture hours; 6 lab hours per week.

## Latin

### **LAT 101 Elementary Latin I** 4 cr. hrs.

First course of a two-semester sequence in elementary Latin. Includes vocabulary, grammar, translation, readings and introduction to the ancient Roman culture and civilization. 4 lecture hours; 0 lab hours per week.

### **LAT 102 Elementary Latin II** 4 cr. hrs.

*Prerequisite: One year of high school Latin "C" or better or one semester of college Latin.*

Second course of a two-semester sequence in elementary Latin. Includes vocabulary, grammar, translation, readings, and introduction to the ancient Roman culture and civilization. 4 lecture hours; 0 lab hours per week.

## Law Enforcement

### **LAWN 101 Police Organization and Administration I** 3 cr. hrs.

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. 3 lecture hours; 0 lab hours per week.

### **LAWN 109 Police Community Relations** 3 cr. hrs.

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. 3 lecture hours; 0 lab hours per week.

### **LAWN 152 Criminology and Delinquent Behavior** 3 cr. hrs.

This course attempts to deal with the complexity of the Juvenile Delinquency problem in the United States in a way that will give meaning and direction to the law enforcement practitioner that must deal with the problem every day. 3 lecture hours; 0 lab hours per week. IAI: CRJ 914

### **LAWN 251 Criminal Investigation** 3 cr. hrs.

Introduction to various law enforcement investigation techniques emphasizing crime scene investigation. May be repeated three (3) times. 2 lecture hours; 2 lab hours per week.

### **LAWN 255 Criminal Law I** 3 cr. hrs.

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. 3 lecture hours; 0 lab hours per week.

### **LAWN 257 Police Ethics** 3 cr. hrs.

A study of ethics as it relates specifically to Law Enforcement, Police Science and the Criminal Justice process. 3 lecture hours; 0 lab hours per week.

## Liberal Studies

### **LIB 240 Prior Learning Portfolio** 1 cr. hr.

*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 lecture hours; 0 lab hours per week.

### **LIB 250 Field Study** 1-4 cr. hrs.

*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. .5-2 lecture hours; 2.5-18 lab hours per week.

### **LIB 260 Internship** 2-5 cr. hrs.

*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. 2 lecture hours; 20 lab hours per week.

## Logistics/Warehousing

### **LW 100 Beginning Logistics/Warehousing** 2.5 cr. hrs.

This is an introductory course in the field of logistics and warehousing. Logistics is defined as "getting the right thing to the right place at the right time and in the right condition." There are many jobs in this field, and this course will highlight the industry with emphasis on terms and theories of successful warehousing and distribution. Economics, business planning, customer service, quality products, and employee contributions will be covered. 2.5 lecture hours; 0 lab hours per week.

### **LW 105 Plant Safety in Warehousing** 2.5 cr. hrs.

This course will cover personal safety in the warehouse as well as OSHA standards and requirements and Manufacturers Safety Data Sheets (MSDS). There is an optional opportunity to receive experience in forklift driving and OSHA certification. 2.5 lecture hours; 0 lab hours per week.

### **LW 110 Warehousing Workplace Skills** 2.5 cr. hrs.

This course will prepare students for the job market by covering important workplace skills such as sustainable problem solving, thinking systemically, work ethic, managing personal and organizational change through the application of proven techniques and world-class process, self-management and interpersonal communications. Students will receive tips on preparing for the job market with resume and interviewing skills. 2.5 lecture hours; 0 lab hours per week.

**LW 115 Logistics/Warehousing Technology 2.5 cr. hrs.**  
Because accuracy and timeliness are critical to the logistics field, this course will introduce students to current technology and recent practices that contribute to success. Students will be introduced to: RFID (radio frequency identification), Excel and Access computer programs, bar codes and scanning, Electronic Data Interchange (EDI), Material Requirements Planning (MRP), and Enterprise Resource Planning (ERP). 2.5 lecture hours; 0 lab hours per week.

## Massage Therapy & Bodywork

**MASG 100 Therapy Theory I 10 cr. hrs.**  
*Prerequisites: Minimum COMPASS reading score of 65 and instructor consent.*

This class will instruct students on technical skills, attitudes and behaviors necessary to function as a professional massage therapist; history of massage therapy; massage and medical terminology; indications and contraindications for massage; hygiene, sanitation, and safety; pre-massage procedures; basic Swedish massage techniques; the dynamics of the fiduciary relationship; effective communication with clients; hands-on experience through trades with peers in the classroom; and the design of a massage therapy session. 10 lecture hours; 0 lab hours per week.

**MASG 102 Musculoskeletal Anatomy + Kinesiology 5 cr. hrs.**

*Prerequisites: Minimum COMPASS reading score of 65 and instructor consent.*

Kinesiology is the study of movement of the human body. This course will familiarize students with the anatomy of the body that allows for movement; the skeletal system; the joints; and the muscular system. 5 lecture hours; 0 lab hours per week.

**MASG 103 Human Anatomy/Physiology 5 cr. hrs.**  
*Prerequisites: MASG 102 “C” or better and instructor consent.*

This course will present the eleven basic systems of the human body. The various structures, functions and pathologies of these systems will be introduced. The emphasis of the class will be on the relation of the systems to massage therapy. 5 lecture hours; 0 lab hours per week.

**MASG 106 Pathology 3 cr. hrs.**  
*Prerequisites: MASG 103 “C” or better and instructor consent.*

The eleven basic systems of the human body and their pathologies will be discussed. Students will study the structure and function of the body in health and disease with an emphasis on how these relate to massage therapy. 3 lecture hours; 0 lab hours per week.

**MASG 109 Therapy Theory & Practice 3 cr. hrs.**  
*Prerequisites: MASG 100 and MASG 102 “C” or better and instructor consent.*

Students will continue with study and application of theories and techniques learned in the previous massage theory courses. Students will learn about business practices common to the massage therapy field including operating, marketing, and managing a practice. Students will continue to fine tune their hands-on applications. Review and preparation for the National Certification Board for Therapeutic Massage and Bodywork exam will be covered in great detail. 3 lecture hours; 0 lab hours per week.

**MASG 110 Massage Therapy Clinical 4 cr. hrs.**  
*Prerequisites: CPR (Healthcare Provider) background check, medical physical, and instructor consent.*

Students will apply the skills learned in previous massage theory courses in a working massage therapy clinic environment. Students are required to complete fifty 50-minute full body massages to complete this course. These massages will be done in a supervised, scheduled environment. The massages are free of charge to the clients who participate, and students are required to do their own marketing and appointment set-up. Students are required to have completed Health Care Provider level CPR and must submit a physical prior to beginning clinic. 0 lecture hours; 4 lab hours per week.

**MASG 111 Massage Therapy Clinical 5 cr. hrs.**  
*Prerequisites: MASG 100 and MASG 102 “C” or better and instructor consent.*

Students will learn advanced massage therapy and bodywork techniques through lecture and hands on experience through trades with peers in the classroom. Students will be introduced to a number of massage therapy complimentary bodywork modalities and ethical studies. 5 lecture hours; 0 lab hours per week.

**MASG 112 Massage Techniques/Practices II 5 cr. hrs.**  
*Prerequisite: MASG 111 or instructor consent.*

Students will continue learning advanced massage therapy and bodywork techniques through lecture and hands on experience through trade and peers in the classroom. Students will be introduced to a number of massage therapy complimentary bodywork modalities. Students will participate in a mock clinic in preparation for MASG 110. 5 lecture hours; 0 lab hours per week.

## Mathematics

**MATH 080 Basic Mathematical Skills 3 cr. hrs.**  
*Prerequisite: Appropriate placement score.*

Review of basic computational skills including operations with fractions, decimals, percent, ratio and proportion, English and metric measurement, and formulas for area, perimeter and volume. 3 lecture hours; 0 lab hours per week.

**MATH 081 Basic Algebra 3 cr. hrs.**

*Prerequisite: Appropriate placement score or MATH 080 "C" or better.*

Introductory algebra includes sets, properties of real numbers, operations with rational and irrational numbers, monomials and polynomials, basic factoring, solving first and second degree equations, and an introduction to linear and quadratic functions and their graphs. 3 lecture hours; 0 lab hours per week.

**MATH 085 Plane Geometry 3 cr. hrs.**

*Prerequisite: MATH 081 "C" or better.*

Includes construction techniques, congruency, angles and triangles, similar polygons, parallel lines and planes, areas and volume, logic, and formal proofs. 3 lecture hours; 0 lab hours per week.

**MATH 086 Fundamentals of Algebra 5 cr. hrs.**

*Prerequisite: MATH 080 "A" or appropriate placement score.*

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. 5 lecture hours; 0 lab hours per week.

**MATH 090 Intermediate Algebra 5 cr. hrs.**

*Prerequisite: Appropriate placement score or MATH 081 "C" or better.*

Extension of basic algebraic properties and techniques. Includes polynomials, factoring, rational expressions, logarithm, and exponents, first and second degree equations and inequalities, determinants, functions, and graphing. 5 lecture hours; 0 lab hours per week.

**MATH 091 Intermediate Algebra Review 3 cr. hrs.**

*Prerequisite: Appropriate placement score or MATH 081 "C" or better.*

Extension of basic algebraic properties and techniques. Includes polynomials, factoring, rational expressions, logarithm, and exponents, first and second degree equations and inequalities, determinants, functions, and graphing. 3 lecture hours; 0 lab hours per week.

**MATH 100 Math for Elementary Teachers I 3 cr. hrs.**

*Prerequisite: MATH 086 or 090 or 091 "C" or better or by algebra assessment; MATH 085 or high school geometry.*

First course in a two-course sequence designed for elementary education majors. Topics in this course include sets, whole numbers, functions, numeration and computation, number theory, integers, rational numbers, decimals, real numbers, and mathematical reasoning. General education credit given only to students in curricula leading to state certifications elementary teachers and/or special education teachers. 3 lecture hours; 0 lab hours per week.

**MATH 103 Essentials of Technical Math 5 cr. hrs.**

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. 5 lecture hours; 0 lab hours per week.

**MATH 108 Statistics for General Education 3 cr. hrs.**

*Prerequisites: Appropriate placement score or MATH 086 or 090 or 091 "C" or better and MATH 085.*

General education course in basic principles and procedures of statistics including levels of measurement, graphic presentation, descriptive measures of central tendency and dispersion, inferential statistics and hypothesis testing, analysis of variance and regression. Course includes use of appropriate technology and interpretation of statistical data reported in subject matter literature. 3 lecture hours; 0 lab hours per week. IAI: M1 902

**MATH 110 Mathematics for General Education****3 cr. hrs.**

*Prerequisites: Appropriate placement score or MATH 086 or 090 or 091 "C" or better and MATH 085.*

A course designed to contribute to the general education of any college student. Contemporary problems will be investigated and solved using the mathematical concepts of sets, logic, counting techniques, probability, statistics, and financial formulas involving exponential and logarithmic expressions.. 3 lecture hours; 0 lab hours per week. IAI: M1 904

**MATH 112 College Algebra 4 cr. hrs.**

*Prerequisites: Appropriate placement score or MATH 086 or 090 or 091 "C" or better and MATH 085.*

Includes theory, graphs, and applications of polynomial, rational, exponential, and logarithmic functions (including symmetry and translations); inequalities, radicals, complex numbers, conics, systems of equations and matrices, permutations and combinations. 4 lecture hours; 0 lab hours per week.

**MATH 113 Technical Algebra and Geometry 5 cr. hrs.**

*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. 5 lecture hours; 0 lab hours per week.

**MATH 116 Trigonometry 3 cr. hrs.**

*Prerequisites: Appropriate placement score or MATH 086 or 090 or 091 "C" or better and MATH 085. NOTE: MATH 112 recommended or MATH 112 concurrent enrollment recommended.*

Includes circular functions, identities, conditional equations, right triangle trigonometry, solution of oblique triangles, inverse functions, complex numbers, and polar coordinates. 3 lecture hours; 0 lab hours per week.

**MATH 118 Precalculus 5 cr. hrs.**

*Prerequisites:* Appropriate placement score or MATH 086 or 090 or 091 “C” or better and MATH 085. *NOTE:* If a student has not previously completed a high school course in trigonometry, enrollment in the separate courses MATH 112 and MATH 116 is recommended. Includes polynomial, rational, exponential, logarithmic and circular functions with graphing, analytic trigonometry, polar coordinates, conics, systems of equations, matrices, complex numbers. 5 lecture hours; 0 lab hours per week.

**MATH 123 Technical Algebra/Trigonometry 4 cr. hrs.**

*Prerequisite:* MATH 103 “C” or better or technical math assessment.

Trigonometric functions, vectors, complex numbers, radical equations, graphing, exponential and logarithmic functions, and related use of graphing calculator. 4 lecture hours; 0 lab hours per week.

**MATH 124 Calculus I with Analytic Geometry 4 cr. hrs.**

*Prerequisites:* Appropriate placement score or MATH 118 or MATH 112 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. 4 lecture hours; 0 lab hours per week. IAI: M1 900-1, MTH 901

**MATH 131 Finite Mathematics for Business 3 cr. hrs.**

*Prerequisite:* Appropriate placement score or MATH 112 “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, not on mathematical structure. Topics include linear systems and programming, matrix algebra, mathematics of finance, an introduction to probability and game theory. 3 lecture hours; 0 lab hours per week. IAI: M1 906

**MATH 132 Calculus for Bus/Soc Sciences 4 cr. hrs.**

*Prerequisite:* Appropriate placement score or MATH 112 “C” or better.

A calculus course which includes differential and integral calculus as applied to business, economics, sociology and natural science. Topics include functions, limits, derivatives, applications of the derivative, and integration. 4 lecture hours; 0 lab hours per week. IAI: M1 900-B

**MATH 161 Discrete Mathematics 3 cr. hrs.**

*Prerequisite:* Appropriate placement score or MATH 112 “C” or better.

Includes the study of sets, functions, relations, logic and proof, mathematical induction, counting techniques, graph theory, trees, networks and recurrence relations. 3 lecture hours; 0 lab hours per week. IAI: M1 905; CS 915

**MATH 200 Math for Elementary Teachers II 3 cr. hrs.**

*Prerequisite:* MATH 100 “C” or better.

Second course in a two-course sequence designed for elementary education majors. Topics in this course include statistics, probability, geometric figures, measurement, geometric transformations, and coordinate geometry. General education credit given only to students in curricula leading to state certification as elementary teachers and/or special education teachers. 3 lecture hours; 0 lab hours per week. IAI: M1 903 (Must take Math 100 and Math 200 for IAI use.)

**MATH 223 Technical Calculus 4 cr. hrs.**

*Prerequisite:* MATH 123 “C” or better or technical math assessment.

Analytic geometry, an introduction to statistical methods, limits, and differential and integral calculus with emphasis on applications in science, engineering, and technology. 4 lecture hours; 0 lab hours per week.

**MATH 225 Calculus II with Analytic Geometry 4 cr. hrs.**

*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 equation. 4 lecture hours; 0 lab hours per week. IAI: M1 900-2, MTH 902

**MATH 226 Calculus III with Analytic Geometry 5 cr. hrs.**

*Prerequisite:* MATH 225 “C” or better.

Includes vectors and vector-valued functions, surfaces in 3-space differential and integral calculus of multivariate functions, vector fields, line and surface integrals. 5 lecture hours; 0 lab hours per week. IAI: M1 900-3, MTH 903

**MATH 228 Probability and Statistics 3 cr. hrs.**

*Prerequisite:* Appropriate placement score or MATH 112 “C” or better.

This class discusses the descriptive and inferential methods of statistics. It includes measures of central tendency, dispersion, correlation, regression, analysis of variance, parameter estimation, hypothesis testing, distributions of random variables, and the use of computer packages for analysis of data. 3 lecture hours; 0 lab hours per week. IAI: M1 902, BUS 901

**MATH 230 Linear Algebra 3 cr. hrs.**

*Prerequisite:* MATH 225 “C” or better.

Study of vector spaces with an emphasis on proof. Topics include matrices and determinants, linear systems, linear transformations, eigenvalues, eigenvectors and applications numerical techniques. 3 lecture hours; 0 lab hours per week. IAI: MTH 911

**MATH 235 Differential Equations** 3 cr. hrs.  
*Prerequisite: MATH 226 "C" or better.*

Study of ordinary differential equations, existence and uniqueness of solutions, and related theorems. Topics include variation of parameters, systems, numerical approximations, and transform methods. 3 lecture hours; 0 lab hours per week. IAI: MTH 912

## Mechanics

**MECH 102 Brake and Hydraulic Systems** 1-4 cr. hrs.  
 Brake systems, maintenance, repair and adjustment. Topics include wheel balance and power steering. 2 lecture hours; 4 lab hours per week.

**MECH 103 Electrical Systems I** 4 cr. hrs.  
 Theoretical and practical aspects of electrical systems and components used on vehicles. Batteries, cranking, charging, ignition, accessory components and circuit wiring will be emphasized. 2 lecture hours; 4 lab hours per week.

**MECH 104 Electrical Systems II** 1-4 cr. hrs.  
 Study of electronics, regulation systems, injection systems, components and accessories. Circuit understanding, troubleshooting, repair and service will be emphasized. 2 lecture hours; 4 lab hours per week.

**MECH 105 Fuel Control Systems** 4 cr. hrs.  
 Basic fuel system principles of operation, (electronic feedback carburetion principles), and electronic fuel injection systems will be covered. 2 lecture hours; 4 lab hours per week.

**MECH 108 Hydraulic Transmissions** 1-3 cr. hrs.  
 The study of theory, operation, service and repair of powershift and/or automatic transmissions. Emphasis will be placed on current use transmissions. Student skill development in analysis and repair procedures will be stressed. 2 lecture hours; 2 lab hours per week.

**MECH 109 Power Trains** 3 cr. hrs.  
 A working knowledge of the functions, designs, construction and service of automotive power trains. Course emphasis to be on various types of clutches, three-, four- and five-speed manual transmissions, drive lines, rear axles and differentials. 2 lecture hours; 2 lab hours per week.

**MECH 111 Engine Repair I** 4 cr. hrs.  
 An introductory course for the application and principles of operation of modern engines. Emphasis placed on measurement, engine machining, engine repair and general service to engines used in modern vehicles. 2 lecture hours; 4 lab hours per week.

**MECH 112 Air Conditioning** 3 cr. hrs.  
 Fundamentals of operation and service of air conditioners and cooling units used on auto and agricultural applications. 2 lecture hours; 2 lab hours per week.

**MECH 211 Engine Repair II** 4 cr. hrs.  
 Application of theory to engine repair; analysis of engine failures, engine machining, service repair to engine systems. Emphasis on practical decision making and development of repair skills. 2 lecture hours; 4 lab hours per week.

**MECH 213 Business Management** 3 cr. hrs.  
 A course specially designed for Automotive Technology students, centering on organization and management of dealerships with emphasis on parts and service department operating procedures. 3 lecture hours; 0 lab hours per week.

**MECH 215 Advanced Service I** 6 cr. hrs.  
*Prerequisite: Forty-five or more hours completed in the Automotive program.*  
 A laboratory oriented course dealing with simulated field experience. Practical service procedures will be stressed. 1 lecture hour; 10 lab hours per week.

**MECH 219 Diesel Engines** 3 cr. hrs.  
 A study of foreign and American small and midsize diesel engine systems. Emphasis on service of the fuel systems and engine components peculiar to the diesel engine. 2 lecture hours; 2 lab hours per week.

**MECH 290 Work Experience Internship Seminar** 1 cr. hr.  
 Course would 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 lecture hour; 0 lab hours per week.

## Military Science

**MS 113 Intro to Military Science** 2 cr. hrs.  
 This course is an introduction to the Military System focusing on basic Army knowledge. It is a survey course designed to encourage development of fundamental leadership and management skills which provide a foundation for personal growth and leadership study. 2 lecture hour; 0 lab hours per week.

**MS 211 Basic Military Science I** 2 cr. hrs.  
 Methods of military instruction and introduction to educational psychology applicable in military instruction, effective techniques in presentation, and the role of the Army in national defense. 2 lecture hours; 0 lab hours per week.

**MS 212 Basic Military Science II** 2 cr. hrs.  
 Military map reading and land navigation, and introduction to military leadership and management. Application of map reading with introduction and practical exercise. 2 lecture hours; 0 lab hours per week.

## Manufacturing Technology

**MT 114 Basic Measurement** 2 cr. hrs.  
Measuring techniques required for machine operations in industry. 1 lecture hour; 2 lab hours per week.

## Montessori

**MEC 100 Montessori Hist & Phil.** 3 cr. hr.  
This will be a general overview of Montessori's principles and ideas, her view of the child and his/her place in society, with emphasis on Montessori's concept of the child from birth through preschool. Also included will be the scientific analysis of how to nurture and assist the unfolding of the human personality; care of physical and psychological needs; daily routines as curriculum; strategies for assistance; interactional techniques with children; positive communication with emphasis on personal development of the adult caregiver and the qualities of the adult based on Montessori's view of the child; developmental assessment and record keeping. 3 lecture hours; 0 lab hours per week.

**MEC 101 Montessori Child Growth & Dev.** 3 cr. hr.  
This is an in-depth analysis of Montessori's theory of child development along with an historical survey of the other influential psychologies of our time. Current research and issues in children development are emphasized. 3 lecture hours; 0 lab hours per week.

**MEC 102 Montessori Infant/Toddler Activities & Programs** 3 cr. hr.  
This course will focus on the Montessori philosophy for environmental design and education to accommodate infants and toddlers. It will also introduce the student to ways to develop mutual cooperation and support with families of infants and toddlers. 3 lecture hours; 0 lab hours per week.

**MEC 103 Montessori Program Leadership and Dev.** 3 cr. hr.  
This course will give the student an understanding of state, local and American Montessori Society standards and requirements in order to start understanding the administrative issues around Montessori programs. This course will also focus on the techniques of observation, documentation of observation, assessment and evaluation. 3 lecture hours; 0 lab hours per week.

**MEC 104 Montessori Early Childhood Activities and Programs** 3 cr. hr.  
This course will focus on the Montessori philosophy for environmental design and curriculum for early childhood. It will also introduce the student to ways to develop mutual cooperation and support with families of children in early childhood. 3 lecture hours; 0 lab hours per week.

## Music

**MUSC 101 Instrumental Ensemble** 1 cr. hr.  
Standard band literature as well as chamber music and other material as required. String instrumentalists are also welcome. No auditions required. No more than 4 credit hours will apply toward a degree. 0 lecture hours; 2 lab hours per week.

**MUSC 102 Stage Band** 1 cr. hr.  
Preparation, exploration, and performance of popular music suitable for dance band instrumentation. No more than 4 credit hours will apply toward a degree. 0 lecture hours; 3 lab hours per week.

**MUSC 103 Instrumental Chamber Ensemble** 1 cr. hr.  
Performance of selected chamber music according to the group instrumentation. No more than 4 credit hours will apply toward a degree. 0 lecture hours; 2 lab hours per week.

**MUSC 105 Vocal Ensemble: Opera** 1 cr. hr.  
Open to singers and accompanists. Opera production from musical standpoint is emphasized, climaxed by semester production. No more than 4 credit hours will apply toward a degree. 0 lecture hours; 3 lab hours per week.

**MUSC 107 Choir** 1 cr. hr.  
Sacred and secular choral literature from early Renaissance to the 21st Century. No audition required. No more than 4 credit hours will apply toward a degree. 0 lecture hours; 3 lab hours per week.

**MUSC 109 Chamber Singers** 1 cr. hr.  
Vocal literature particularly suitable for small groups. Membership also open to certain selected instrumentalists. No more than 4 credit hours will apply toward a degree. 0 lecture hours; 2 lab hours per week.

**MUSC 110 Fundamentals of Music** 2 cr. hrs.  
Musical notation, scales and intervals, sight-singing and fundamental keyboard skills. Recommended for music majors judged deficient in fundamentals, elementary teaching majors, and other interested students. 2 lecture hours; 0 lab hours per week.

**MUSC 111 Theory of Music** 4 cr. hrs.  
*Prerequisite: MUSC 110.*  
Structure of music, notation, scales, intervals, sight-singing, keyboard skills and composition. 3 lecture hours; 2 lab hours per week.

**MUSC 112 Theory of Music** 4 cr. hrs.  
*Prerequisite: MUSC 111 with recommended concurrent enrollment in MUSC 113.*  
Continuation of MUSC 111. 3 lecture hours; 2 lab hours per week.

**MUSC 113 Exploring Music Literature 3 cr. hrs.***Prerequisites: MUSC 110 and MUSC 111.*

Study of representative vocal and instrumental works illustrative of the principal forms and styles from the Medieval period to the present. 3 lecture hours; 0 lab hours per week.

**MUSC 118 Elements of Conducting 2 cr. hrs.**

Designed to develop the basic techniques for conducting music ensembles through baton use, understanding rehearsal techniques, score reading, listening projects, and observations. 1 lecture hour; 2 lab hours per week.

**MUSC 121 Elementary Voice 1-2 cr. hrs.**

Applied lessons available to all students. Students will be required to pay a lesson laboratory fee. (Voice class option available.) 2 lecture hours; 0 lab hours per week.

**MUSC 123 Elementary Piano 1-2 cr. hrs.**

Applied lessons available to all students. Students will be required to pay a lesson laboratory fee. 2 lecture hours; 0 lab hours per week.

**MUSC 125 Voice 1-3 cr. hrs.**

Applied major lessons are available, but require a lesson laboratory fee. 3 lecture hours; 0 lab hours per week.

**MUSC 127 Piano 1-3 cr. hrs.**

Applied major lessons are available, but require a lesson laboratory fee. 3 lecture hours; 0 lab hours per week.

**MUSC 129 Organ 1-3 cr. hrs.**

Applied major lessons are available, but require a lesson laboratory fee. 3 lecture hours; 0 lab hours per week.

**MUSC 131 Brass Instrument 1-3 cr. hrs.**

Applied major lessons are available, but require a lesson laboratory fee. 3 lecture hours; 0 lab hours per week.

**MUSC 133 Woodwind Instrument 1-3 cr. hrs.**

Applied major lessons are available, but require a lesson laboratory fee. 3 lecture hours; 0 lab hours per week.

**MUSC 135 String Instrument 1-3 cr. hrs.**

Applied major lessons are available, but require a lesson laboratory fee. 3 lecture hours; 0 lab hours per week.

**MUSC 137 Percussion Instrument 1-3 cr. hrs.**

Applied major lessons are available, but require a lesson laboratory fee. 3 lecture hours; 0 lab hours per week.

**MUSC 141 Elementary Brass Instrument 1-2 cr. hrs.**

Applied lessons available to all students. Students will be required to pay a lesson laboratory fee. 2 lecture hours; 0 lab hours per week.

**MUSC 143 Elementary Woodwind Instrument 1-2 cr. hrs.**

Applied lessons available to all students. Students will be required to pay a lesson laboratory fee. 2 lecture hours; 0 lab hours per week.

**MUSC 145 Elementary String Instrument 1-2 cr. hrs.**

Applied lessons available to all students. Students will be required to pay a lesson laboratory fee. 2 lecture hours; 0 lab hours per week.

**MUSC 147 Elementary Percussion Instrument 1-2 cr. hrs.**

Applied lessons available to all students. Students will be required to pay a lesson laboratory fee. 2 lecture hours; 0 lab hours per week.

**MUSC 153 Music Appreciation 3 cr. hrs.**

For non-music majors only. Structure of basic elements, melody, harmony, form and rhythm. Emphasis is on listening and understanding the make-up of music. Outside listening is required. 3 lecture hours; 0 lab hours per week. IAI: F1 900

**MUSC 154 Music Appreciation 3 cr. hrs.**

For non-music majors only. Study of literature of music emphasizing important composers and prevailing styles of various eras. Outside listening is required. 3 lecture hours; 0 lab hours per week. IAI: F1 900

**MUSC 158 Introduction to Non-Western Music 3 cr. hrs.**

Introduction to non-western culture through the study of music. 3 lecture hours; 0 lab hours per week. IAI: F1 903N

**MUSC 207 Music for Young Children 3 cr. hrs.**

Materials for singing, rhythmic activities, plus musical dramatizations and applications of basic classroom instruments. Provides basic musicianship needed to teach music in early elementary or pre-school. Not recommended for music concentration student unless approved by the music department faculty. 3 lecture hours; 0 lab hours per week.

**MUSC 211 Theory of Music 4 cr. hrs.***Prerequisite: MUSC 112.*

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 20th Century. 3 lecture hours; 2 lab hours per week.

**MUSC 212 Theory of Music 4 cr. hrs.***Prerequisite: MUSC 211.*

Continuation of MUSC 211. Twentieth century harmonic practices. 3 lecture hours; 2 lab hours per week.

**MUSC 214 Electronic Music I 3 cr. hrs.**

Introduction to electronic music with emphasis on digital synthesis, microcomputer applications and musical instrument digital interface standard. Includes principles of sound synthesis, digital recording and specialty designed computer software. 3 lecture hours; 0 lab hours per week.

**MUSC 215 Electronic Music II 3 cr. hrs.***Prerequisite: MUSC 214.*

A continuation of electronic music applications with emphasis on advanced topics in digital synthesis, microcomputer applications and musical instrument digital interface. Includes more involved methods of sound synthesis, digital recording and specially designed computer software. 3 lecture hours; 0 lab hours per week.

**MUSC 221 Elementary Voice 1-2 cr. hrs.**

Applied lessons available to all students. Students will be required to pay a lesson laboratory fee. (Voice class option available.) 2 lecture hours; 0 lab hours per week.

**MUSC 223 Elementary Piano 1-2 cr. hrs.**

Applied lessons available to all students. Students will be required to pay a lesson laboratory fee. 2 lecture hours; 0 lab hours per week.

**MUSC 225 Voice 1-3 cr. hrs.**

Applied major lessons are available, but require a lesson laboratory fee. 3 lecture hours; 0 lab hours per week. IAI: MUS 909

**MUSC 227 Piano 1-3 cr. hrs.**

Applied major lessons are available, but require a lesson laboratory fee. 3 lecture hours; 0 lab hours per week.

**MUSC 229 Organ 1-3 cr. hrs.**

Applied major lessons are available, but require a lesson laboratory fee. 3 lecture hours; 0 lab hours per week.

**MUSC 231 Brass Instrument 1-3 cr. hrs.**

Applied major lessons are available, but require the permission of the music advisors. 3 lecture hours; 0 lab hours per week

**MUSC 233 Woodwind Instrument 1-3 cr. hrs.**

Applied major lessons are available, but require a lesson laboratory fee. 3 lecture hours; 0 lab hours per week.

**MUSC 235 String Instrument 1-3 cr. hrs.**

Applied major lessons are available, but require a lesson laboratory fee. 3 lecture hours; 0 lab hours per week.

**MUSC 237 Percussion Instrument 1-3 cr. hrs.**

Applied major lessons are available, but require a lesson laboratory fee. 3 lecture hours; 0 lab hours per week.

**MUSC 241 Elementary Brass Instrument 1-2 cr. hrs.**

Applied lessons available to all students. Students will be required to pay a lesson laboratory fee. 2 lecture hours; 0 lab hours per week.

**MUSC 243 Elementary Woodwind Instrument 1-2 cr. hrs.**

Applied lessons available to all students. Students will be required to pay a lesson laboratory fee. 2 lecture hours; 0 lab hours per week.

**MUSC 245 Elementary String Instrument 1-2 cr. hrs.**

Applied lessons available to all students. Students will be required to pay a lesson laboratory fee. 2 lecture hours; 0 lab hours per week.

**MUSC 247 Elementary Percussion Instrument 1-2 cr. hrs.**

Applied lessons available to all students. Students will be required to pay a lesson laboratory fee. 2 lecture hours; 0 lab hours per week.

**MUSC 256 Introduction to American Music 3 cr. hrs.**

Available for the non-music major. Listening to and studying: (1) folk, country, western, pop, jazz, rock; (2) commercial; (3) American Music Theater; (4) experimentation, serialism and electronic music. Outside listening is required. 3 lecture hours; 0 lab hours per week. IAI: F1 904

## Nursing Assistant

**NA 100 Basic Nurse Assistant Training Program****8 cr. hrs.***Prerequisite: Must be at least 16 years old.*

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 applications to various health care situations. Additional emphasis has been incorporated regarding the aging process, problems of the aged, death and dying, and caring for residents with Alzheimer's disease. 5 lecture hours; 9 lab hours per week. (40 hours clinical)

## Networking

**NETW 101 Information Security Awareness 1 cr. hrs.**

The course provides a basic introduction to information security, using a non-technical approach. Content emphasizes data security concepts, types of threats to data security, data protection strategies, and legal, social and ethical issues affecting data security. In addition to students pursuing a Microcomputer Support degree or certificate, this course is also useful to any student who wishes to expand his/her knowledge of the topic, for career enhancement in business, health care, government or legal positions. Students should have a basic working knowledge of computers. 1 lecture hours; 0 lab hours per week.

**NETW 120 Basic Computer Networks 3 cr. hrs.**

An introductory course in networking for the technical student. Includes basic network hardware, software, troubleshooting, and maintenance. 2 lecture hours; 2 lab hours per week.

**NETW 125 Cisco I 3 cr. hrs.**

An introductory Cisco Academy course for persons preparing for the CCNA exam or pursuing the Networking certificate. Typical subjects involve the OSI model, data links, network addressing, data encapsulation and

conversion, IP addresses and subnetting, and functions of the TCP/IP network-layer protocols. 3 lecture hours; 0 lab hours per week.

**NETW 145 Cisco II 3 cr. hrs.**

*Prerequisite: NETW 125 “C” or better.*

Second in a series of Cisco Academy courses for persons preparing for the CCNA exam or pursuing the Networking certificate. Typical subjects involve router elements, flow control methods, Cisco IOS, configuring and verifying IP addresses, RIP and IGRP protocols, monitoring and verifying router list operations, and Access Control Lists. 3 lecture hours; 0 lab hours per week.

**NETW 160 Data Communications 3 cr. hrs.**

*Prerequisite: NETW 120 “C” or better.*

A study of TCP/IP on a network. Topics focus on how to configure TCP/IP, troubleshoot and install TCP/IP. Covers the different types and methods of name resolution. 2 lecture hours; 2 lab hours per week.

**NETW 165 Cisco III 3 cr. hrs.**

*Prerequisites: NETW 125, NETW 145 “C” or better.*

Third in a series of Cisco Academy courses for persons preparing for the CCNA exam or pursuing the Networking certificate. Typical subjects involve IPX, LAN segmentation, switching methods, Ethernet operation at various speeds, Spanning Tree Protocol, Virtual LANs, RIPV2, OSPF, EIGRP, VLSM and Access Control Lists. 3 lecture hours; 0 lab hours per week.

**NETW 166 Microcomputer Operating Systems II 3 cr. hrs.**

*Prerequisite: COER 112 or instructor consent.*

An introduction to UNIX/LINUX operating systems. Topics include basic commands, file manipulation, file creation, shell script creation and execution, system administration duties and simple installation. 2 lecture hours; 2 lab hours per week.

**NETW 170 Intro to Information Security 3 cr. hrs.**

*Prerequisites: COER 112 and COER 116 and NETW 120 or NETW 125 “C” or better, or successful completion of proficiency exam, or instructor consent.*

An introduction to the topics, technologies and terminology associated with network information security. This course is a prerequisite for all other courses in the security track of the Microcomputer Support Specialist degree. 3 lecture hours; 0 lab hours per week.

**NETW 185 Cisco IV 3 cr. hrs.**

*Prerequisites: NETW 125, NETW 145, NETW 165 “C” or better.*

The final course in a series of Cisco Academy courses for persons preparing for the CCNA exam or pursuing the Networking certificate. Typical subjects involve WANs, frame relay systems, PPP operations, and ISDN networks and protocols, NAT and PAT, VLSM and DHCP. 3 lecture hours; 0 lab hours per week.

**NETW 190 Networking Internship 1-3 cr. hrs.**

*Prerequisites: 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. 0 lecture hours; 5-15 lab hours per week.

**NETW 210 Windows Workstation 3 cr. hrs.**

*Prerequisites: COER 112, COER 116 and CS 100 “C” or better or instructor consent.*

This course provides the knowledge and skills necessary to implement, administer, and troubleshoot information systems that incorporate Microsoft Windows Workstation. 2 lecture hours; 2 lab hours per week. *Change to lecture/lab hours pending ICCB approval.*

**NETW 215 Window Server 3 cr. hrs.**

*Prerequisite: NETW 210 “C” or better or instructor consent.*

This course provides the knowledge and skills necessary to implement, administer, and troubleshoot information systems that incorporate Microsoft Windows Server. 3 lecture hours; 0 lab hours per week.

**NETW 216 Windows Network Environment 3 cr. hrs.**

*Prerequisite: NETW 215 “C” or better or instructor consent.*

This course provides the skills necessary to install, manage, monitor, configure, and troubleshoot DNS, DHCP, Remote Access, Network Protocols, IP Routing, and WINS in a Windows network infrastructure and the skills required to manage, monitor, troubleshoot Network Address Translation and Certificate Services that incorporate Microsoft Windows Networking. 3 lecture hours; 0 lab hours per week.

**NETW 217 Windows Directory Services 3 cr. hrs.**

*Prerequisite: NETW 216 or instructor consent.*

This course provides the skills necessary to install, configure, and troubleshoot the Windows Active Directory components, DNS for Active Directory, and Active Directory security solutions. The skills required to manage, monitor, and optimize the desktop environment by using Group Policy, and troubleshoot information systems that incorporate Microsoft Windows Networking. 3 lecture hours; 0 lab hours per week.

**NETW 219 Designing Directory Services 3 cr. hrs.**

*Prerequisite: NETW 217 “C” or better or instructor consent.*

This course provides the skills to analyze the business requirements and to design a directory service architecture, including unified directory services such as Active Directory and Windows NT domains; connectivity between and within systems, system components, and applications; data replication such as directory replication and database replication; the skills required to analyze the business requirements for desktop management and design

a solution for desktop management that meets business requirements. 3 lecture hours; 0 lab hours per week.

**NETW 220 Windows Security Design 3 cr. hrs.**

*Prerequisite: NETW 219 “C” or better or instructor consent.*

This course provides the skills required to analyze the business requirements for security and to design a security solution that meets business requirements. Security includes controlling access to resources, auditing access to resources, authentication, encryption, and troubleshooting information systems in a Microsoft Windows environment. 3 lecture hours; 0 lab hours per week.

**NETW 221 Windows Network Design 3 cr. hrs.**

*Prerequisite: NETW 220 “C” or instructor consent.*

This course provides the skills necessary to design a Microsoft network that encompasses typical network services and applications such as file and print, database messaging, proxy server or firewall, dial-in server, desktop management, and Web hosting, connecting individual offices and users at remote locations to the corporate network and connecting corporate networks to the Internet. 3 lecture hours; 0 lab hours per week.

**NETW 250 Web Server Administration 3 cr. hrs.**

A hands-on course in managing and maintaining an Internet Web server, with emphasis on security. Includes server configuration and customization, directory structure, content and user maintenance, server-side applications, performance monitoring and tuning, and security implementation. 2 lecture hours; 2 lab hours per week.

**NETW 252 E-mail Server Administration 3 cr. hrs.**

A course on installing, configuring, supporting, and troubleshooting business email servers (especially Microsoft Exchange). The course provides hands-on as well as classroom experiencing. NETW 252 addresses topics included in the Microsoft certification exams for Exchange 2003/2007 or similar certifications, and so helps prepare students for those exams. These exams are components of the Microsoft MCSA and MCTS certifications. 2 lecture hours; 0 lab hours per week. *Course offering pending anticipated ICCB approval.*

**NETW 255 Advanced Networking/N+ Prep 3 cr. hrs.**

*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 to take the Comp TIA Network+ certification exams. 2 lecture hours; 2 lab hours per week.

**NETW 270 Microcomputer Forensics 3 cr. hrs.**

*Prerequisite: NETW 170 “C” or better.*

An advanced computer networking course with emphasis on usage of specialized forensics microcomputer hardware and software, as well as basic civil and criminal computer investigative fundamentals. 2 lecture hours; 2 lab hours per week.

**NETW 274 Ethical Hacking and Security 3 cr. hrs.**

*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. 2 lecture hours; 2 lab hours per week.

**NETW 280 Network Firewalls 3 cr. hrs.**

*Prerequisite: NETW 170 “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. 2 lecture hours; 2 lab hours per week.

## Natural Science

**NSCI 101 Environmental Science I 3 cr. hrs.**

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 must also complete NSCI 102. 3 lecture hours; 0 lab hours per week. IAI: LP 900

**NSCI 102 Environmental Science II 4 cr. hrs.**

*Prerequisite: NSCI 101.*

Extension of NSCI 101. Covers ecology and biodiversity, food and soil resources, air pollution and climate change, water cycles and water pollution, and energy resources. 3 lecture hours; 2 lab hours per week. IAI: LP 901L

## Nursing

### **NURS 100 Transition Course for LPN's 2 cr. hrs.**

*Prerequisite: Admission to the Associate Degree Nursing Program and hold an active license as a Licensed Practical Nurse.*

This course is designed to allow the Licensed Practical Nurse to achieve advanced placement in the Associate Degree Nursing program. 2 lecture hours; 0 lab hours per week.

### **NURS 105 Principles of Nursing/Self Enrichment 1 cr. hr.**

*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. 0 lecture hours; 40 lab hours per week.

### **NURS 112 Nursing Concepts I 10 cr. Hrs.**

*Prerequisite: Admission to the Associate Degree Nursing Program.*

Nursing Concepts I 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 bases 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. 8 lecture hours; 6 lab hours per week.

### **NURS 122A Psychosocial Nursing Concepts 5 cr. hrs.**

*Prerequisites: NURS 112 and PSYC 200 "C" or better and BIOL 145 "B" or better.*

Psychosocial Nursing Concepts is designed to assist students in developing critical thinking 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 clients with a focus on the nurse's role in the care of individuals who experience difficulty with psychosocial adaptation. 3.5 lecture hours; 4.5 lab hours per week.

### **NURS 122B Physiologic Nursing Concept 5 cr. hrs.**

*Prerequisites: NURS 112 and PSYC 200 "C" or better and BIOL 145 "B" or better.*

Physiologic 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 critical thinking skills as they utilized the nursing process and nursing skills to plan and provide care for selected clients. This course will include the nursing care and management of adult clients with fluid/electrolyte and acid/base imbalances, diabetes, peripheral vascular disease, cancer and problems

of the immune system. 3.5 lecture hours; 4.5 lab hours per week.

### **NURS 130 Test Strategies for Nursing .5 cr. hrs.**

Test Strategies for Nursing is a course designed to maximize success in test taking by helping the nursing student develop a positive mental attitude. Students will be introduced to critical thinking, relaxation techniques, study methods, and test taking skills. .5 lecture hours; 0 lab hours per week.

### **NURS 138 Intro to Professional Nursing 1 cr. hr.**

*Prerequisites: Concurrent enrollment in NURS 112 or NURS 100. 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 lecture hour; 0 lab hours per week.

### **NURS 142 Nurse Success Strategies 1 cr. hr.**

*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 pre-requisites content necessary for success in the program. Much learning will be individualized to address each student's specific areas for improvement. This course may be repeated two times. 1 lecture hour; 0 lab hours per week.

### **NURS 150 Pharmacology Calculations 1 cr. hr.**

*Prerequisites: 100 level Math course "C" or better and admission into the AAS-RN Program.*

NURS 150 is a course for nursing students and prospective nursing students. The course focuses on math skills needed for drug equivalent calculations, drug dosage calculations, and calculations for intravenous therapy. 1 lecture hours; 0 lab hours per week.

### **NURS 152 Nursing Pharmacology Concepts 1 cr. hr.**

Nursing pharmacology Concepts focuses on the common classes of medications nurses will administer in clinical practice, with emphasis on major drug classifications and specific medicinal agents and associated pharmacodynamics, pharmacokinetics, therapeutic uses, adverse reactions and precautions. This course is designed to assist students in developing critical thinking skills as well as developing a theoretical base of numerous

medications. 1 lecture hour; 0 lab hours per week. *New course pending ICCB approval.*

**NURS 216 Nursing Concepts III 10 cr. hrs.**

*Prerequisites: NURS 122A and NURS 122B and SOC 101 “C” or better and BIOL 146 “B” or better.*

Nursing Concepts III 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-client relationship in assisting clients and their families achieve or maintain their optimal level of wellness. This course is designed to assist students in developing critical thinking 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 managements of clients 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; gastrointestinal conditions; chronic conditions; and age related changes. 6 lecture hours; 12 lab hours per week.

**NURS 226 Nursing Concepts IV 10 cr. hrs.**

*Prerequisites: NURS 216 and BIOL 261 and SPEC 175 or ANTH 102 or PHIL 103 or PHIL 100 or foreign language course “C” or better.*

Nursing Concepts IV 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 client and their family. Emphasis is placed on experiences to enhance utilization of the nursing process and develop critical thinking techniques as they apply to the more seriously ill client. Prototypes of health problems will be used to represent the selected concepts. 6 lecture hours; 12 lab hours per week.

**NURS 230 Transition into Practice 1 cr. hrs.**

*Prerequisites: Completion of NURS 216 and BIOL 261 with a grade of “C” or better and concurrent enrollment in NURS 226. Also, completion of SPEC 175 and ANTH 102 or PHIL 103 or PHIL 100 or foreign language course with a grade of “C” or better.*

The career aspects of nursing are explored on a seminar basis with the focus for discussion topics on successful functioning as a registered nurse. Content will build upon the concepts introduced in NURS 138, Introduction to Professional Nursing. Content will include issues and responsibilities in nursing, current trends in healthcare and 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 lecture hours; 0 lab hours per week. *Title and content updated pending ICCB approval.*

**NURS 250 Nursing Practice Update 6 cr. hrs.**

*Prerequisite: RN or instructor consent.*

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. 4 lecture hours; 6 lab hours per week.

**NURS 260 Cardiac Care Basic 3 cr. hrs.**

*Prerequisite: RN or instructor consent.*

Current concepts of nursing care for clients with cardiovascular dysfunction. Recognition of appropriate therapy for dysrhythmias. 3 lecture hours; 0 lab hours per week.

**NURS 261 Advanced Cardiovascular Nursing 3 cr. hrs.**

*Prerequisite: NURS 260 or instructor consent.*

Concepts of care for the client with complicated cardiovascular disease. Interpretation of 12 lead electrocardiograms and hemodynamic monitoring. 3 lecture hours; 0 lab hours per week.

**NURS 270 Health Assessment 2 cr. hrs.**

*Prerequisites: Completed first semester of ADN program and instructor consent.*

This course is designed to develop the student’s understanding of a health history and physical examination. By completion the student will perform a detailed history and head to toe physical examination. 2 lecture hours; 0 lab hours per week.

**NURS 286 Train the Trainer for RNs 3 cr. hrs.**

*Prerequisites: Registered Nurse, at least one year of applicable experience and two years licensure.*

This lecture-format class prepares learners for employment as Illinois CAN instructors. The Alzheimer’s component is included. An IDPH Evaluator workshop will be offered in conjunction with some sessions. 3 lecture hours; 0 lab hours per week.

**NURS 295 Special Topics in Nursing 3 cr. hrs.**

*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. 3 lecture hours; 0 lab hours per week.

## Orientation

### **OR 100 Introduction to College** 1-3 cr. hrs.

Topics of Introduction to College courses are designed to develop academic and personal skills that support student success in a learning-centered environment, including orientation to college, college study skills, and human potential. Students may take either OR 100 series for 1-3 credits or OR 101 for 3 credits, but not both OR 100 and OR 101. 1-3 lecture hours; 0 lab hours per week.

### **OR 101 Becoming a Master Student** 3 cr. hrs.

Facilitates student success in a learning-centered college environment by covering such topics as college resources, processes, and procedures; academic integrity; information literacy; study skills; critical thinking; time management; academic goal-setting; and educational planning. Students may take either OR 101 series for 3 credits or OR 100 for 1-3 credits, but not both OR 101 and OR 100. 3 lecture hours; 0 lab hours per week.

### **OR 110 Career Management for Everyone** 2 cr. hrs.

The focus of this course is on career goal-setting and strategies to achieve career goals for individuals who have made a career decision and/or are employed. Topics covered include decision making, time and stress management, strategic career planning, career management techniques, career success techniques and lifelong learning. 2 lecture hours; 0 lab hours per week.

## Philosophy

### **PHIL 100 Logic** 3 cr. hrs.

Introduces the student to formal and informal logic. Examines logical fallacies that are found in everyday arguments as well as the basics of symbolic logic. 3 lecture hours; 0 lab hours per week. IAI: H4 906

### **PHIL 101 Introduction to Philosophy** 3 cr. hrs.

*Prerequisite: Appropriate COMPASS score or ENG 091 or REA 098 "C" or better.*

Some of the basic problems of philosophy. A consideration of the great philosophical systems dating from Socrates to the present. 3 lecture hours; 0 lab hours per week. IAI: H4 900

### **PHIL 103 Ethics** 3 cr. hrs.

*Prerequisite: Appropriate COMPASS score or ENG 091 or REA 098 "C" or better.*

Presents an introduction to the moral problems of society with an emphasis on concepts and systems. 3 lecture hours; 0 lab hours per week. IAI: H4 904

### **PHIL 205 Studies in Philosophy** 3 cr. hrs.

*Prerequisite: Appropriate COMPASS score or REA 098 "C" or better; ENG 091 "C" or better; one course in philosophy or instructor consent.*

Intensive study of one or more philosophical topics, philosophical traditions, or major philosophers. Philosophy of science and language, social and political philosophy, philosophy of law, rationalism, empiricism, analytic philosophy, Aristotle, Hume, Quine, metaphysics, philosophy of mind, and aesthetics are among the offerings. 3 lecture hours; 0 lab hours per week.

### **PHIL 206 Philosophy of Religion** 3 cr. hrs.

*Prerequisite: Appropriate COMPASS score or REA 098 "C" or better; or ENG 091 "C" or better.*

Discusses the intellectual problems of the religious experience. 3 lecture hours; 0 lab hours per week. IAI: H4 905

## Physical Education Classes

(See HPE, page 189)

## Physics

### **PHYS 101 College Physics I** 5 cr. hrs.

*Prerequisite: Concurrent enrollment in college algebra or equivalent.*

For students majoring in a field other than pre-engineering, mathematics or physics. Theory of mechanics, heat and sound. Graduation credit not permitted for both PHYS 101 and 201. 4 lecture hours; 3 lab hours per week. IAI: P1 900L

### **PHYS 102 College Physics II** 5 cr. hrs.

*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. 4 lecture hours; 3 lab hours per week.

### **PHYS 110 Introduction to Physics** 4 cr. hrs.

Basic principles of many branches of physics. Credit for this course will not be counted toward graduation if the student also completes PHYS 101 or 201 equivalent. 3 lecture hours; 2 lab hours per week. IAI: P1 900L

### **PHYS 115 Concentrated General Physics** 6 cr. hrs.

*Prerequisite: Completion of Algebra II in high school.*

An accelerated study of general physics, primarily intended for students wishing to meet the entrance requirements for pre-chiropractic. Will cover the same topics as PHYS 101 and 102. (No credit for both PHYS 101, 102 and 115.) 5 lecture hours; 3 lab hours per week.

### **PHYS 120 Energy for a Technological Society** 3 cr. hrs.

For non-science majors. A non-mathematical lecture-discussion course covering both finite and alternate energy sources. 3 lecture hours; 0 lab hours per week.

**PHYS 140 Practical Physics** **3 cr. hrs.**  
For non-science majors. Presents in a conceptual format the basic principles of physics including motion, force, energy, electricity, and magnetism. 3 lecture hours; 0 lab hours per week. IAI: P1 901

**PHYS 200 Technical Physics** **1-4 cr. hrs.**  
A class designed to help the student understand the physical laws that affect the machinery they deal with daily. 3 lecture hours; 2 lab hours per week.

**PHYS 201 General Physics** **5 cr. hrs.**  
*Prerequisite: MATH 124 or instructor consent.*  
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. 3 lecture hours; 4 lab hours per week. IAI: P2 900L

**PHYS 202 General Physics** **5 cr. hrs.**  
*Prerequisite: PHYS 201.*  
For students preparing to major in engineering, physics, chemistry or mathematics. Analytical study of the theory of magnetism, electricity, light, and nuclear physics. Graduation credit will not be granted for both PHYS 102 and 202. 3 lecture hours; 4 lab hours per week.

**PHYS 214 General Physics (Quantum)** **2 cr. hrs.**  
*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 lecture hours; 2 lab hours per week.

## Political Science

**POLS 122 American National Government** **3 cr. hrs.**  
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. 3 lecture hours; 0 lab hours per week. IAI: S5 900

**POLS 191 Introduction to Political Science** **3 cr. hrs.**  
Introduction to the academic discipline of political science that focuses attention on the nature and scope of political science, the political process, political theories, and the interrelationships of various elements of a political system. 3 lecture hours; 0 lab hours per week. IAI: S5 903

**POLS 200 Introduction to Political Thought** **3 cr. hrs.**  
This course offers a survey of the major political philosophers and concepts in the history of political thought, focusing upon classical and modern theorists and emphasizing such concepts as justice, equality, power, liberty, and rights. The course is also fundamentally concerned with improving students' abilities to think and write clearly, thoughtfully, critically, and analytically. The purpose is to move beyond the superficiality evident in the ordinary discourse of our society, and with an emphasis upon thinking deeply about basic moral principles. A significant portion of the course will be directed toward in-class discussion of the issues raised by the common readings and by the papers that each student will write. 3 lecture hours; 0 lab hours per week. IAI: PLS 913

**POLS 252 State and Local Government** **3 cr. hrs.**  
Examines the organization and functions of state and local governments with an evaluation of their roles in the U.S. federal system of government. 3 lecture hours; 0 lab hours per week. IAI: S5 902

**POLS 258 Selected Studies in Political Science 1-3 cr. hrs.**  
*Prerequisite: Instructor consent.*  
Topics studied vary according to student interest and instructor availability. Typical course offerings include studies on the international, national, state and local political scene, and/or an internship experience. This course may be taken more than once if different topics are considered. 1-3 lecture hours; 0 lab hours per week.

**POLS 261 Introduction to Comparative Government: European** **3 cr. hrs.**  
Comparative analysis of selected European governmental systems emphasizing the similarities and differences between the selected European governments and the government of the United States. 3 lecture hours; 0 lab hours per week. IAI: S5 905

**POLS 262 Introduction to Comparative Government: Non-European** **3 cr. hrs.**  
Comparative analysis of the governmental systems of various non-western nation-states with emphasis on the similarities and differences between the selected governments and the government of the United States. 3 lecture hours; 0 lab hours per week. IAI: S5 906N

**POLS 271 International Relations** **3 cr. hrs.**  
Examines the basic principles and systems that govern relationships among nation-states as they attempt to cope with problems of the contemporary world. 3 lecture hours; 0 lab hours per week. IAI: S5 904

## Practical Nursing

### **PN 105 Pharmacology in Practical Nursing I 1 cr. hr.**

*Prerequisites: Admission to Practical Nursing Program and MATH 080 “C” or better or COMPASS score of 55.*

Basic mathematics as it applies to medication administration is reviewed. The study of drugs and the techniques of medication administration are begun. 1 lecture hour; 0 lab hours per week.

### **PN 106 Pharmacology in Practical Nursing II 1 cr. hr.**

*Prerequisites: PN 105 and PN 112 “C” or better.*

Drug classifications are studied through the structure of the nursing process. 1 lecture hour; 0 lab hours per week.

### **PN 110 Basic Anatomy and Physiology 3 cr. hrs.**

Basic concepts of human anatomy and physiology. 3 lecture hours; 0 lab hours per week.

### **PN 111 Foundations of Practical Nurs. 8 cr. hrs.**

*Prerequisites: Admission to Practical Nursing Program; MATH 080 or COMPASS score 55 or better and ENG 101 or COMM 100 and PN 110 or BIOL 145 or BIOL 146.*

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. 6 lecture hours; 6 lab hours per week.

### **PN 112 Older Adult Nursing 8 cr. hrs.**

*Prerequisite: PN 111 “C” or better.*

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. 6 lecture hours; 0 lab hours per week.

### **PN 113 Adult Health Nursing 8 cr. hrs.**

*Prerequisites: PN 105 and PN 112 “C” or better.*

Within the framework of the nursing process, theories of nursing care for patients with acute medical-surgical problems are discussed. 6 lecture hours; 6 lab hours per week.

### **PN 114 Intergenerational Nursing 8 cr. hrs.**

*Prerequisites: PN 105 and PN 113 “C” or better.*

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. 6 lecture hours; 6 lab hours per week.

### **PN 140 Licensure Review 1-5 cr. hrs.**

Assists students who have graduated from a practical nursing program to prepare for NCLEX-PN. Review of principles of all areas of the body of nursing knowledge applicable to practical nursing will be presented. Lecture and discussion will be complemented by practice testing.

This course does not guarantee satisfactory results on NCLEX-PN. 1-5 lecture hours; 0 lab hours per week.

### **PN 160 LPN Refresher 6 cr. hrs.**

Provides a basic review and updating of skills and knowledge for practical nurses preparing to re-enter nursing practice. Satisfactory completion of this course will meet one of the requirements for restoration of license after 5 or more years of inactive status or 5 or more years of lapse of licensure. 3 lecture hours; 7 lab hours per week.

### **PN 180 Intravenous Therapy 1 cr. hrs.**

*Prerequisite: Current nursing license or NURS 112 “C” or better.*

A basic study of administration and regulation of intravenous infusions. Common intravenous solutions will be discussed. The technique of intravenous therapy will be taught and return demonstration will be done in the lab. Students will have the opportunity to have a clinical component which will allow them to practice in a real setting. This can be a variable entry course with an on-line component. .5 lecture hours; 1.5 lab hours per week. *Change in hours and course content pending anticipated ICCB approval.*

## Physical Science

### **PS 101 Introduction to Physical Science 4 cr. hrs.**

A largely non-mathematical approach to physical science for elementary education and other non-science majors. The course deals with basic concepts of geology, geography, astronomy, meteorology, chemistry and physics. A study of human attempts to understand the physical universe. 3 lecture hours; 2 lab hours per week. IAI: P9 900L

### **PS 205 Issues in Science, Technology and Society**

**3 cr. hrs.**

A 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 ethical, political, economic and historical decisions. Discussion topics will be determined by student interest and the current events taking place in our changing world. 3 lecture hours; 0 lab hours per week. IAI: P9 900

## Psychology

### **PSYC 101 Introduction to Psychology 3 cr. hrs.**

*Prerequisites: College level reading scores on COMPASS or REA 093 and SBS 100 “C” or better, or REA 098 and SBS 100 “C” or better.*

A survey of the field of general psychology without specific emphasis on any particular theory or model of human or animal behavior. Fundamental principles, methods, theories and issues in the field are discussed. Content areas may include learning, thinking, neuroscience, methodology, memory, perception, personality, intelligence, emotion, adjustment, and

abnormality among others. 3 lecture hours; 0 lab hours per week. IAI: S6 900

**PSYC 105 Career Exploration and Planning 1-2 cr. hrs.**  
Students will increase self-awareness by examining interests, values and skills. Interest and personality inventories are administered. Students are assisted in evaluating this information to aid in directing their research of potential careers and to facilitate career and educational planning. This course may be taken once for credit. 1-2 lecture hours; 0 lab hours per week.

**PSYC 110 Human Relations 3 cr. hrs.**  
Focuses on interpersonal relationships and the skills necessary to build and maintain them (e.g., assertion, active listening, conflict resolution). No psychology background necessary. 3 lecture hours; 0 lab hours per week.

**PSYC 199 Psychology of Women 3 cr. hrs.**  
Examines the psychology of women from a feminist perspective, including such issues as violence against women, health psychology, work-family balance, development across the life-course, and sexist discrimination. 3 lecture hours; 0 lab hours per week.

**PSYC 200 Human Growth and Development 3 cr. hrs.**  
*Prerequisite: PSYC 101.*  
Explores the neurobiological, physical, cognitive, social, and emotional development of humans from conception through adulthood. 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. 3 lecture hours; 0 lab hours per week. IAI: S6 902

**PSYC 201 Industrial Psychology 3 cr. hrs.**  
*Prerequisite: PSYC 101.*  
This course explores current industrial/organizational psychology theory and research as related to such areas as research methods; personnel selection, placement, and training; job analysis and performance appraisal; job satisfaction and motivation; leadership; organizational decision making; and organizational development. 3 lecture hours; 0 lab hours per week.

**PSYC 210 Personality Theories 3 cr. hrs.**  
*Prerequisite: PSYC 101.*  
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. 3 lecture hours; 0 lab hours per week. IAI: PSY 907

**PSYC 212 Experimental Psychology 3 cr. hrs.**  
*Prerequisite: PSYC 101.*

This course explores the nature of scientific inquiry from an empirical perspective, employing traditional use of statistical analysis to data. The notion of inquiry, as systematic fact-finding, is approached from the Western scientific perspective, but students are taught that this approach is merely one way of discovering scientific truth; non-Western traditions are also examined. Emphasis placed on learning and using tools involved in conducting scientific research and in learning to read research with comprehension. Extensive use of descriptive and inferential statistics for analyzing a variety of formal research hypotheses is a significant aspect of this course. 3 lecture hours; 0 lab hours per week.

**PSYC 219 Understanding Human Sexuality 3 cr. hrs.**  
Provides an integration of psychological, social, and biological components of human sexuality. Research methods, physiology, relationships, intimacy, communication, sexual techniques, sexual behaviors, conception, pregnancy, sexual dysfunctions and sexually transmitted diseases, and sexual variances are investigated. Diversity of race, ethnicity, gender, and orientation are stressed throughout the course to facilitate a non-judgmental approach. The student will be prepared by this course for understanding most general sexual issues as they relate to their own lives and in populations they will encounter professionally. 3 lecture hours; 0 lab hours per week.

**PSYC 220 Applied Psychology 3 cr. hrs.**  
Applies psychological theories, principles, and research to the context of everyday life, including positive emotional states and processes, positive cognitive states and processes, prosocial behavior and relationships, understanding and changing human behavior, and positive environments (school, work, and communities). 3 lecture hours; 0 lab hours per week.

**PSYC 230 Social Psychology 3 cr. hrs.**  
*Prerequisite: PSYC 101.*  
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. 3 lecture hours; 0 lab hours per week. IAI: S8 900

**PSYC 250 Abnormal Psychology 3 cr. hrs.**  
*Prerequisite: PSYC 101.*  
An introduction to abnormal behavior, psychodiagnostic methods, theories of causation, specific pathologies, and modes of treatment. 3 lecture hours; 0 lab hours per week. IAI: PSY 905

**PSYC 260 Adolescent Psychology 3 cr. hrs.**

*Prerequisite: PSYC 101 (QC); instructor consent.(EC).*

Integrates theory and empirical research as related to adolescents' biological, cognitive, and social development; and such related issues as school experience, career choice, the college experience, self-identity, adjustment, and the development of intimacy and sexuality. 3 lecture hours; 0 lab hours per week. IAI: PSY 902

**PSYC 262 Child Psychology 3 cr. hrs.**

*Prerequisite: PSYC 101.*

Introduces theory and research on biological, physical, social, and cognitive development of the human child from conception to adolescence. 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. 3 lecture hours; 0 lab hours per week. IAI: S6 903

**PSYC 264 Social Psychology of Aging 3 cr. hrs.**

*Prerequisites: PSYC 101.*

Process and consequences of aging; interplay between social and psychological forces and the aging population; psychological dimensions of aging. 3 lecture hours; 0 lab hours per week. IAI: S6 905

**PSYC 266 Adult Development and Aging 3 cr. hrs.**

*Prerequisite: PSYC 101.*

Examines the research concepts, principles, and theories concerning the cognitive, physical, social, emotional, and personality development from early adulthood to old age, including such topics as career choice and development, mate selection and marriage, conventional and nonconventional families, theories of adult personality development, mid-and late-life transitions, aging and dying, death and bereavement. 3 lecture hours; 0 lab hours per week.

**PSYC 290 Educational Psychology 3 cr. hrs.**

*Prerequisite: PSYC 101 (QC); instructor consent (EC).*

The application of research-based psychological principles to education and teaching-learning processes. Special emphasis on understanding growth and development, the learning process, motivation, intelligence, evaluation, measurement, creativity and the impact of culture on learning styles. 3 lecture hours; 0 lab hours per week.

**PSYC 295 Special Topics in Psychology 1-3 cr. hrs.**

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. 1-3 lecture hours; 0 lab hours per week.

**Physical Therapist Assistant****PTA 100 Introduction to PTA 3 cr. hrs.**

*Prerequisite: Admission to PTA program.*

Study of historical background, professional ethics, and legal aspects of physical therapy practice. Overview of quality assurance and reimbursement issues, role of the PT and PTA in various settings and introduction to patient care. 3 lecture hour; 0 lab hours per week.

**PTA 113 Physical Agents I 2 cr. hrs.**

*Prerequisite: Admission to PTA program.*

Study of indications, contraindications and application of cold and heat such as infrared, ultraviolet, paraffin, hot/cold packs, ice, whirlpool and contrast baths. 1 lecture hour; 2 lab hours per week.

**PTA 201 Kinesiology 4 cr. hrs.**

*Prerequisites: PTA 100, PTA 113, PTA 202, BIOL 145.*

Study of analysis of force systems and mechanics of muscle action, and production of movement. 3 lecture hours; 2 lab hours per week.

**PTA 202 Physical Rehabilitative Techniques 3 cr. hrs.**

*Prerequisite: Admission to PTA program.*

Study of basic rehabilitative techniques, such as goniometric measuring, patient positioning, range of motion exercise, transfer techniques, gait training, and chest physical therapy. 1.5 lecture hours; 3 lab hours per week.

**PTA 203 Pathology 2 cr. hrs.**

*Prerequisites: PTA 100, PTA 113, PTA 202, BIOL 145.*

Study of the fundamental basis of disease. Emphasis on conditions treated through physical therapy procedures. 2 lecture hours; 0 lab hours per week.

**PTA 204 Practicum I 3 cr. hrs.**

*Prerequisites: PTA 100, PTA 113, PTA 202, BIOL 145.*

Practice of routine physical therapy assisting procedures with selected patients in a closely supervised clinical setting. 1 lecture hour; 6 lab hours per week.

**PTA 205 Physical Therapy Science 2 cr. hrs.**

*Prerequisite: PTA 201.*

Discussion and study of medical conditions commonly referred for physical therapy such as cerebral palsy, multiple sclerosis, cerebral vascular accident, peripheral nerve injury, arthritis, and others. 2 lecture hours; 0 lab hours per week.

**PTA 207 Massage 1 cr. hr.**

*Prerequisites: PTA 100, PTA 113, PTA 202, BIOL 145.*

Study of scientific principles, indications, contra-indications, and application of a variety of massage techniques. 1 lecture hour; .5 lab hour per week.

**PTA 208 Therapeutic Exercise I 3 cr. hrs.***Prerequisite: PTA 201.*

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. 2 lecture hours; 3 lab hours per week.

**PTA 209 Therapeutic Exercise II 4 cr. hrs.***Prerequisites: PTA 205, PTA 208, PTA 214.*

Study of scientific principles of therapeutic exercise, including use of equipment, orthopedic and neurological exercise techniques. 2 lecture hours; 4 lab hours per week.

**PTA 213 Physical Agents II 3 cr. hrs.***Prerequisite: PTA 208.*

Study of physiological effects, indications, contraindications, and application of deep heat such as ultrasound and diathermy, and other modalities such as electrical muscle stimulation, T.E.N.S. and traction. 2 lecture hours; 3 lab hours per week.

**PTA 214 Practicum II 3 cr. hrs.***Prerequisite: PTA 201.*

Practice of previously learned skills in a clinical setting, supervised by a Physical Therapist. 1 lecture hour; 6 lab hours per week.

**PTA 280 Clinical Internship I 4 cr. hrs.***Prerequisites: PTA 209, PTA 213.*

A clinical learning experience in selected health care facilities. 0 lecture hours; 48 lab hours per week.

**PTA 281 Clinical Internship II 4 cr. hrs.***Prerequisite: PTA 280.*

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. 0 lecture hours; 48 lab hours per week.

**PTA 290 Clinical Seminar 2 cr. hrs.***Prerequisite: PTA 208.*

Discussion of education and clinical experiences. 2 lecture hours; 0 lab hours per week.

## Reading

**REA 093 Academic Reading I 3 cr. hrs.***Prerequisite: Score of 31-64 on COMPASS reading test.*

Improvement of basic reading skills emphasizing vocabulary and comprehension. Students with scores of 31-64 on the COMPASS reading test who are working toward an AA/AS degree are required to take this course. Certain career programs may also require this course. 3 lecture hours; 0 lab hours per week.

**REA 098 Academic Reading II 3 cr. hrs.***Prerequisite: Score of 62-85 on COMPASS reading test or REA 093 "C" or better.*

Improvement of 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. Students with scores of 62-85 on the COMPASS reading test who are working toward an AA/AS degree are required to take this course. Certain career programs may also require this course. 3 lecture hours; 0 lab hours per week.

## Security

**SECR 160 Introduction to Private Security 3 cr. hrs.**

To provide the student with an overview of the history and development of the private security industry, the security function in business and industry, retail security, hospital security, cargo security, computer security, and general security services. 3 lecture hours; 0 lab hours per week.

**SECR 165 Physical Security Concepts I 1-3 cr. hrs.**

Study of assets protection and physical security in the private sector. Includes in-depth studies of specific security functions with emphasis on crime prevention and risk recognition and management. 1-3 lecture hours; 0 lab hours per week.

**SECR 166 Physical Security Concepts II 3 cr. hrs.***Prerequisite: SECR 165 recommended.*

Study of assets protection and physical security in the private and public sectors. Emphasis placed on planning to meet anticipated security threats in the day-to-day operation of a security organization. 3 lecture hours; 0 lab hours per week.

**SECR 270 Management of Loss Prevention 3 cr. hrs.**

To provide the student with an overview of the problem of internal theft, why employees steal, embezzlement and executive dishonesty, investigating internal theft, deterring internal theft, deterring internal theft, and shoplifting - prevention, investigation, and control. 3 lecture hours; 0 lab hours per week.

**SECR 272 Internship in Securities 3 cr. hrs.***Prerequisite: Instructor consent.*

Provides a supervised work experience in a licensed or proprietary security organization in a metropolitan area. 1 lecture hour; 10 lab hours per week.

**SECR 275 Principles of Security Management 3 cr. hrs.**

An overview of management techniques and practices relevant to modern security and loss prevention practices. 3 lecture hours; 0 lab hours per week.

## Social and Behavioral Science

**SBS 100 Social & Behavioral Sciences 3 cr. hrs.**

This introductory interdisciplinary course is designed to give the students a foundation and overview of the disciplines of psychology and sociology. However, this

course does not substitute for Psychology 101 or Sociology 101. 3 lecture hours; 0 lab hours per week.

**SBS 200 Psychology & Societies: Asia** 3 cr. hrs.  
An interdisciplinary sociological and psychological examination of selected societies and psychologies of Asia. 3 lecture hours; 0 lab hours per week.

## Sociology

**SOC 101 Principles of Sociology** 3 cr. hrs.  
*Prerequisites: College level reading scores on COMPASS required, or REA 093 and SBS 100 "C" or better, or REA 098 and SBS 100 "C" or better.*

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. 3 lecture hours; 0 lab hours per week. IAI: S7 900

**SOC 102 Contemporary Social Problems** 3 cr. hrs.  
Analysis of contemporary social problems and investigation of theories on social organization and conflict. Explores the genesis, significance, and amelioration of social problems. 3 lecture hours; 0 lab hours per week. IAI: S7 901

**SOC 210 Contemporary Urban Institutions** 3 cr. hrs.  
*Prerequisite: SOC 101 or instructor consent.*  
A survey of the structure and functions of urban communities. 3 lecture hours; 0 lab hours per week.

**SOC 222 Introduction to Social Work** 3 cr. hrs.  
*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. 3 lecture hours; 0 lab hours per week.

**SOC 230 Sociology of Sex and Gender** 3 cr. hrs.  
*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. 3 lecture hours; 0 lab hours per week.

**SOC 250 Minority Relations** 3 cr. hrs.  
Examines racial, ethnic, and gender minorities. A comprehensive overview of major sociological theories regarding interaction between dominant and minority groups and an investigation of the experiences of

minorities in the United States. 3 lecture hours; 0 lab hours per week. IAI: S7 903D

**SOC 251 Marriage and the Family** 3 cr. hrs.  
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. 3 lecture hours; 0 lab hours per week. IAI: S7 902

**SOC 255 Social Statistics** 3 cr. hrs.  
*Prerequisites: SOC 101 or PSYC 101; Math 091.*  
Application and interpretation of basic statistics used in the behavioral sciences including descriptive statistics and an introduction to inferential statistics. 3 lecture hours; 0 lab hours per week.

**SOC 261 Deviant Behavior** 3 cr. hrs.  
The sociological study of the origins, causes, control and definitions of deviance and deviant behavior. Includes criminality, mental disorders, drug use, and sexuality. 3 lecture hours; 0 lab hours per week.

**SOC 264 Social Psychology of Aging** 3 cr. hrs.  
Process and consequences of aging; interplay between social and psychological forces and the aging population; psychological dimensions of aging. 3 lecture hours; 0 lab hours per week. IAI: S6 905

**SOC 270 Sociology of Health** 3 cr. hrs.  
*Prerequisite: SOC 101.*  
Health care systems and issues in cross-cultural context; dimensions of wellness and illness including mental health, health providers, organizations, and institutions and their relations. 3 lecture hours; 0 lab hours per week.

**SOC 290 Studies in Sociology** 1-3 cr. hrs.  
Focuses on selected topics from a sociological perspective, including such topics as child maltreatment, addictions, juvenile justice, family violence, death and dying, and field studies. 1-3 lecture hours; 0 lab hours per week.

## Spanish

Students who have not taken Spanish at BHC must take a brief placement test.

**SPAN 101 Elementary Spanish I** 4 cr. hrs.  
First course of a two semester sequence in elementary Spanish with emphasis on speaking, listening comprehension, reading, writing and culture. 4 lecture hours; 0 lab hours per week.

**SPAN 102 Elementary Spanish II** 4 cr. hrs.  
*Prerequisite: One year of high school Spanish "C" or better or one semester of college Spanish "C" or better or the equivalent.*  
Second course of a two semester sequence in elementary Spanish with emphasis on speaking, listening

comprehension, reading, writing and culture. 4 lecture hours; 0 lab hours per week.

**SPAN 103 Spanish for Near-Native Speakers 3 cr. hrs.**  
Review formal structure and sound system of Spanish for near-native speakers with emphasis on accurate, fluent, and effective oral and written expression. 3 lecture hours; 0 lab hours per week.

**SPAN 130 Career Spanish .5-3 cr. hrs.**  
Development of oral communication skills for selected occupations. Emphasizes question-answer patterns, key vocabulary, and high frequency expressions. .5-3 lecture hours; 0 lab hours per week.

**SPAN 201 Intermediate Spanish I 4 cr. hrs.**  
*Prerequisite: Two years of high school Spanish "C" or better or two semesters of college Spanish "C" or better or the equivalent.*  
First course of a two semester sequence in intermediate Spanish with emphasis on conversation, literary readings and composition and the culture and civilization of the Hispanic world. 4 lecture hours; 0 lab hours per week.

**SPAN 202 Intermediate Spanish II 4 cr. hrs.**  
*Prerequisite: Three years of high school Spanish "C" or better or three semesters of college Spanish "C" or better or the equivalent.*  
Second course of a two semester sequence in intermediate Spanish with emphasis on conversation, literary readings and composition and the culture and civilization of the Hispanic world. 4 lecture hours; 0 lab hours per week. IAI: H1 900

**SPAN 253 Advanced Spanish I 3 cr. hrs.**  
*Prerequisite: Four years of high school Spanish "C" or better or four semesters of college Spanish "C" or better or the equivalent.*  
First course of a two semester sequence in advanced Spanish with emphasis on conversation and composition with further study of literary pieces by Spanish-speaking authors. 3 lecture hours; 0 lab hours per week. IAI: H1 900

**SPAN 254 Advanced Spanish II 3 cr. hrs.**  
*Prerequisite: Four years of high school Spanish "C" or better or five semesters of college Spanish "C" or better or the equivalent.*  
Second course of a two semester sequence in advanced Spanish with emphasis on conversation and composition with further study of literary pieces by Spanish-speaking authors. 3 lecture hours; 0 lab hours per week. IAI: H1 900

## Speech

**SPEC 101 Principles of Speech Communication 3 cr. hrs.**

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. 3 lecture hours; 0 lab hours per week. IAI: C2 900

**SPEC 111 Business and Professional Communication 3 cr. hrs.**

Examines factors which influence communication in the organization, including management styles, nonverbal communication, personalities, leadership, formal/informal channels and interviewing. 3 lecture hours; 0 lab hours per week.

**SPEC 114 Interpersonal Communication 3 cr. hrs.**

Examines skills needed in informal face-to-face communication; emphasizes self-concept and interaction with others. 3 lecture hours; 0 lab hours per week.

**SPEC 120 Performance of Literature 3 cr. hrs.**

The study and performance of literature, such as essays, letters, novels, poetry, and short stories, with an emphasis on using voice and movement to interpret the works and communicate that interpretation to an audience. 3 lecture hours; 0 lab hours per week.

**SPEC 150 Introduction to Public Relations 3 cr. hrs.**

An introduction to the nature of public relations and an examination of current philosophies and practices in the profession. Incorporates both theoretical and practical approaches to understanding of public relations. 3 lecture hours; 0 lab hours per week.

**SPEC 175 Intercultural Communication 3 cr. hrs.**

Promotes awareness, knowledge, and skills for communicating among persons of differing cultural backgrounds. Focuses on cultures with whom U.S. Americans interact. 3 lecture hours; 0 lab hours per week.

**SPEC 200 Communication Experiences 3 cr. hrs.**

*Prerequisite: SPEC 101 or instructor consent.*  
Provides experience in identifying and improving communication skills. Specific content tailored to student need and interest. Repeatable up to a maximum of 3 hours. 1-3 lecture hours; 0 lab hours per week.

**SPEC 210 Public Speaking 3 cr. hrs.**

*Prerequisite: SPEC 101.*  
Examines the use of oral persuasion in our society. The theories of persuasion are studied, political speeches analyzed and persuasive skills developed through oral presentations. 3 lecture hours; 0 lab hours per week.

**SPEC 290 Leadership Development 3 cr. hrs.**

This course will provide a basic understanding of leadership. Students will develop a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of their personal styles of leadership. 3 lecture hours; 0 lab hours per week.

**Truck Driving****TD 100S Commercial Drivers License Regulation****2 cr. hrs.**

The Commercial Motor Vehicle Safety Act and the Homeland Security Act has placed stringent requirements on licensing of all commercial truck drivers. This two credit hour course is designed to deliver all of the needed information to take and pass the commercial Drivers License General Knowledge Written Exams in the states of Illinois and Iowa. Along with the Commercial Drivers License, required material will be units on log books and first aid training. 2 lecture hours; 0 lab hours per week.

**TD 105S Commercial Vehicle Operation 7 cr. hrs.***Prerequisite: TD 100S.*

Professional Commercial Motor Vehicle Operators not only need the necessary information to be successful, but they must be able to operate the tractor-trailer combination in a proficient and safe manner. This seven credit hour course continues to deliver the information necessary to become a commercial vehicle operator, but also develops the skills and techniques essential to the safe and professional operation of a commercial vehicle. Information also includes training and certification in Basic Cardiac Life Support. 2 lecture hours; 16 lab hours per week.

**Theatre****THEA 101 Theatre Practicum 1 cr. hr.**

Practical experience in theatre techniques. Maximum of four hours may be earned. 0 lecture hours; 8 lab hours per week

**THEA 102 Theatre Practicum 1 cr. hr.**

Practical experience in theatre techniques. Maximum of four hours may be earned. 0 lecture hours; 8 lab hours per week.

**THEA 111 Introduction to Theatre Arts 3 cr. hrs.**

Theatre as a major fine art form through contribution of playwright, actor, director, designer, and technician. 3 lecture hours; 0 lab hours per week. IAI: F1 907

**THEA 112 Play Production 3 cr. hrs.**

Cross currents of modern thought of 20th century dramaturgy and theatre practice. Reading, analysis, and viewing of selected plays when feasible. (When repeated, the student will go beyond previous objectives by viewing and critiquing different plays that were not covered in the first enrollment of the course. Additionally, the student will write an extended Self-Assessment, evaluating the onstage or offstage production role that he or she explores. Beyond other plays on the reading list, the main topic play to be explored will change each semester.) Maximum of six credit hours may be earned. (Repeatable one time.) 2 lecture hours; 2 lab hours per week.

**THEA 201 Directing 3 cr. hrs.***Prerequisite: Instructor consent.*

Study and practical application of principles, procedures and problems of staging with emphasis on the role and responsibilities of the director. 3 lecture hours; 0 lab hours per week.

**THEA 202 Stagecraft 3 cr. hrs.**

Concentrates on planning and execution of technical aspects of theatre and television production. 3 lecture hours; 0 lab hours per week. IAI: TA 911

**THEA 203 Theatre Practicum 1 cr. hr.**

Practical experience in theatre techniques. Maximum of four hours may be earned. 0 lecture hours; 8 lab hours per week.

**THEA 204 Theatre Practicum 1 cr. hr.**

Practical experience in theatre techniques. Maximum of four hours may be earned. 0 lecture hours; 8 lab hours per week.

**THEA 205 Stage Makeup 2 cr. hrs.**

Introduces students to the principles, techniques, and materials of stage makeup and practical experience in their application. 1 lecture hour; 2 lab hours per week.

**THEA 210 Fundamentals of Acting 3 cr. hrs.**

Concentrates on exploration and development of an individual's interpretive and expressive skills. 2 lecture hours; 2 lab hours per week. IAI: TA 914

**THEA 211 Intermediate Acting 3 cr. hrs.***Prerequisite: THEA 210.*

Development of the basics introduced in the Fundamentals of Acting (THEA 210), emphasizing an intensive approach to acting exercises, improvisation, and scene study; an introduction to style. 3 lecture hours; 0 lab hours per week.

**THEA 212 Introduction to Costumes 3 cr. hrs.**

*Prerequisite: Basic familiarity with standard sewing machine, arts and crafts, are helpful.*

Introduces students to safety procedures, basic design methods, and basic techniques of costume and accessory construction, tool use, fitting and draping, and costume shop organization through projects in cutting, stitching, and finishing costumes for production. 2 lecture hours; 2 lab hours per week.

**THEA 295 Special Topics: Advanced Craft 2-4 cr. hrs.**

*Prerequisite: THEA 112.*

Topic varies each semester. Depending on topic, course explores critical and literary aspects of theatre practice, new forms of drama and production, practical and aesthetic contributions of stage practitioners and application of techniques and craft. (Variable and repeatable one time.) 2 lecture hours; 4 lab hours per week.

**Technical Math****TMAT 101 Technical Math I 3 cr. hrs.**

To understand theory and develop skills in arithmetic, percents, powers, roots, ratios, proportions, measurements, algebra, geometry, trigonometry and graphs as applied to the field of mechanics. 3 lecture hours; 0 lab hours per week.

**Television****TV 212 History and Appreciation of the Motion Picture**

**3 cr. hrs.**

Traces origin and development of the motion picture through lectures, reading and viewing of pertinent films. 3 lecture hours; 0 lab hours per week. IAI: F2 909

**Warehouse & Distribution Specialist****WDS 100 The Warehouse Environment 1.5 cr. hrs.**

This course provides learners with an overview of the functional and structural composition of warehousing and distribution centers. Topics include product flow, warehousing processes, working safely in a warehousing environment, principles in running a business, workplace ethics and how employees affect the bottom line. 1.5 lecture hours; 0 lab hours per week.

**WDS 105 Warehousing Workforce Skills 1.5 cr. hrs.**

*Prerequisite: WDS 100 or instructor consent.*

This course provides training in workplace practices that contribute to success on the job. Topics include effective communication, working together, positive image, and interview skills. 1.5 lecture hours; 0 lab hours per week.

**WDS 110 Warehousing and Distribution 2.5 cr. hrs.**

*Prerequisite: WDS 105 or instructor consent.*

This course provides learners with the knowledge and core skills associated with warehousing and distribution. Topics include warehousing and distribution, warehousing productivity measures, methods of inventory management, protecting materials and merchandise, palletizing, handling systems, and processing hazardous materials. 2.5 lecture hours; 0 lab hours per week.

**WDS 115 Warehousing Technology Skills 2 cr. hrs.**

*Prerequisite: WDS 110 or instructor consent.*

This course covers the use of scanners and data applications along with the understanding of industrial controls and computers and automation. Topics include scanners and data entry, warehouse-data applications, problem solving, introduction to industrial controls, and an introduction to computers and automation. 2 lecture hours; 0 lab hours per week.

**WDS 120 General Warehousing Skills 2.5 cr. hrs.**

*Prerequisite: WDS 115 or instructor consent.*

This course discusses mathematical concepts used in warehousing and distribution. It also focuses on powered material handling equipment and safety requirements. Warehouse simulations provide opportunity to put skills into practice. Topics include math and measurement, calculators, and powered industrial truck operations. 2.5 lecture hours; 0 lab hours per week.

**Welding****WLD 101 Introduction to Arc Welding .5 cr. hrs.**

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. 0 lecture hours; 1 lab hour per week.

**WLD 102 Basic Arc Welding in the Flat Position .5 cr. hrs.**

*Prerequisite: WLD 101 "C" or better.*

This course is a continuation of WLD 101. Using the flat position, the student will weld three beads, tee-joints, lap joints, butt joints, and outside corner to specifications given by the instructor. Gloves are to be purchased by the student. Shop safety will be stressed during course. 0 lecture hours; 1 lab hour per week.

**WLD 103 Arc Welding in the Flat and Horizontal Positions .5-2 cr. hrs.**

*Prerequisite: WLD 102 "C" or better.*

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 during the course. 0 lecture hours; 4 lab hours per week.

**WLD 105 Oxyacetylene Welding and Cutting.5-3 cr. hrs.***Prerequisite: WLD 122 “C” or better.*

An introduction to gas welding, bronze welding, and cutting with emphasis on obtaining manipulative skills in each area. Instruction is given in related technical terms. 1 lecture hour; 4 lab hours per week.

**WLD 109 Blueprint Reading for Welders 2 cr. hrs.***Prerequisite: Shop math equivalency/high school drafting.*

Reading welding prints using mathematics, interpreting welding symbols, gauges and inspection techniques. 1 lecture hour; 2 lab hours per week.

**WLD 111 Welding Processes 3 cr. hrs.**

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. 3 lecture hours; 0 lab hours per week.

**WLD 117 Arc Welding in the Vertical Position.5-2 cr. hrs.***Prerequisite: WLD 103 “C” or better.*

This course is a continuation of WLD 103, using the vertical position. Students will weld using various electrode grades. A V-groove test must be passed. Shop safety will be emphasized in the course. 0 lecture hours; 4 lab hours per week.

**WLD 118 Arc Welding in the Overhead Position .5-1 cr. hr.***Prerequisite: WLD 117 “C” or better.*

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 in the course. 0 lecture hours; 2 lab hours per week.

**WLD 120 Introduction to MIG Welding .5-1 cr. hr.***Prerequisite: WLD 118 “C” or better.*

Course designed to cover production methods and techniques in gas metal arc welding (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. Safety will be emphasized. 0 lecture hours; 2 lab hours per week.

**WLD 121 MIG Welding with Spray Arc Process .5-3 cr. hrs.***Prerequisite: WLD 120 “C” or better.*

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. 0 lecture hours; 4 lab hours per week.

**WLD 122 MIG Welding with Globular Transfer Process and Short Arc .5-2 cr. hrs.***Prerequisite: WLD 121 “C” or better.*

Student 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 will be emphasized. 0 lecture hours; 6 lab hours per week.

**WLD 125 TIG Welding .5-3 cr. hrs.***Prerequisite: WLD 122 “C” or better.*

The 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. 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 lecture hour; 4 lab hours per week.

## Board of Trustees



Steve Ballard  
Chairman  
Moline



Evelyn Phillips  
Vice-Chair  
Orion



Sonia Berg  
Secretary  
Moline



John Ahern  
Silvis



Donna Frye  
Moline



Michael O'Brien  
Coal Valley



Diana Shreck  
Kewanee

## Executive Administration

**Dr. Richard Underbakke**  
President

**Dr. Rose M. Campbell**

Executive Vice President & Vice President of Instruction and ITS

**Dr. Richard Vallandingham**

Vice President for Student Services and Dean of Students

**Ms. Chanda Dowell**

Vice President for East Campus

**Ms. Leslie T. Anderson**

Chief Financial Officer/Treasurer of the Board

**Mr. Michael R. Phillips**

Vice President for Administration

## Administration

(Administrators are defined by the Board of Trustees as President, Vice Presidents, Deans, and Directors)

### President/Vice Presidents

Dr. Richard “Rick” Underbakke, President

Dr. Rose M. Campbell, Executive Vice President and Vice President of Instruction and ITS

Dr. Richard “Dick” Vallandingham, Vice President for Student Services and Dean of Students

Chanda Dowell, Vice President for East Campus

Leslie T. Anderson, Chief Financial Officer and Treasurer of the Board

Michael R. Phillips, Vice President for Administration

### Deans

Dr. Kim Armstrong, Assistant Dean of Student Support Services

Bruce Boyd, Associate Dean of Sustainable Energies Career Program

Karla Miley, Interim Dean of Instruction and Student Learning

Robert Moore, Assistant Dean of Student Support Services (EC)

Glenda Nicke, Associate Dean of Extended Educational Programs

Dr. Bettie Truitt, Dean of Instruction and Academic Support

### Directors

Dr. Molly Baker, Director of Teaching Learning Center and Online Learning

Karen Boyd, Director of Human Resources

Brenda Brown, Director of Business & Community Education Center

Shelly Cain, Executive Director of BHC Foundation

Joanna Dye, Director of Financial Aid

Diane Fall, Director of Adult Education

Rick Fiems, Chief of Public Safety

Gary Huber, Division Director of Athletics

Charlet Key, Librarian (Professor and Department Chair)

Adrian Madunic, Director, International Trade Center (ITC)

Kathy Malcolm, Director of Planning and Institutional Effectiveness

John Meineke, Director of Marketing and Public Relations

Vickie Miller, Director, Procurement Technical Assistance Center (PTAC)

Kaye Quick, Director of Auxiliary Services

Sam Scoma, Chief Information Officer

Darcie Stearns, Director of Academic Advisement

Dr. Bruce Storey, Director of Educational Services

Linda Turner, Registrar

Joel Youngs, Director of Illinois Small Business Development Center (SBDC)

## Faculty

**Alan Abbott** (1999)  
Professor  
Ph.D., University of Minnesota  
Chemistry

**Dianne Abels** (2005)  
Assistant Professor  
M.S., Des Moines University  
Physical Therapy

**Matlub Ahmad** (1994)  
Professor  
Ph.D., Pennsylvania State University  
Engineering and Physical Sciences

**Brian Arnold** (2006)  
Instructor  
B.S., Purdue University  
Agri-Business

**Catherine Attebery** (1993)  
Professor  
M.S., Pittsburg State University  
Business Information Technology

**Karen Baber** (2004)  
Assistant Professor  
M.S., University of Illinois-Chicago  
Nursing

**Adebayo Badmos** (2008)  
Assistant Professor  
Ph.D., University of Cambridge, U.K.  
Engineering Technology

**Christine Bachelder** (1984)  
Professor  
M.A., University of Iowa  
Child Development

**Diana Badur** (1991)  
Professor  
Ph.D., University of Wisconsin  
English

**Cheryl Ballantyne** (2006)  
Assistant Professor  
BSN, Northeast Missouri State  
Nursing

**Caroline Barnes** (1979)  
Associate Professor  
M.A., University of Iowa  
Library

**Karin Barrett** (2008)  
Instructor  
M.S., Nursing, St. Ambrose  
University  
Associate Degree Nursing

**Marilynn R. Bartels** (2002)  
Associate Professor  
M.S., Oregon State University  
Biology

**Cynthia Becker** (2007)  
Instructor  
M.S., Nursing, University of Iowa  
Associate Degree Nursing

**Darryl Beckett** (1998)  
Professor  
M.S., Northern Illinois University  
Biological Science

**Krisann Bergo-Brown** (2006)  
Assistant Professor  
M.A., University of Kansas  
Psychology/Sociology

**Deana Bobzien** (2002)  
Associate Professor  
M.A., University of Illinois  
Mathematics

**Wendy Bock** (1999)  
Associate Professor  
M.S., University of Wisconsin  
Counselor

**Aaron Callahan** (1998)  
Associate Professor  
B.S., West Texas A&M University  
Equine Science

**Heather Carlson** (2002)  
Associate Professor  
M.S., Western Illinois University  
Reading

**Erskine Carter** (1987)  
Professor  
M.A., University of Connecticut  
English

**Mike Christensen** (2001)  
Assistant Professor  
B.A., University of Iowa  
Networking

**Debra Collins** (1999)  
Associate Professor  
B.A., St. Ambrose University  
Computer Information Processing

**Xixuan Collins** (2004)  
Assistant Professor  
Ph.D., Iowa State University  
Biology

**Edgar Crockett** (1992)  
Professor  
Ph.D., University of Iowa  
Music

**Drew Cotton** (2009)  
Instructor  
M.S., University of Florida Horse  
Science

**Douglas Davidson** (1999)  
Associate Professor  
Ph.D., University of Washington  
Physics

**Traci Davis** (2004)  
Assistant Professor  
Ph.D., Argosy University  
Psychology/Sociology

**Carrie Delcourt** (2000)  
Associate Professor  
M.S., Western Illinois University  
Computer Science Applications

**Lee Denzer** (1986)  
Professor  
M.S., University of Illinois  
Agriculture

**William Desmond** (1989)  
Professor  
M.A., Ohio State University  
Philosophy

**Lowell Doerder** (1974)  
Professor  
M.S., University of Iowa  
Mathematics

**Gary Drew** (1987)  
Professor  
M.B.A., St. Ambrose University  
Management/Marketing

**Kathy Dusthimer** (2004)  
Assistant Professor  
M.S.N., Ball State  
  
Licensed Practical Nursing, EMS

**Acie B. Earl** (1990)  
Professor  
M.A., Central Michigan University  
Management/Marketing

**Joan Eastlund** (1982)  
Professor  
M.A., Iowa State University  
History/Political Science

**Enjle Elukhanyeni** (1990)  
Associate Professor  
M.A., Governor's State University  
Communication Studies

**Mark Esposito** (2001)  
Associate Professor  
Ph.D., West Virginia University  
History/Political Science

**Sally Flesch** (1983)  
Professor  
Ph.D., LaSalle University  
Practical Nursing and Nurse Assistant

**Gayle Gerard** (2009)  
Instructor  
M.A., Illinois State University  
Speech

**Larry Gillund** (1994)  
Associate Professor  
M.S., University of Osteopathic  
Medicine and Health Sciences  
Physical Therapist Assistant

**Brian Glaser** (1997)  
Professor  
M.A., University of Northern Iowa  
Chemistry

**William Good** (1986)  
Professor  
M.S., University of Illinois  
Agriculture Economics

**Jason Grice** (2009)  
Instructor  
A.A.S., Black Hawk College  
ASE Certifications Auto Mechanics

**Linus Griswold** (1987)  
Associate Professor  
M.S., Illinois State University  
Chemistry

**William Hampes** (1989)  
Professor  
Ph.D., University of North Dakota  
Psychology and Sociology

**Isabel Hansen** (1987)  
Professor  
M.A., Bowling Green State  
University  
English

**Deborah Hantz** (2003)  
Assistant Professor  
M.S., University of Illinois  
Associate Degree Nursing/EMS

**Coleman Harris** (1993)  
Professor  
M.S., Western Illinois University  
Counseling

**John Hartman** (2001)  
Associate Professor  
MFA, Bradley University  
Art

**Richard Harwood** (1994)  
Professor  
M.S., Northern Arizona University  
Earth Science

**Jeffrey Hawes** (2006)  
Assistant Professor  
Ph.D., Michigan State University  
Horticulture

**John Hawry** (2008)  
Instructor  
M.S., University of Illinois  
Associate Degree Nursing

**Melissa Hebert** (2004)  
Assistant Professor  
M.A., Northern Illinois University  
Art History

**Ilga Higbee** (1989)  
Professor  
Ph.D., Iowa State University  
Computer Science

**Jamie D. Hill** (2000)  
Associate Professor  
M.S., Marycrest  
Networking

**Linda Hoeltzner** (1978)  
Professor  
M.A., Illinois State University  
Adult Basic Education

**Dan Hoge** (1970)  
Professor  
M.S., University of Illinois  
Animal Science

**Carolyn Hulsen** (1993)  
Professor  
M.S., University of Dubuque  
Associate Degree Nursing

**Krista Hutton** (2009)  
Instructor  
B.S.N., Trinity College of Nursing  
LPN/CNA

**Fred Ingold** (1989)  
Associate Professor  
M.A., Western Illinois University  
English

**Virginia Irintcheva** (2006)  
Assistant Professor  
Ph.D., St. Louis University  
Pharmacology and Physiology

**Donna Irvin** (1990)  
Professor  
B.S., Penn State University  
Equestrian Science

**Gwen Johnson** (1987)  
Professor  
M.Ed., University of Illinois  
Management/Marketing

**James Johnson** (1990)  
Professor  
M.A., University of Missouri  
Economics

**Jennifer Johnson**  
Dip. M.T.  
Massage Therapy

**Michelle Johnson** (1992)  
Professor  
M.A., University of Iowa  
Speech/Rhetoric

**Constance Kappas** (1997)  
Associate Professor  
M.A., Northeastern Illinois  
University  
Adult Basic Education

**Charlet Key** (1985)  
Professor

M.S.L.S., University of Kentucky  
Library

**Mary Kline** (2002)  
Associate Professor  
M. Acc., University of Iowa  
Accounting Specialist

**Amy Kolker** (1999)  
Associate Professor  
Ph.D., University of Kansas  
English

**Valerie Koster** (2002)  
Assistant Professor  
M.S., University of Utah  
Associate Degree Nursing

**Mary Beth Kwasek** (1997)  
Professor  
M.A., University of Nebraska  
English

**Douglas Lamb** (2001)  
Associate Professor  
M.A., Marycrest College  
Adult Basic Education

**James Larrabee** (2007)  
Instructor  
MPhil., Trinity College  
History/Political Science

**Andrew Larson** (1998)  
Professor  
M.S., University of Illinois  
Agronomy

**Nelson Lay** (1979)  
Professor  
M.S., Illinois State University  
Health/Physical Education

**Bruce LeBlanc** (1991)  
Professor  
Ed.D., University of Sarasota  
Psychology and Sociology

**Robert Lee** (1983)  
Professor  
M.S.W., University of Iowa  
Psychology

**Emily Lehman** (2006)  
Instructor  
Ph.D., Case Western Reserve  
University  
Biology

**Charles Leland** (1999)  
Professor  
M.S., Pennsylvania State University  
Chemistry

**Galen Leonhardy** (2002)  
Associate Professor  
M.A., Eastern Washington University  
English

- Amy Levins Smith** (2001)  
Associate Professor  
M.B.A., Western Illinois University  
Business Information Technology
- Todd Linscott** (2004)  
Assistant Professor  
Ph.D., University of Idaho  
Biology
- Paul Lockard** (1994)  
Professor  
Ph.D., University of Massachusetts  
Economics
- Maria Concepcion Lucas-Murillo** (1987)  
Professor  
M.A., University of Iowa  
Foreign Language
- Ravi Manimaran** (2008)  
Assistant Professor  
M.S., Institution of Electronics & Telecommunications Engineers, New Delhi, India  
Engineering Technology
- Allan Markezich** (1984)  
Professor  
Ph.D., Illinois State University  
Biological Science
- Rebecca A. Maxson** (1989)  
Professor  
M.S., Northern Illinois University  
Associate Degree Nursing
- Diana McCabe** (2006)  
Associate Professor  
M.Acc., Western Illinois University  
Accounting
- Connie McLean** (2001)  
Associate Professor  
M.A., University of Iowa  
Developmental Mathematics
- Robyn McVey** (2009)  
Instructor  
M.S., University of Iowa  
Mathematics
- Catherine Melear** (1999)  
Professor  
M.Ed., Middle Tennessee State University  
Child Development
- Karla Miley** (1981)  
Professor  
M.A., University of Chicago  
Psychology and Sociology
- Lisa Miotto** (1997)  
Professor  
M.A., University of Chicago  
English as a Second Language
- Shari Monson** (1999)  
Associate Professor
- M.S., University of Illinois  
Computer Science Applications
- Betsey Morthland** (2003)  
Assistant Professor  
M.S., Western Illinois University  
Health Management Information
- Donald Mosier, Jr.** (2000)  
Associate Professor  
A.A.S., Scott Community College  
Networking
- David Murray** (2000)  
Professor  
MFA, Southern Illinois University  
Art
- Kenneth Nickels** (2003)  
Assistant Professor  
M.S., Illinois State University  
Mathematics
- Peter J. Nodzinski** (1995)  
Professor  
M.S., Northeastern Illinois University  
Mathematics
- Torria Norman** (1999)  
Associate Professor  
M.A., Bradley University  
English
- Joseph Obleton** (1984)  
Professor  
M.S., Western Illinois University  
Counseling
- Jonathan Palomaki** (1995)  
Professor  
M.M., University of Northern Iowa  
Music
- Michael Payton** (1971)  
Professor  
M.S., Northern Illinois University  
Adult Education
- Jay Pearce** (2001)  
Associate Professor  
Ph.D., University of Texas, Arlington  
History/Political Science
- Carole Podlashes** (1986)  
Professor  
M.S., Western Illinois University  
Business Information Technology
- Charlotte Powell** (2009)  
Instructor  
M.S.N., St. Ambrose University  
Associate Degree Nursing
- James Prohs** (2000)  
Associate Professor  
MA, University of Nebraska  
Speech
- Joel J. Riley** (1987)  
Professor  
M.S., Western Illinois University  
Mathematics
- Dee Robbins** (1997)  
Associate Professor  
M.S., Western Illinois University  
Reading, GED
- Glenn Sadoris** (1983)  
Professor  
B.S., Western Illinois University  
Engineering Technology
- Christian Roldán Santos** (2009)  
Instructor  
M.S., University of Iowa  
Mathematics
- Dolores Sierra** (1987)  
Professor  
M.S., Illinois State University  
Speech
- Bruce Smith** (1999)  
Associate Professor  
B.S., Western Illinois University  
Emergency Medical Services
- Nancy Smith** (1980)  
Professor  
M.S., Western Illinois University  
Psychology and Sociology
- Toni Smith** (2002)  
Associate Professor  
M.A., Western Illinois University  
English
- Beth Snook** (2009)  
Instructor  
B.S.N., Allen College  
LPN/CNA
- Laura Snook** (2000)  
Associate Professor  
M.S., Southern Illinois University  
Mathematics
- Albert Stacy** (2007)  
Instructor  
M.S., Western Illinois University  
Mathematics
- Trudy Starr** (2006)  
Assistant Professor  
M.S.N., University of Iowa  
Associate Degree Nursing
- Julie Stein** (1978)  
Professor  
M.S., Western Illinois University  
Adult Education
- John Sullivan** (2003)  
Associate Professor  
M.S., Western Illinois University  
Mathematics
- Zaiga Thorson** (1999)  
Associate Professor  
M.F.A., Northern Illinois University  
Art

**Paula Tigerman (1999)**

Associate Professor  
M.Acc., Western Illinois University  
Accounting

**Michael J. Townsend (2000)**

Instructor  
A.A., Black Hawk College  
Networking

**Helene Washington (1989)**

Professor  
M.A., University of Iowa  
Health/Physical Education

**Kirk Watson (2009)**

Instructor  
M.A., Western Illinois University  
History/Political Science

**Janet Weigel (1987)**

Professor  
PsyD California Coast University  
Psychology and Sociology

**Gary Werkheiser (2005)**

Assistant Professor  
B.A., Illinois State University  
Mechanics

**Jenni Wessel-Fields (2006)**

Assistant Professor  
M.S., Western Illinois University  
Reading

**Jodee Werkheiser (2000)**

Associate Professor  
M.S., Western Illinois University  
Computer Science Applications

**Reginald White (1984)**

Professor  
M.A., Teikyo Marycrest University  
Computer Information Processing

**Verity Whitley (1964)**

Associate Professor  
M.S., University of Illinois  
English

## Index

Academic Information and Regulations .....	27	Attendance .....	28
Academic Progress .....	21	Auditing .....	25
Academic Progress Policy .....	29	AutoCAD Certificate .....	98
Academic Standards .....	29	Automotive Mechanics .....	156
Accounting .....	110, 148	Automotive Repair .....	98
Accounting Clerk .....	59	Automotive Repair Technology .....	99
Accounting Specialist .....	59	Baccalaureate/Transfer Course Guarantee .....	30
Accreditation .....	2	Banking .....	153
Achievement Awards .....	21	Banking and Finance .....	64
Adding/Dropping a Class .....	28	Basic Nurse Assistant Training Program .....	83
Address Change .....	26	BCEC Registration Procedures .....	146
Administration .....	219	Biological Science .....	113
Administrative Assisting .....	60	Biology .....	162
Administrative Office Support Certificate .....	61	Black Hawk College Technology Center .....	13, 141
Administrative Virtual Assistant Certificate .....	61	Board of Trustees .....	218
Administrators .....	218	Books and Supplies .....	19
Admission Policy .....	14	Brake Specialist .....	99
Adult Basic Education .....	140	Business Administration .....	156
Adult Education & Family Literacy .....	140	Business and Community Education Center .....	141
Advanced Placement Program .....	32	Business Education .....	159
Advisement Services .....	45	Business Information Technology .....	62
Affirmative Action .....	10	Business Law .....	164
Agribusiness Management .....	52	Business Management and Marketing .....	63
Agribusiness Management-Crop Protection .....	53	Business Programs .....	58
Agriculture .....	149	Business Training Center (BTC) .....	147
Agriculture Mechanics .....	93	Business Transfer .....	113
Agriculture Mechanics Technology .....	93	Business Transfer International Business .....	114
Agriculture Production .....	54	Career Program Certificates .....	43
Agriculture Production Technology .....	54	Career Program Descriptions .....	51
Agriculture Programs .....	52	Career Programs .....	44
Agriculture Transfer .....	111	Career Services .....	45
Air Conditioning Specialist .....	94	Caregiver Short-Term Training Program .....	144
American Payroll Association .....	141	Certificate of Course Completion .....	108
Anthropology .....	111, 153	Certificates .....	43
Anthropology-Archaeology .....	111	Certified Manager Program .....	142
Apprentice Training Programs .....	94	Cheating .....	27
Apprenticeship Construction Laborer .....	95	Chemistry .....	115, 165
Apprenticeship Electrical Construction .....	96	Child Development .....	90, 164
Apprenticeship Pipe Trades .....	97	Children in Class .....	28
Apprenticeship Training Program .....	153	Chiropractic .....	115
Archaeology .....	111, 153	College For Kids .....	146
Armed Service Experience .....	33	College Level Examination Program .....	33
Art .....	112, 153	Communications .....	41, 169
Art Technology .....	71	Community Education .....	146
Articulation .....	33	Community Education Center .....	141
Associate Degree in Science - EMS .....	81	Compact Agreement .....	109
Associate Degree Nursing .....	82	COMPASS Test .....	23
Associate in Applied Science Degree .....	41	Computer Information Processing .....	166
Associate in Arts and Associate in Science Program .....	110	Computer Numeric Control Certificate .....	100
Associate in Arts/Associate in Science Degree .....	34	Computer Operation and Equipment Repair .....	169
Associate in Liberal Studies Degree .....	42	Computer Science .....	35, 117, 170
Associate of Arts in Teaching – Early Childhood Education .....	37	Computer Science Information Systems .....	116
Associate of Arts in Teaching – Secondary Mathematics .....	38	Computer Specialist .....	71
Associate of Arts in Teaching – Special Education .....	39	Computer Technology Programs .....	70
Astronomy .....	156	Computer Training (BCEC) .....	145
Athletics .....	47	Concurrent Enrollment .....	14
		Continuing Education .....	141

Cooperative Educational Agreements .....	18	General Technology .....	187
Cooperative Programs .....	107	Geography .....	186
Core Values .....	2	Geology .....	186
Counseling .....	46	German .....	123, 186
Course Cancellation .....	25	Going the Distance .....	48
Course Load .....	25	Governance .....	10
Course Transfer .....	44	Grade Point Average (GPA) .....	27
Credit Hour Load .....	25	Grading System .....	27
Criminal Justice .....	169	Graduation .....	34
Deferred Payment .....	20	Graduation Requirements .....	34
Deficiency Reports .....	26	Guarantee .....	30
Degree Planning Worksheets .....	109	Health .....	187
Departmental Proficiency .....	32	Health Careers .....	187
Desktop Support Technician .....	73	Health Information Management .....	187
Desktop Support Technician Certificate .....	75	Health Management Information .....	83
Dialysis Technician .....	144	Health Related Programs .....	80
Disability Accommodations .....	46	Health, Physical Education and Recreation .....	189
Disclaimer .....	10	Health, Physical Education, Recreation and Sport Management .....	124
Drinking Water & Wastewater Classes .....	145	Health, Safety and Environmental Training .....	145
Dual Enrollment .....	14	History .....	125, 188
Early School Leaver Program .....	140	Honors Information .....	30
Earth Science .....	118	Horse Science Technology .....	55, 56
Earth Science Geology .....	119	Horticulture .....	193
East Campus .....	12	Horticulture Science .....	56
Economics .....	171	Horticulture Science Certificate .....	57
Education .....	171	Horticulture Transfer .....	126
Education Pre-Teaching .....	119	Housing .....	46
EKG Technician .....	144	Human Resource Essentials .....	141
Electro-Mechanical Certificate .....	100	Human Resource Management .....	141
Elementary Education/Special Education .....	119	Humanities .....	36, 41, 43, 194
E-Mail Account .....	10	Humanities and Fine Arts .....	36
Emergency Medical Services .....	81, 172	IAI .....	34
Engineering .....	121, 185	ID Number .....	10
Engineering Technology .....	100, 176	Illinois Articulation Initiative Agreement (IAI) .....	34
Engineering Technology Fundamentals Certificate .....	101	Illinois Community Colleges Online (ILCCO) .....	48
English .....	174	Illinois Virtual Campus .....	48
English as a Second Language .....	92, 140, 179	Illinois workNet Center .....	13, 141
English Literature .....	122	Independent Learning Center .....	46
English Writing .....	122	Independent Study .....	194
Enrollment Services .....	46	Information Processor .....	65
Equestrian Science .....	55	Information Technology Services .....	13
Equine Science .....	182	Information Technology Specialist .....	65
Evening College .....	48	Interactive Television .....	49
Facilities .....	12	Interdisciplinary .....	35
Faculty .....	220	International Business Programs .....	50
Family Literacy .....	140	International Field Study Programs .....	50
Family Literacy Program .....	140	International Studies .....	108, 194
Fees .....	17	International Studies Certificate .....	50
Financial Aid .....	21, 46	International Study Programs .....	50
Financial Services Management .....	64	International Trade .....	66
Fine Arts .....	36	International Trade Center (Illinois) .....	147
Fire Service Officer .....	101, 185	Inventory Specialist .....	66
Food Sanitation .....	145	IWNC .....	141
Freedom of Information Act .....	11	Journalism .....	127, 194
French .....	123, 184	Lab hours .....	148
GED Preparation .....	140	Latin .....	195
General Education .....	34	Law .....	127
General Educational Development (GED) Preparation .....	140	Law Enforcement .....	195
General Occupational and Technical Studies .....	102	Law Enforcement Technology .....	102
General Social Services .....	136		

Law Enforcement Transfer.....	128	Physical Education .124, <i>See</i> Health, Physical Education & Recreation	
Lead Employee.....	66	Physical Science(s).....	35, 209
Lecture hours.....	148	Physical Therapist Assistant.....	87, 211
Legal Office Professional.....	67	Physics.....	207
Legal Office Support Certificate.....	67	Plagiarism.....	27
Liberal Studies.....	195	Political Science.....	134, 208
Libraries.....	47	Portfolios.....	32
Life Sciences.....	35	Practical Nursing.....	88, 209
Literacy is for Everyone (L.I.F.E.).....	141	Pre-Chiropractic.....	115
Logistics and Warehousing.....	104	Pre-Dietetics/Nutrition.....	117
Manufacturing Processes Certificate.....	104	Pre-Engineering.....	121
Manufacturing Technology.....	200	Pre-Law.....	127
Massage Therapy & Bodywork.....	196	Pre-Medicine.....	129
Massage Therapy & Bodywork Program.....	84	Pre-Pharmacy.....	133
Mathematics.....	35, 43, 128, 196	Pre-Teaching.....	119
Mathematics and Computer Science.....	41	Pre-Veterinary Medicine.....	129
Mechanics.....	199	Pre-Veterinary Medicine/Animal Science.....	133
Medical Assisting.....	85	Procurement Technical Assistance Center (Illinois).....	147
Medical Billing Specialist.....	86	ProE Certificate.....	104
Medical Coding Specialist.....	86	Professional Continuing Education.....	141
Medical Office Receptionist.....	68	Proficiency.....	32
Medical Receptionist Short-Term Training Program.....	144	Programming.....	74
Medical Transcription.....	87	Psychology.....	135, 209
Medicine.....	129	Quad-Cities Campus.....	12
Military Science.....	199	Radiologic Technology.....	89
Minimester.....	49	Reaching Out to the Community.....	140
Mission.....	2	Reading.....	212
Music.....	130, 200	Records Policy.....	26
myBlackHawk.....	10	Recreation.....	124
Natural Science.....	204	Reflexology Therapist.....	145
Network Administration.....	73	Refund Policy.....	18
Network Administrator Certificate.....	76	Registration.....	25
Network Security.....	74	Repeat Policy.....	27
Networking.....	202	Residency.....	17
Networking Security Specialist.....	76	Scholarships.....	22
Non-Traditional Credit.....	32	Science.....	41, 43
Non-Western.....	42	Science Degree.....	34
Non-Western Studies.....	36, 43	Secondary Education.....	120
Nursing.....	205	Security.....	212
Nursing Assistant.....	83, 202	Seniors Program.....	146
Nutrition.....	117	Small Business Development Center (Illinois).....	147
Online Classes - BCEC.....	145	Small Business Management.....	68
Online Degree.....	48	Social and Behavioral Science(s).....	36, 212
Online Learning.....	48	Social Sciences.....	41, 43
Optional Education Program.....	140	Sociology.....	136, 213
Optometric Assistant Program.....	144	Spanish.....	137, 213
Orientation.....	23, 207	Speech.....	138, 214
Outreach Center.....	141	Spoken Communication Skills.....	43
Outreach Centers.....	12	Sports Management.....	125
Parking.....	13	Student Activities.....	47
Payment of Tuition and Fees.....	17	Student Classification.....	30
PC Application Programmer.....	77	Student Handbook.....	25
PC Network Technician.....	76	Student Learning and Assessment.....	2
Personal Trainer.....	144	Student Records.....	26
Pharmacy.....	133	Student Right to Know.....	11
Pharmacy Technician.....	143	Student Services.....	45
Pharmacy Technician II.....	144	Student Success Center.....	47
Philosophy.....	134, 207	Study Abroad Opportunities.....	50
Phlebotomy Technician.....	144	Study Unlimited.....	48

Supply Chain Management .....	114	u.select, Illinois.....	44
Sustainable Energy Certificate .....	105	Veterans' Benefits .....	22
Teaching .....	119	Veterinary Assistant Certificate Program .....	145
Team Leader .....	69	Veterinary Medicine .....	129
Technical Math.....	216	Veterinary Medicine/Animal Science.....	133
Technology Center .....	141	Vision .....	2
Telecourses.....	48	Visual Communication .....	77
Television.....	216	Warehouse & Distribution Specialist .....	105
Television - Interactive.....	49	Warehousing.....	104
Theatre .....	138, 215	Web Developer.....	78
Trade and Technical Programs.....	93	Web Programmer.....	75
Transcripts.....	26	Weekend College.....	48
Transfer of Courses .....	44	Welding .....	106, 216
Transfer Programs .....	44, 109	Wheel Alignment/Suspension .....	106
Travel & Tourism Certificate Program .....	142	Withdrawing from Class.....	28
Travel Agency Proficiency Test.....	143	Withdrawing from College .....	28
Truck Driving.....	105, 215	Workforce Training .....	145
Tuition.....	17	Written Communication Skills .....	43
Tutoring.....	47		