Black Hawk College

2017-2018 CATALOG

www.bhc.edu

Catalog

August 1, 2017

Black Hawk College Quad Cities Campus
6600 34th 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 enriches the community by providing the environment and educational 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

Recognized by the Illinois Community College Board

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

Additional Accrediting Agencies

Institution/Curriculum	Accrediting/Approving Body
Associate in Science-EMS Paramedic and Emergency Medical Technician-Paramedic	Committee on Accreditation of Educational Program for the EMS Professions. CoAEMSP/ Commission on Accreditation of Allied Health Education Programs
Associate Degree Nursing	Accreditation Commission in Nursing Education (ACEN)
Child Development	National Association for Education for young children (NAEYC)
Certified Nursing Assistant	Illinois Department of Public Health
Fire Science Officer	Illinois State Fire Marshal
Physical Therapist Assistant	Commission on Accreditation in Physical Therapy Education: American Physical Therapy Association (CAPTE)
Practical Nursing Certificate	Illinois Department of Financial and Professional Regulation

From the President of Black Hawk College

Welcome and thank you for choosing Black Hawk College!

For over 70 years, Black Hawk College has provided the highest-quality education in a personal environment. You will find dedicated staff and faculty who are anxious to help you achieve your educational goals. We offer a wide variety of certificate and transfer program opportunities. Your experiences in the classroom will be readily transferable to the workplace or to a four-year college.

Over the last 25 years as a member of the Black Hawk family, I have had the pleasure of teaching students as well as providing vision and direction in several leadership roles. I am dedicated to continuing the tradition of providing excellent learning opportunities for residents of the nine counties we serve in western Illinois, a region that has a rich and diverse culture.

You are entering Black Hawk College at an exciting time. It is a time of change and growth as we expand our campus, enhance our academic program, and broaden student experiences. Our goal is to improve lives by providing an affordable and accessible high quality education.

Our excellent faculty and staff fulfill our mission of enriching the community by providing the environment and educational resources for individuals to become lifelong learners. It is a joy and a privilege to welcome you to Black Hawk College. I look forward to seeing you on campus!

Bettie A. Truitt, Ph.D.

President

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2017-2018 Academic Calendar Year

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

July 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	**3JL**	**4H**	5	6	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 2017

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

September 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	**4H**	5	6	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 2017

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

November 2017

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

December 2017

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

January 2018

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

February 2018

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	**19H**	20	21	22	23	24
25	26	27	28			

March 2018

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

April 2018

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

May 2018

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

June 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	**4JN**	5	6	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)
JN	Summer – June Start
JL	Summer – July 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 Accounts**
- **Affirmative Action**
- **Freedom of Information Act**
- **Student Right to Know**
- **Religious Observances Act**
- **Title IX**

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, 2017 to July 31, 2018. 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 Galva, and at a number of additional instructional centers throughout the District. The College operates under the guidelines of the Illinois Community College Board and 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

Black Hawk College's web portal may be accessed at **myBlackHawk.bhc.edu**. It provides a secure, convenient method for students to obtain information via the Web. **myBlackHawk** is the means by which important College information and services will be provided, including registration and payment. Students may:

- View their 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 or ACCUPLACER 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.
- Send/receive e-mail from their College e-mail address.
- Perform their own degree audit.
- Sign up for text/e-mail notification of College closing due to weather and other emergency alerts
- Access the National Standard Clearinghouse's Self-Service to print official enrollment and/or good student discount certificates, view student loan deferments and order or track a transcript.

Student E-Mail Accounts

Students at Black Hawk College are assigned an e-mail account. This account is the primary mode of communication between the College and students. Your e-mail account is available through the myBlackHawk web portal, where your identity is verified by logging in. We do not accept e-mails from personal accounts.

Affirmative Action

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

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

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 Planning and Institutional Effectiveness Department on the Quad Cities Campus in Building 1.

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

Additional information is available online at www.bhc.edu/student-right-to-know.

Religious Observances Act

Black Hawk College complies with the University Religious Observances Act (110 ILCS 110) which prohibits Illinois public institutions of higher education from discriminating against students for observing religious holidays. A student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious belief or practices may seek redress, if the grievance is not resolved with the professor of the class, from the department chair, the Dean of the College, and the Vice President for Instruction and Student Services. Under the Act, "religious observance" or "religious practice" includes all aspects of religious observance and practice, as well as belief.

Nondiscrimination

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

Title IX/SaVE

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

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

Jana Koch
Title IX Coordinator & Student Retention Coordinator
6600 34th Avenue
Building One/Room 377
Moline, IL 61265
Phone: 309-796-5177
E-Mail: kochj@bhc.edu

Luis Moreno
Deputy Title IX Coordinator & Dean of Students
6600 34th Avenue
Building One/Room 376
Moline, IL 61265
Phone: 309-796-5041
E-Mail: morenol@bhc.edu

Office of Civil Rights (OCR)
Violations under Title IX/SaVE may be reported to the Office for Civil Rights (OCR), United States Department of Education, Washington DC 20201, and/or a criminal complaint with local law enforcement.

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

The educational programs and employee training provide ongoing awareness and prevention campaigns that also identifies safe and positive options for bystander intervention that may be carried out by an individual to

prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such bystander. Additionally, information is provided on risk reduction so that students, faculty/staff may recognize warning signs.

Facilities

- **Quad Cities Campus**
- **East Campus**
- **Outreach Centers**
- **Parking**
- **Information Technology Services**

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

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

Operated as one college with two campuses 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. Black Hawk College facilities are modern, well-equipped, accessible buildings that provide excellent facilities for both the education and recreation of students.

Modern classrooms and constantly updated, well-equipped laboratory facilities optimize the educational opportunities for students at the Quad Cities Campus. District offices and the computer center are located in Building #1, which also houses the library, several computer labs, and student services, which include Counseling, Advising, Tutoring Assistance, Testing, Enrollment Services, Bursar's Office, Black Hawk College Quad Cities Bookstore (Hawk's Hub) 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, and the Health and Physical Education departments. It also houses two gymnasiums, a swimming pool, an indoor track, and a fitness center, along with the Athletic Director, Hospitality Services, and Campus Police department. In the Direct Services addition to this building is the Marketing/Media Services Office, Foundation Office, Campus Services, and Shipping and Receiving Office.

The Sustainable Technologies curriculum is located in the Sustainable Technologies Building. The STB features two large labs used by the Sustainable Technology program. The building also features two large forty seat classrooms and one twenty-four seat classroom.

Art and Music are in Building 4. This building also houses food services, Student Life Office, the student newspaper *(The Chieftain)*, and the Veteran's Center.

The newly opened Health Science Center houses state of the art classrooms for nursing and allied health classes.

East Campus

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

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 greenhouse provides hands-on experience for horticulture students. An agriculture center provides laboratory and classroom space in three buildings for the College's nationally renowned agriculture programs. The center also serves area clubs and agricultural related organizations. The recently completed Building B Science Lab Addition provides state of the art classrooms for chemistry, biology and micro-biology.

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

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

Outreach Centers

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

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

Parking

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

Information Technology Services

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

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

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

Admission Information

- **First Year Experience**
- **Admission Policy**
- **Enrollment of High School Students**
- **Dual Credit Courses**
- **Dual Enrollment Courses**
- **Application for Admission**
- **High School or GED Transcripts**
- **Subject-Specific Admissions Requirements for Students Entering Baccalaureate Programs beginning in the Fall of 1993**
- **BHC/WIU Dual Admission**
- **Transfer of International Credit**
- **Admission of International Students and Non-Native Speakers of English**
- **Admission Denial**

First Year Experience

Helping students succeed in their *first semester* of college dramatically improves retention according to a Community College Survey of Student Engagement (CCSSE) National Report. Moreover, students who successfully complete their first semester will improve their chances of college completion which may in turn result in reaching milestones beyond graduation. BHC's First-Year Experience Program uses an intentional approach to help students transition into college. The program begins with their first contact experience at the college and continues through the start of their second semester and beyond. We believe purposeful student engagement will result in a transformational college experience.

Our mission is to empower students to develop holistically by building a foundation for their success. Through comprehensive programming, we would like to enhance students' and families' transition to, connection with and understanding of the BHC community. The foundation for success begins with the enrollment process.

Steps to Enrolling at Black Hawk College

Step 1: Submit an application and pay application fee
Step 2: Complete New Student Online Orientation
Step 3: Apply for Financial Aid
Step 4: Take Placement Test, if needed
Step 5: Attend New Student Advising & Registration Session
Step 6: Make Payment for Classes
Step 7: Attend Welcome Week Orientation

Admission Policy

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

This policy includes the following:

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

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

- High school students 16 or 17 years of age who obtain prior approval from the high school in which they are currently enrolled. In addition, prior approval of parent/ guardian is required.
- Young adults 17 years of age who have severed all connections with the high school district in which they are a legal 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 Enrollment Services.

Enrollment of High School Students

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

Application for Admission

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

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

The online application is available at www.bhc.edu/application.

High School or GED Transcripts

High School graduates and GED recipients are required to submit final transcripts. Transcripts must be sent directly to the Enrollment Services Office from the high school (high school transcript) or regional superintendent's office (GED transcript).

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

Subject-Specific Admissions Requirements for Students Entering Baccalaureate Programs 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 upon admission to the college.

College Transcripts. An official transcript must be sent directly from all colleges to Black Hawk College if the student wants to use previous college course work for course placement, financial aid, or credit transfer. **Please Note:** Faxed transcripts are only accepted for advising purposes. Due to the large volume of student transcripts received, students should fill out a Request for Evaluation Form to have transcripts evaluated and credits transferred. Evaluation typically takes place during the first semester of attendance at BHC, and results are sent to the student's myBlackHawk e-mail account.

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.

Transfer of International Credit

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

Admission of International Students and Non-Native Speakers of English

International Students (F-1 Student Visa)
General admission procedure: International students who would like to enter Black Hawk College must be at least 18 years old.

For admission to Black Hawk College and to be issued the Form I-20 or IAP-66, an international student must submit:

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

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

Non-Native Speakers (US Residents)
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 (ESL) placement test before registering for any courses at Black Hawk College. To take this test, students should contact the Academic ESL coordinator at franciscoj@bhc.edu. If placement test scores determine that students need further preparation in English before enrolling in academic courses, students will be placed in one of the following levels:

ESL Foundations-Level 6 – Level 7: These ESL courses prepare international students and non-native speakers of English for academic level courses. Students will strengthen their language and study skills and deepen their knowledge of the U.S. culture through a series of specially designed courses. The courses will focus on 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 they have met English language proficiency will be waived from ESL and will begin their academic level coursework towards their major.

Admission Denial

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

Financial Aid

- **Application Procedures**
- **Academic Progress**
- **Black Hawk College Presidential Scholars**
- **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.gov. The FAFSA is used to apply for the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Loans (subsidized and unsubsidized), Federal Work Study, and the Illinois Student Assistance Commission Monetary Award.

To be eligible for financial aid, students must be high school graduates or GED recipients. The Financial Aid Office prefers applications and requested documents be submitted by July 1 for the fall tuition due date. 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 Federal and State 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 warning for one semester. Financial aid can be received while on warning. Students who do not meet the academic progress requirements during their warning 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 Presidential Scholars

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

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

In order to be considered, candidates must complete the Presidential Scholar Award Acceptance Agreement and submit intent to attend Black Hawk College by successfully completing Black Hawk College's application for admission and submitting high school transcripts. To receive recognition of this scholarship at the high school scholarship awards presentation, the award must be accepted prior to May 15.

Presidential Scholars must enroll full-time immediately after graduation from high school. Summer enrollment is optional **after freshman year**. Presidential Scholars must enroll full-time, maintain a 3.25 cumulative grade point average, and complete 40 hours of on-campus volunteer work to renew the scholarship.

Black Hawk College Achievement Awards

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

State-Funded Financial Aid

Illinois Student Assistance Commission Monetary Award. When financially supported by the state, 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.

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.

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. Students should contact the DORS office in their country for eligibility guidelines.

Other Grants Offered by the State
- MIA/POW Scholarship
- Grant for Dependents of Police or Fire Officers
- Grant for Dependents of Correction Officers

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 full or part-time enrollment status, and if a student attends school for a full academic year or less. Apply online at www.fafsa.gov.

Federal Supplemental Educational Opportunity Grants. Students with demonstrated need and enrolled at least half-time with their FAFSA completed by May 15.

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

Federal Direct Loan Program. Loan applications are available at www.bhc.edu/loan for subsidized loans (based on financial need) and unsubsidized loans (not based on need). Loans must be repaid.

Parent Direct Loans for Undergraduate Students (PLUS). Parents may borrow for their dependent undergraduate student. PLUS loan applications are available at www.bhc.edu/loan.

Veterans' Benefits

Black Hawk College processes benefits for veterans qualifying under the Post 9/11 GI Bill, the Montgomery GI Bill - Active Duty, and Selected Reserves. Students may also qualify for Dependent's Educational Assistance or Vocational Rehabilitation benefits. See the Financial Aid Office for information.

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

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.bhc.edu/scholarships.

Black Hawk College Foundations. The Black Hawk College Foundation and the Black Hawk College East Foundation are proud to be associated with individuals and organizations who contribute to our scholarship programs each year or who generously endow scholarships to support BHC students into the future.

Because of these generous donors, the Foundations are able to offer students general scholarships based on financial need as well as academic interest, status, or other criteria as defined by the donor.

For more information, you may visit:
Black Hawk College Quad Cities Campus Foundation
www.bhc.edu/qcfoundation
309-796-5052 or 800-334-1311, Ext. 5052

Black Hawk College East Foundation
www.bhc.edu/ecfoundation
309-854-1715 or 800-233-5671, Ext. 1715.

Placement and Online Orientation

- **Placement**
- **Placement for Students in Foreign Languages**
- **Online Orientation**

Placement

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

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

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

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

The ACCUPLACER tests are computerized and 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 in most cases.

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

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 http://www.bhc.edu/admissions/placementtesting/

All students whose second language is English need to contact Janet Francisco, ESL Program Coordinator (e-mail franciscoj@bhc.edu, phone 309-796-5183), to take the Michigan Test of English Language Proficiency. This 2½-hour exam will test English language proficiency in listening, reading, grammar and writing.

Placement for Students in Foreign Languages

Students registering in the following levels of French, German, 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.

Online Orientation

New students must complete our online orientation that will introduce the BHC basics. Students log in to the BHC student portal, http://myblackhawk.bhc.edu utilizing login instructions provided in the welcome email or letter. Online orientation is designed to prepare our students for the registration process.

Registration

- **Student Responsibilities**
- **Student Handbook**
- **NewSTARS**
- **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.

New Student Advising and Registration Sessions

NewSTARS picks up where the new student online orientation leaves off and takes the student through the processes of: interpreting ACCUPLACER test scores, understanding the program of study, deciding how many credit hours to enroll in, selection of courses and course registration.

For new students at the Quad Cities Campus, New Student Advising and Registration Sessions (NewSTARS) provide an opportunity to meet other students with similar educational goals and with advisors who specialize in Career and Transfer pathways.

New students at the East Campus meet individually with advisors to register for classes.

New Students are strongly encouraged to register for the College Experience and Success Course (CES 100) at the NewSTARS session. CES 100 is an exciting opportunity to support students in their transition to the college life. After completing the CES course at BHC, students will have the skills needed to assist them in becoming independent learners who participate in diverse communities. These skills will promote academic, social and career success.

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 by completing and submitting an Overload Request Form and turning in to an Educational Advisor for review.

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

Semester Credit Hour Load

The College considers a student enrolled in a minimum of 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.

Tuition and Fee Information

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

Residency

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

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

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

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

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

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

In addition, any individual who provides proof of full-time employment by a company located within the Black Hawk College District will pay the in-district tuition rate.

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

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

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

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

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

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

Documentation must be submitted at least 5 calendar days prior to the start of the semester. Regardless of the date a student registers, residency will not be changed during a term. If a residency change is needed, it will be effective for the next term at the time of registration.

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

Category I *(Choose 1)*	**Category II** *(Choose 1)*	
Contract to purchase home in district	Paycheck stub (fulltime)	Bills: • Gas • Electric • Land line phone • Water • Medical/Dental • Credit card statement
Property tax bill	Tax Return	
Property assessment statement	W-2	
Home insurance declaration page	1098-T (not from BHC)	
Homeowner's association notice	1099 Interest Statement	Installment Loan Documentation (Car, Boat, Motorcycle, etc.)
Mortgage Agreement	Social Security Statement	
Property Closing Statement	INS Documentation	Library Card (must include name and address)
Rental Contract or Lease	Voter's Registration Card*	Bank Statement
Voter's Registration Card*	Vehicle Registration Card	Newspaper/Magazine subscription mailing label
Voter's History (online)	Current Pilot's License	
Current IL Driver's License	Current IL Firearms Owners ID card (FOID card)	
Current IL State ID	Jury Duty Notice	
Shelter Residency Documentation	Unemployment check stub	
Firearms License	Military Active Duty/discharge documentation	

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

Tuition and Fees

Tuition and fees are subject to change.

Tuition Rate. For a current list of tuition rates, please see the College website at www.bhc.edu/admissions/tuition-fees. The per credit hour rates listed on the website consist of tuition rates for all courses that do not have a special rate shown in the semester schedule of classes. Course/lab specific fees will also be listed in the semester schedule of classes.

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

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

Available payment options include the following:

Online via myBlackhawk – Credit Card, Debit Card, Electronic Check, Deferred Payment Plan

On Campus (Bursar's Office – both campuses) – Cash, Check, Money Order, Cashier's Check, Deferred Payment Plan

Self-Serve Station On Campus – Credit Card, Debit Card, Electronic Check, Deferred Payment Plan

Payment Drop Box (QC Campus only) – Check, Money Order, Cashier's Check

Mail – Check, Money Order, Cashier's Check

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). There are two deferment plan options available for students. The options include a three-installment or a four-installment plan.

1. Students must pay an initial payment, **plus** a non-refundable $25 deferred payment fee at the time of initial payment plan set up.
2. Students must also sign a promissory note for the outstanding balance, which they can do at the either the East Campus or the Quad-Cities Campus Bursar's Office. Students may also complete the promissory note online through their myBlackHawk account.
3. The remaining charges will be evenly split into two or three additional payments. Scheduled payments must be received on or before stated due dates to avoid late fees.

4. 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. Any balance that remains 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. For students opting for the 4-month payment plan, the last payment is due after registration opens for the upcoming semester. In order to register for upcoming classes, students must be paid in full. Therefore, if students want to register as soon as registration opens, they must make their final payment earlier than the due date.
9. Questions about the program should be directed to the Bursar's Office at 309-796-5200.

Application Fee
Any person who applies to attend regular, college coursework at Black Hawk College must pay a $20 application fee. Students who do not attend for two or more consecutive years are subject to the application fee at time of readmission to the College. BHC students who complete the GED program, high school program, or Bridge Program, at one of the BHC outreach centers are eligible for a waiver of the $20 application fee.

Commencement Ceremony Participation Fee. Students who submit a graduation application, indicating a desire to walk in the spring commencement ceremony, will be charged a $20 fee to cover the cost of regalia and ceremony.

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

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

Dual Credit Fees. Dual credit courses taught by High School instructors are charged a $25 fee per credit hour.

Waiver Administration Fees. There is a $25 per credit hour fee when tuition is waived. Students who receive Achievement Awards from Black Hawk College will be assessed an administration fee on a per credit hour basis. The administrative tuition waiver fees does not apply to 3rd party scholarship awards.

Tuition waivered Black Hawk College scholarships include:
- Athletic Scholarships
- Departmental Scholarships (music/art)
- Equine Scholarships

Cooperative Educational Agreements and Chargebacks

Students interested in pursuing a program that is not offered at the community college in the district where they live, may qualify for a Chargeback/Cooperative Agreement. If approved, the student is responsible only for the tuition costs equivalent to the in-district rate at the receiving community college.

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

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

Tuition and Fees Refund Schedule

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

Tuition and Fees Refund Policy

1. If a student has completed registration and withdraws from class(es), the withdrawal must be received by the Enrollment Services Office according to the refund schedule in order for the student to receive a refund of tuition and fees.

2. In the event a class is cancelled by the College, 100% of all monies paid for the course will be refunded.
3. 100% of **tuition** will be refunded if a licensed physician recommends that the student withdraws from all his/her classes for medical reasons. Appeal forms are available in the Enrollment Services office; the physician's recommendation must be submitted on official letterhead. Students may still be responsible for bookstore charges and/or any Financial Aid refunds already issued to them.
4. 100% of tuition and course fees will be refunded in the event that a student does not attend *any* registered courses in a given semester. Attendance in any one course will be considered intent to enroll, and the student will be subject to the Refund Schedule for dropped courses.

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

Financial Aid Refunds
Every attempt will be made to issue authorized refunds by the end of the fifth week of classes.

Refunds are processed in the Bursar's Office and will be made payable 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, fees, returned checks, fines, or other obligations. Any funds remaining after tuition and charges are paid in full will be the amount refunded to the student.

Refund Method Options
Refunds will be disbursed through the Higher One system unless a credit card was used for payment during a semester. Students must login to their account on www.bhcmoneycard.com and select their refund preference. The three refund preference options are: paper check, deposit onto their Higher One card, or deposit to an outside bank account. After three weeks of not selecting a preference option when a refund is due, Higher One will issue a paper check.

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

Medical Withdrawal
To be eligible for a medical withdrawal, a student must withdraw from all classes in the term and not simply a reduced load. The Physician Statement, along with a signed **Add/Drop** form, must be submitted in a timely fashion, no later than the beginning of final exam week for the term enrolled.

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

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

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

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

If a withdrawal request is sent by mail, it must be addressed to the Enrollment Services Office at either campus. Withdrawal requests may be faxed to Enrollment Services at 309-796-5209 or e-mailed from the student's myBlackHawk account to registrar@bhc.edu. 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.

Collections
Individual payment arrangements are available to all students with a past due balance. Setting up a monthly payment plan will assist in avoiding future late fees and having the account turned over to collections as long as the payments are current. Students will not be allowed to register for additional courses or receive their transcripts with a past due balance on their account.

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

Alltran
840 S. Frontage Rd.
Woodridge, IL 60517

If a student account is still at Alltran after two years without any monies collected or a payment plan in place, the account is then returned to the College. Black Hawk College will then place the account in to a second collection agency, L&M Accounts. The student account will immediately receive a 37.5% collection fee from L&M Accounts. All original College charges, plus the additional collection fee, must be paid in order for the account to be considered paid in full. L& M Accounts can be reached at 309-277-8700 or payments can be directly mailed to:

L&M Accounts
2200 52nd Ave.
P.O. Box 158
Moline, IL 61265

Black Hawk College may use any and all means necessary to collect a past due debt in accordance with state and federal laws. Please contact the Bursar's Office at 309-796-5336 for questions regarding our debt collection procedures.

Return of Federal Financial Aid Policy

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

Military Called to Active Duty

Black Hawk College will allow withdrawal from courses without penalty for military students who are called to active duty. This shall include a 100% refund of tuition and fees and book charges upon verification from the service member's commanding officer. This verification should be submitted to Enrollment Services prior to deployment/activation. In addition, the College supports faculty in enabling service members who are called to active duty and who have substantially completed a course, to complete such courses without losing the time and effort they have already invested. No refund will be given if credit for a course is awarded. Black Hawk College is committed to assisting students during their transition to active duty and back again. Students needing additional support services are encouraged to discuss their needs with a BHC Counselor.

Senior Citizens Tuition Waiver

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

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

Books and Supplies

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

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

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

Returned Checks

There will be a $30 charge for checks returned by our bank for any reason. There will be a $35.95 charge for electronic checks returned for any reason.

Financial Arrears

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

Student Involvement

- **Student Involvement –**
  Welcome Week Orientation

Student Involvement

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

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

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

Looking for ways to improve academic, career, leadership and/or personal skills? Black Hawk College offers several workshops throughout the year that focus on building the skills needed to be successful inside and outside the classroom. By participating in the Passport to Leadership Program, students can leave Black Hawk College with the skills to help them get that dream job!

Student Resources

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

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

Student ID

Black Hawk College Photo IDs are available for all college-credit students. The ID also serves as a money card for BHC financial aid or school refunds. All refunds are processed through the Black Hawk College ID & Money Card to ensure fast delivery of funds through electronic means.

Information is available at www.BHCMoneyCard.com.

Advisement Services

Educational advisors help students develop a program of study based on needs, abilities and interests. Students who have earned less than thirty credit hours (QC campus students only) are required to meet with an Educational Advisor before registering. The student and advisor will cooperatively develop a plan for graduation and review each semester. Degree audits are available and educational plans can be created and saved utilizing the degree audit found in myBlackHawk. Students will be introduced to the degree audit tool during their first individual meeting with an advisor. If goals change, the student is encouraged to complete a Change of Program form and meet with an Educational Advisor to develop a new educational plan. Educational advisors are available year-round to assist currently enrolled or potential students.

Advisors and faculty members are partners interested in student success at Black Hawk College. Students are encouraged to meet with faculty members who are experts in their fields and may provide valuable direction, especially when it comes time to graduate.

Educational Advising. Both the East Campus Advising Center and Quad Cities First Stop Advising Center are dedicated to providing the following services:

- Assist with creation of meaningful educational plans that encompass life and career goals
- Provide appropriate and accurate information to assist students in goal completion
- Assist in understanding academic policies and procedures
- Teach students how to navigate the enrollment process
- Promote student engagement initiatives designed to reinforce classroom learning and student success.

Access campus-specific information by visiting www.bhc.edu/advising.

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

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

Career Services

The purpose of 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.

Career development services (self-assessment, interest testing, career exploration and job search) are available individually or in groups, all without charge. Services range in format from credit and non-credit courses, workshops, and seminars to community presentations. Most services are free of charge with the exception of those offered for college credit. Career development services are available at each of the following Black Hawk

College sites: Quad Cities Campus, East Campus, and Quad Cities Outreach Centers.

Career Centers. The Career Services Center on the Quad Cities Campus, 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 and 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).

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.

The Kuder Journey program is a user-friendly computer interactive career guidance and research system. 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 for those who are unclear about their college and career goals, or those who would like to confirm what they believe will be their career choice. Kuder Journey is free but appointments are required. Other assessments include the Self 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 available to students. An online Employment Services System/Career Management System at 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.

Tutoring Center

The Tutoring Center, located on the lower level of Building 1 (beneath the Library), provides free tutoring services to Black Hawk College students, including individual and group tutoring, open lab tutoring, and free online tutoring 24/7 from Tutor.com (accessible directly from students' Canvas accounts). Walk-in hours for tutoring during the fall and spring semesters are Monday through Friday, 9 a.m. to 1 p.m. Tutoring is also available before and after walk-in hours by advanced scheduled appointments. If you would like to schedule a tutor appointment, stop by to fill out a request form, submit an online request form at www.bhc.edu/RequestATutor (also accessible via students' Canvas and myBlackHawk accounts), call 309-796-5138, or email tutoring@bhc.edu. The East Campus Tutoring Center is located in Building A, Room 234 next to the Library. To schedule an East Campus tutoring appointment, call 309-854-1713. For further information, visit us online at http://www.bhc.edu/tutoring.

Counseling

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

Disability Accommodations

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

Early Alert

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

How the Program Works:

- Faculty complete and submit notifications electronically via workflow.
- Designated staff members review all forms and pay special attention to faculty comments.
- Students are contacted via phone, e-mail and regular mail.
- Meetings are set up with students to discuss the faculty's feedback.
- Discuss appropriate remedies with the student for improving.

- Follow-up e-mail is sent to faculty concerning individual students.
- Provide appropriate feedback and follow-up to the student as needed.
- Evaluate the program annually and improve as needed.

Enrollment Services

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

Financial Aid

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

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

Housing

Quad Cities Campus. Black Hawk College Quad Cities Campus contracted with Bluffstone to build and manage college student housing on the Quad Cities Campus. The building was completed to open in the Fall 2013 with 120 beds in two- and four-bedroom fully furnished units. Each unit has a private bedroom and bath for each student. The apartment complex offers 24-hour security, on-site property manager, a student social room, state of the art fitness center, laundry facilities and more.
For more information contact *The Villas at Black Hawk* at 309-756-8654.

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

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

Testing Center

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

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

Intercollegiate Athletics

The intercollegiate athletic program at Black Hawk College provides men and women an opportunity to compete on a number of very successful athletic teams. Black Hawk College is a member of the Arrowhead Athletic Conference which consists of seven community colleges located in central and northwestern Illinois: Black Hawk College East Campus, Black Hawk College Quad Cities Campus, Carl Sandburg (Galesburg), Highland (Freeport), Illinois Valley (Oglesby), Kishwaukee (Malta) and Sauk Valley (Dixon). Non-conference athletic events are also scheduled with other Illinois and Iowa colleges.

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

Libraries

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

Military and Student Veteran Center

The Military and Student Veterans Center on the Quad Cities Campus is located in Building 4, Room 117. It is a welcome center where military and veteran students, faculty and staff may go to receive information, assistance and referrals to college departments and community agencies as they transition to college and workforce.

TRiO Student Support Services

The TRiO Student Support Services program, located on the lower level of Building 1 (beneath the Library), provides individualized guidance and comprehensive

academic support to students admitted into the program. Specific services include holistic academic advising and in-depth transfer planning, major and career exploration, academic success coaching and mentoring, help navigating financial obstacles, financial aid and scholarship guidance, and academic tutoring, among others. Admitted participants are entitled to select textbook access, TRiO Grant Aid, the TRiO Foundation Scholarship, academic and financial skill-building workshops, campus visits, and cultural events. The TRiO SSS program is federally funded and open to first-generation, income-eligible, and disabled students. For more information, including a program application, visit the TRiO Student Support Services website at www.bhc.edu/trio, call 309-796-5138, or e-mail triosss@bhc.edu.

Code of Student Conduct and Disciplinary Procedures

The Code of Student Conduct has been established to maintain order on campus and to guarantee the broadest range of freedom for all who come to learn at Black Hawk College.

Each student is responsible for knowledge of and compliance with this Code of Student Conduct, which is available in the Student Handbook at http://www.bhc.edu/student-resources/student-handbook/ or through the Office of the Dean of Student Services.

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

1. receive notice of the alleged violation. The notice will include:
   a. the specific code violations; and
   b. reference to the process and rights of students as indicated in the Code of Student Conduct;
2. be provided an opportunity to respond to the charges;
3. be able to appeal the decision, if necessary;
4. continue conduct processes after student withdrawal from the College with a clear record until such charges have been resolved.

Students who would like to discuss the alleged violation before the hearing occurs should contact the Dean of Student Services.

Student Records

- **Records Policy**
- **Transcripts**
- **Social Security Numbers**
- **Change of Information**
- **Denial of Enrollment**
- **Transcript Retention**

Records Policy

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

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

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

- Students should write to the Registrar, clearly identifying the part of the record they want changed, and specify why it should be changed.
- If Black Hawk College does not amend the record as requested, the Registrar will notify the student in writing of the decision and advise the students of their right to a hearing regarding the request for an amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.
- If, as a result of the hearing, Black Hawk College decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the student will be afforded the opportunity to place with the education record a statement commenting on the contested information in the record and/or statement setting forth any reason for disagreeing with the decision of the hearing. The statement placed in the education record by the student will be maintained with the contested part of the record for as long as the record is maintained. When the related record is disclosed to a third party, the record will include the statement filed by the student.

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

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

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

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

An exception permitting disclosure without consent is disclosure to school officials with legitimate educational

interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Black Hawk College. Additionally, upon request, Black Hawk College may disclose education records without consent in the following circumstances:

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

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

Transcripts

BHC transcripts should be ordered online at www.bhc.edu/transcript. An electronic signature using your mouse and a $6 fee are required. All financial obligations to the college must be resolved before the transcript request can be processed. Transcript orders are not accepted by phone.

Transcript requests are usually processed within one to two business days. The student is responsible for ensuring that the delivery method selected meets the needs of the receiving institution. Official transcripts are sent through the US Postal Service. Black Hawk College does not send transcripts by fax. Please allow adequate time for the receipt, processing and delivery of the transcript order.

Social Security Numbers

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

Change of Student Name or Address

It is the responsibility of the student to notify Enrollment Services in writing of a change in name, address, telephone number and any other records. To update a name, students may complete a Student Change of Name form and return it to Enrollment Services. To update an address, students may complete a Student Change of Address form and return it to Enrollment Services. Additional documentation such as a marriage license may be required in the case of a name change, or residency documents for a move in or out of district.

Denial of Enrollment

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

Transcript Retention

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

Academic Information and Regulations

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

Grading System

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

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

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

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

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

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

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

Incomplete. The work must be completed within the time limit established by the instructor from one day to one year. If the work is not completed within one year, the Registrar will record an "F" or an "X" based upon the grading system used in that course.) Graduating students, who finish any outstanding coursework in a term that is subsequent to the one where the incomplete grade was issued, will have their graduation date pushed out to the term when all academic work was completed for the degree.

Cheating and Plagiarism Policy

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

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

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

It is the faculty member's responsibility to assign grades and it is also his/her prerogative to determine what constitutes cheating or plagiarism as defined above in

his/her class(es). The consequences for cheating or plagiarism are determined by the faculty member. Unless that judgment can be shown to be either capricious, arbitrary, or in bad faith, the faculty member's judgment will stand.

Repeat Policy

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

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

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

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

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

A student who intends to repeat a course should notify Enrollment Services when enrolling in the course that it is going to be a repeat of a course already taken.

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

Attendance

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

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

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

Children in Class

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

Withdrawing from College

If a student has registered for class(es) and decides **not** to attend Black Hawk College, he or she must officially withdraw. The student is responsible financially for tuition and fees for all classes not officially dropped by the refund date. Withdrawal can be done by completing an Add/Drop Form or sending an e-mail with name, ID number and course information from the student's myBlackHawk account to registrar@bhc.edu. E-mail from personal e-mail addresses will not be accepted. The drop will be considered complete as of the date the e-mail is received, even if it is on a weekend or holiday. If the class is 75% completed, permission of the instructor is required to drop a class. Permission may be obtained by signature or an e-mail from the instructor. **Again, it is the student's, not instructor's, responsibility to ensure that he officially withdraws and submits the appropriate signature to Enrollment Services.**

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

Adding/Dropping a Class

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

Add/Drop Form. This is the official form students should use to change their schedules. If the student uses the Black Hawk College Add/Drop Form, it must be returned to Enrollment Services. On the Quad Cities Campus, forms are available in Enrollment Services, the First Stop Center, and the Academic Service Centers. On the East Campus, forms are available at Enrollment Services and the Advising Center.

Adding a Class. Courses may be added using myBlackHawk during regular registration periods. Students who would like to add a class after the term has begun, but prior to the first class meeting, must complete the Black Hawk College Add/Drop Form, which requires

an advisor's signature. After the class has met, additional signatures are required as outlined below.

- In order to add a class after the start date of the class but before the tenth day of the class, the student will need to complete the Add/Drop Form and obtain an instructor's signature of approval to add the class.
- In order to add a class after tenth day (or the equivalent of tenth day for classes meeting less than 16 weeks), the student will need to complete the Add/Drop Form and obtain signature approval from both the instructor ***and*** the departmental academic Dean.

Dropping a Class. Once a student has registered for class, *the student must officially drop the course within the designated withdrawal period*. Failure to officially drop within the withdrawal period will result in the assigning of a grade for the class. The student is financially responsible for tuition and fees for all classes not officially dropped by the appropriate refund date.

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

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

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

1. Refund Policy. Course withdrawal prior to the starting date of the semester is entitled to a 100% refund.
2. If a student completely withdraws during the semester after federal financial aid payment has been received, the student may be required to return a portion of the federal financial aid awarded. The federal formula requires a return of funds if the student received assistance from the Pell Grant, Supplemental 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 2.0 grade point average is necessary to graduate from Black Hawk College and to transfer to most senior institutions. Anytime the semester grade point average or cumulative grade point average is below 2.0, the student should reassess his/her educational objectives and study habits. The student should seek assistance from instructors, academic advisors and counselors in this reassessment process.

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

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

Academic Progress Policy

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

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

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

When on academic probation, the student must earn a term GPA of 2.0 or above each semester. If the student's term GPA falls below 2.0, the student will be placed on academic suspension. Academic suspension means a student will not be allowed to re-enroll at BHC for at least one full semester (fall or spring). After not attending for a

full semester, the student may be readmitted on a probationary status and must maintain a term GPA of 2.0 or higher until his/her cumulative GPA reaches 2.0 or above. If a student is suspended a second time, the student may not return for one full year.

Students may appeal BHC academic suspension by submitting a written appeal to the Registrar explaining circumstances and plans for insuring academic success. Students should check their BHC e-mail account for details on the process. An Academic Appeals Committee will consider student requests and make final decisions.

Academic Forgiveness Policy

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

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

For detailed information, see Enrollment Services.

Baccalaureate/Transfer Course Guarantee

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

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

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

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

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

Occupational Program Guarantee

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

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

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

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

Conferring Degrees and Certificates

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

Unit of Credit

The unit of credit is the semester credit hour; 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 may be found in the Course Descriptions section of this academic catalog.

Student Classification

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

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

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

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

Honors Information

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

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

Alpha Phi Beta. The Alpha 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.

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

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

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

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

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

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

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

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

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

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

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

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

Non-Traditional Credit

- **Departmental Proficiency**
- **Portfolios**
- **Advanced Placement Program**
- **College Level Examination Program (CLEP)**
- **Armed Service 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 who would like to take a departmental proficiency evaluation should first contact Enrollment Services. In all cases, decisions concerning the methods used and the decisions regarding awarding of credit on the basis of proficiency belong to the department. The student may earn no more than 50% of proficiency credit in the curriculum leading to a degree.

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

Portfolios

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

College Level Examination Program (CLEP)

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

Black Hawk College grants institutional credit based upon CLEP scores only to students who are currently enrolled 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 who would like to complete Black Hawk College credit on the basis of CLEP scores should contact Enrollment Services for specific details and equivalencies.

Advanced Placement Program

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

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

Advanced Placement Transfer Credit

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

Armed Service Experience

Health and Physical Education Credit. To receive this credit, applicants must submit to the Registrar their DD Form 214 (Armed Forces of the United States Report of Transfer or Discharge). Veterans are eligible to receive credit for Health 102 (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.

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

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

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

High School Articulation

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 Career Technical Education (CTE) courses and requirements for articulated credit, contact the CTE Transition Coordinator at 309-796-5160.

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

International Baccalaureate (IB)

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

Graduation Requirements

- **Illinois Articulation Initiative Agreement (IAI)**
- **Purpose of General Education**
- **Online Degree Audit**
- **Graduation**
- **Associate in Arts**
- **Associate in Science**
- **Associate in Applied Science**
- **Associate in Fine Arts**
- **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 at 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 in 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 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.

Online Degree Audit

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

Graduation Ceremony

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

Students must apply for graduation before the deadlines. These dates are available in Enrollment Services. 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 Arts Code: 1045
Total minimum credits required: 64

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

Students pursuing the AA degree entirely online may do so through Black Hawk College, although **all** courses offered through the College are not yet available online. For up-to-date information regarding online AA degrees, available courses, or support services, please consult the Online Learning Center website at www.bhc.edu/flexlearning. See *Flexible Learning Options* for more information.

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

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

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

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

Communication. 3 courses (9 semester credits), including a two-course sequence in writing (6 semester credits) and one course (3 semester credits) in oral communication. A grade of "C" or better in 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 (IAI:C1 900)
ENG 102	Composition II (IAI: C1 901R)
SPEC 101	Principles of Speech Communication (IAI:C2 900)

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

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

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

Group 1 Courses - Physical Sciences

ASTR 101	Descriptive Astronomy (IAI: P1 906L)
ASTR 102	Descriptive Astronomy (IAI: P1 906L)
CHEM 101	General Chemistry I (IAI: P1 902L; CHM 911)
CHEM 110	Introduction to Chemistry (IAI: P1 902L)
CHEM 111	Principles of Organo-Biochemistry (IAI: P1 904L)
GEOG 101	Physical Geography (IAI: P1 909L)
GEOG 102	Physical Geography (IAI: P1 909L)
GEOG 106	Introductory Meteorology (no lab) (IAI: P1 905)
GEOL 101	Physical Geology (IAI: P1 907L)
GEOL 102	Historical Geology (IAI: P1 907L)
PHYS 101	College Physics I (IAI: P1 900L)
PHYS 110	Introduction to Physics (IAI: P1 900L)
PHYS 140	Practical Physics (no lab) (IAI: P1 900)
PHYS 201	General Physics (IAI: P2 900L; PHY 911)
PS 101	Introduction to Physical Science (IAI: P9 900L)
PS 205	Issues in Science, Technology & Society (no lab) (IAI: P9 900)

Group 2 Courses - Life Sciences

BIOL 100	Introduction to Biology (IAI: L1 900L)
BIOL 101	General Human Biology (IAI: L1 904L)
BIOL 105	General Biology I (IAI: L1 910L; BIO 910)
BIOL 106	General Biology II (IAI: L1 910L; BIO 910)
BIOL 135	Evolution of Microbes and Humans (no lab) (IAI: L1 903)
BIOL 200	Environmental Biology I (no lab) (IAI: L1 905)
BIOL 201	Environmental Biology II (no lab) (IAI: L1 905)
BIOL 211	General Botany (IAI: L1 901L)
BIOL 250	Genetics (no lab) (IAI: L1 906)
BIOL 251	Genetics Lab (IAI: L1 906L)

Interdisciplinary. Physical/Life Sciences

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

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

Humanities

ENG 190	Introduction to Literature (IAI: H3 900)
ENG 206	Minority American Literature (IAI: H3 910D)
ENG 207	Introduction to Women Writers (IAI: H3 911D)
ENG 208	Introduction to Poetry (IAI: H3 903)
ENG 210	Introduction to Fiction (IAI: H3 901)
ENG 213	American Literature I (IAI: H3 914)
ENG 214	American Literature II (IAI: H3 915)
ENG 215	Western Lit. in Translation I (IAI: H3 906)
ENG 216	Western Lit. in Translation II (IAI: H3 907)
◆ENG 217	African & Caribbean Literature (IAI: H3 908N)
◆ENG 218	Latin American Literature in Translation (IAI: H3 908N)
◆ENG 219	Eastern Literatures in Translation (IAI: H3 908N)
ENG 221	British Literature I (IAI: H3 912)
ENG 222	British Literature II (IAI: H3 913)
ENG 223	Introduction to Shakespeare (IAI: H3 905)
ENG 240	Children's Literature (IAI: H3 918)
ENG 250	Film as Literature (IAI: HF 908)
FREN 202	Intermediate French II (IAI: H1 900)
GERM 202	Intermediate German II (IAI: H1 900)
HIST 125	Western Civilization I (IAI: H2 901)
HIST 127	Western Civilization II (IAI: H2 902)
◆HIST 222	Comparative Religions (IAI: H5 904N)
HUM 101	Humanities I (IAI: HF 900)
HUM 102	Humanities II (IAI: HF 901)
PHIL 100	Logic (IAI: H4 906)
PHIL 101	Introduction to Philosophy (IAI: H4 900)
PHIL 103	Ethics (IAI: H4 904)
PHIL 206	Philosophy of Religion (IAI: H4 905)
SPAN 202	Intermediate Spanish II (IAI: H1 900)
SPAN 253	Advanced Spanish I (IAI: H1 900)
SPAN 254	Advanced Spanish II (IAI: H1 900)

Consult transfer institution to determine if foreign language is required.

Fine Arts

ART 100	Art Appreciation (IAI: F2 900)
ART 281	History of Western Art I (IAI: F2 901)
ART 282	History of Western Art II (IAI: F2 902)
◆ART 285	Survey of Asian Art (IAI: F2 903N)
◆ART 286	Survey of Non-Western Art (IAI: F2 903N)
ENG 250	Film as Literature (IAI: HF 908)
HUM 101	Humanities I (IAI: HF 900)
HUM 102	Humanities II (IAI: HF 901)
MUSC 154	Music Appreciation (IAI: F1 900)
◆MUSC 158	Introduction to Non-Western Music (IAI: F1 903N)
MUSC 256	Introduction to American Music (IAI: F1 904)
THEA 111	Introduction to Theatre Arts (IAI: F1 907)
TV 212	History and Appreciation of the Motion Picture (IAI: F2 909)

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

ANTH 101	Intro to Physical Anthropology (IAI: S1 902)
◆ANTH 102	Intro to Cultural Anthropology (IAI: SI 901N)
ANTH 103	Intro to Archaeology (IAI: S1 903)
ECON 221	Principles of Macro Economics (IAI: S3 901)
ECON 222	Principles of Micro Economics (IAI: S3 902)
◆GEOG 105	Introductory Regional Geography (IAI: S4 900N)
HIST 105	History of the US to 1877 (IAI: S2 900)
HIST 106	History of the US since 1877 (IAI: S2 901)
◆HIST 141	History of Asia to 1500 (IAI: S2 908N)
◆HIST 142	History of Asia since 1500 (IAI: S2 909N)
◆HIST 151	History of the Middle East since 1700 (IAI: S2 919N)
◆IS 220	Global Issues (IAI: S5 904)
POLS 122	American National Government (IAI: S5 900)
POLS 101	Introduction to Political Science (IAI: S5 903)
POLS 252	State and Local Government (IAI: S5 902)
POLS 261	Introduction to Comparative Government: European (IAI: S5 905)
◆POLS 262	Introduction to Comparative Government: Non-European (IAI: S5 906N)
PSYC 101	Introduction to Psychology (IAI: S6 900)
PSYC 200	Human Growth and Development (IAI: S6 902)
PSYC 230	Social Psychology (IAI: S8 900, PSY 908)
PSYC 262	Child Psychology (IAI: S6 903)
PSYC 264	Social Psychology of Aging (IAI: S6 905)
SOC 101	Principles of Sociology (IAI: S7 900)
SOC 102	Contemporary Social Problems (IAI: S7 901)
SOC 250	Minority Relations (IAI: S7 903D)
SOC 251	Sociology of Families (IAI: S7 902)
SOC 264	Social Psychology of Aging (IAI: S6 905)

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

1. ◆ **Non-Western Studies requirement**.
   1 course (3 semester credits)
   Courses that focus on non-Western cultures are identified in both the Humanities and Fine Arts and the Social and Behavioral Sciences sections with an ◆ indicator next to the course. Students must select at least one non-Western studies course, which may simultaneously fulfill a general education or elective category requirement.

Education majors only: Students should check with an advisor to be sure that their Non-Western course selection meets the State Teacher Certification Board's definition of "Non-Western and third world cultures" as interpreted by the senior institution where they intend to transfer.

2. A grade of "C" or better in English 101 and English 102 is required for graduation. Students transferring courses equivalent to English 101 and 102 to Black Hawk College must have a grade of "C" or better in those courses in order to obtain transfer credit.
3. 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.
4. 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.
5. Electives. Students should work with an advisor to select only articulated transfer or career courses as electives to satisfy the 64 credit hour requirement. Because requirements vary among institutions and from state to state, students should request assistance in determining course transferability from their academic advisor, the First Stop Center on the Quad Cities campus, or Enrollment Services Office on the East Campus.
6. Students must earn at least 24 credit hours, excluding non-traditional credit options, at Black Hawk College.
7. Credit earned through the College Level Examination (CLEP) may apply toward the AA degree.
8. Up to four credits of physical education activity courses will count as electives toward graduation. The PE Varsity Sports Courses (numbers 101-122) will be evaluated as activity courses for the purpose of graduation.
9. Up to 12 credits of applied music lessons will count as electives toward graduation.
10. No courses numbered below 100 will apply towards satisfying any AA degree requirements.
11. The human relations requirement is met for all Black Hawk College degree candidates within the required General Education Core Curriculum through such courses as PSYC 101, 230; SOC 101, 222, 250, 251; SPEC 101.

Associate in Science

Associate in Science Code: 1545
Total minimum credits required: 64

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

Students pursuing the AS degree entirely online may do so through Black Hawk College, although **all** courses offered through the College are not yet available online. For up-to-date information regarding online AS degrees, available courses, or support services, please consult the Online Learning Center website at www.bhc.edu/flexlearning. See *Flexible Learning Options* for more information.

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.

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

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

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

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

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

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

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

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

Group 1 Courses:

MATH 108	Statistics for General Education (IAI: M1 902)
MATH 110	Mathematics for General Education (IAI: M1 904)

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

Group 2 Courses:
MATH 112 College Algebra
MATH 116 Trigonometry
MATH 118 Precalculus
MATH 210 Math for Teaching and Learning
MATH 230 Linear Algebra (IAI: MTH 911)
MATH 235 Differential Equations (IAI: MTH 912)

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

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

Group 1 Courses – Physical Sciences:
ASTR 101 Descriptive Astronomy (IAI: P1 906L)
ASTR 102 Descriptive Astronomy (IAI: P1 906L)
CHEM 101 General Chemistry I (IAI: P1 902L; CHM 911)
CHEM 110 Introduction to Chemistry (IAI: P1 902L)
CHEM 111 Principles of Organo-Biochemistry (IAI: P1 904L)
GEOG 101 Physical Geography (IAI: P1 909L)
GEOG 102 Physical Geography (IAI: P1 909L)
GEOG 106 Introductory Meteorology (no lab) (IAI: P1 905)
GEOL 101 Physical Geology (IAI: P1 907L)
GEOL 102 Historical Geology (IAI: P1 907L)
PHYS 101 College Physics I (IAI: P1 900L)
PHYS 110 Introduction to Physics (IAI: P1 900L)
PHYS 140 Practical Physics (no lab) (IAI: P1 900)
PHYS 201 General Physics (IAI: P2 900L; PHY 911)
PS 101 Introduction to Physical Science (IAI: P9 900L)
PS 205 Issues in Science, Technology & Society (no lab) (IAI: P9 900)

Group 2 - Life Sciences
BIOL 100 Introduction to Biology (IAI: L1 900L)
BIOL 101 General Human Biology (IAI: L1 904L)
BIOL 105 General Biology I (IAI: L1 910L; BIO 910)
BIOL 106 General Biology II (IAI: L1 910L; BIO 910)
BIOL 135 Evolution of Microbes and Humans (no lab) (IAI: L1 903)
BIOL 200 Environmental Biology I (no lab) (IAI: L1 905)
BIOL 201 Environmental Biology II (no lab) (IAI: L1 905)
BIOL 211 General Botany (IAI: L1 901L)
BIOL 250 Genetics (no lab) (IAI: L1 906)
BIOL 251 Genetics Lab (IAI: L1 906L)

Interdisciplinary. Physical/Life Sciences
NSCI 101 Environmental Science I (no lab) (IAI: LP 900)
NSCI 102 Environmental Science II (IAI: LP 901L)

Group 3 – Natural Sciences
BIOL 120 Nutrition (no lab)
BIOL 145 Anatomy Physiology I
BIOL 146 Anatomy Physiology II
BIOL 190 General Zoology
BIOL 207 Selected Topics in Biology
BIOL 261 Microbiology
CHEM 102 General Chemistry II (IAI: CHM 912)
CHEM 203 Organic Chemistry I (IAI: CHM 913)
CHEM 204 Organic Chemistry II (IAI: CHM 914)
CHEM 206 Basic Biochemistry (no lab)
CHEM 207 Basic Biochemistry Laboratory
CHEM 295 Research in Chemistry (no lab)
PHYS 102 College Physics II
PHYS 115 Concentrated General Physics
PHYS 120 Energy and Society (no lab)
PHYS 200 Technical Physics
PHYS 202 General Physics (IAI: PHY 912)
PHYS 214 General Physics (Quantum) (no lab)

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

Humanities
ENG 190 Introduction to Literature (IAI: H3 900)
ENG 206 Minority American Literature (IAI: H3 910D)
ENG 207 Introduction to Women Writers (IAI: H3 911D)
ENG 208 Introduction to Poetry (IAI: H3 903)
ENG 210 Introduction to Fiction (IAI: H3 901)
ENG 213 American Literature I (IAI: H3 914)
ENG 214 American Literature II (IAI: H3 915)
ENG 215 Western Lit. in Translation I (IAI: H3 906)
ENG 216 Western Lit. in Translation II (IAI: H3 907)
◆ENG 217 African & Caribbean Literature (IAI: H3 908N)
◆ENG 218 Latin American Literature in Translation (IAI: H3 908N)
◆ENG 219 Eastern Literatures in Translation (IAI: H3 908N)
ENG 221 British Literature I (IAI: H3 912)
ENG 222 British Literature II (IAI: H3 913)
ENG 223 Introduction to Shakespeare (IAI: H3 905)
ENG 240 Children's Literature (IAI: H3 918)
ENG 250 Film as Literature (IAI: HF 908)

FREN 202	Intermediate French II (IAI: H1 900)
GERM 202	Intermediate German II (IAI: H1 900)
HIST 125	Western Civilization I (IAI: H2 901)
HIST 127	Western Civilization II (IAI: H2 902)
◆HIST 222	Comparative Religions (IAI: H5 904N)
HUM 101	Humanities I (IAI: HF 900)
HUM 102	Humanities II (IAI: HF 901)
PHIL 100	Logic (IAI: H4 906)
PHIL 101	Introduction to Philosophy (IAI: H4 900)
PHIL 103	Ethics (IAI: H4 904)
PHIL 206	Philosophy of Religion (IAI: H4 905)
SPAN 202	Intermediate Spanish II (IAI: H1 900)
SPAN 253	Advanced Spanish I (IAI: H1 900)
SPAN 254	Advanced Spanish II (IAI: H1 900)

Consult transfer institution to determine if foreign language is required.

Fine Arts

ART 100	Art Appreciation (IAI: F2 900)
ART 281	History of Western Art I (IAI: F2 901)
ART 282	History of Western Art II (IAI: F2 902)
◆ART 285	Survey of Asian Art (IAI: F2 903N)
◆ART 286	Survey of Non-Western Art (IAI: F2 903N)
ENG 250	Film as Literature (IAI: HF 908)
HUM 101	Humanities I (IAI: HF 900)
HUM 102	Humanities II (IAI: HF 901)
MUSC 154	Music Appreciation (IAI: F1 900)
◆MUSC 158	Introduction to Non-Western Music (IAI: F1 903N)
MUSC 256	Introduction to American Music (IAI: F1 904)
THEA 111	Introduction to Theatre Arts (IAI: F1 907)
TV 212	History and Appreciation of the Motion Picture (IAI: F2 909)

Social and Behavioral Sciences. 2 courses (6 semester credits), selected from the following:

ANTH 101	Intro to Physical Anthropology (IAI: S1 902)
◆ANTH 102	Intro to Cultural Anthropology (IAI: S1 901N)
ANTH 103	Intro to Archaeology (IAI: S1 903)
ECON 221	Principles of Macro Economics (IAI: S3 901)
ECON 222	Principles of Micro Economics (IAI: S3 902)
◆GEOG 105	Introductory Regional Geography (IAI: S4 900N)
HIST 105	History of the US to 1877 (IAI: S2 900)
HIST 106	History of the US since 1877 (IAI: S2 901)
◆HIST 141	History of Asia to 1500 (IAI: S2 908N)
◆HIST 142	History of Asia since 1500 (IAI: S2 909N)
◆HIST 151	History of the Middle East since 1700 (IAI: S2 919N)
◆IS 220	Global Issues (IAI: S5 904)
POLS 122	American National Government (IAI: S5 900)
POLS 101	Introduction to Political Science (IAI: S5 903)
POLS 252	State and Local Government (IAI: S5 902)
POLS 261	Introduction to Comparative Government: European (IAI: S5 905)
◆POLS 262	Introduction to Comparative Government: Non-European (IAI: S5 906N)
PSYC 101	Introduction to Psychology (IAI: S6 900)
PSYC 200	Human Growth and Development (IAI: S6 902)
PSYC 230	Social Psychology (IAI: S8 900, PSY 908)
PSYC 262	Child Psychology (IAI: S6 903)
PSYC 264	Social Psychology of Aging (IAI: S6 905)
SOC 101	Principles of Sociology (IAI: S7 900)
SOC 102	Contemporary Social Problems (IAI: S7 901)
SOC 250	Minority Relations (IAI: S7 903D)
SOC 251	Sociology of Families (IAI: S7 902)
SOC 264	Social Psychology of Aging (IAI: S6 905)

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

1. ◆ **Non-Western Studies requirement**.
   1 course (3 semester credits)
   Courses that focus on non-Western cultures are identified in both the Humanities and Fine Arts and the Social and Behavioral Sciences sections with an ◆ indicator next to the course. Students must select at least one non-Western studies course, which may simultaneously fulfill a general education or elective category requirement.
2. A grade of "C" or better in English 101 and English 102 is required for graduation. Students transferring courses equivalent to English 101 and 102 to Black Hawk College must have a grade of "C" or better in those courses in order to obtain transfer credit.
3. 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.
4. 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.
5. Electives. Students should work with an advisor to select only articulated transfer or career courses as electives to satisfy the 64 credit hour requirement. Because requirements vary among institutions and from state to state, students should request assistance in determining course transferability from their academic advisor, the First Stop Center on the Quad Cities campus, or the Enrollment Services Office on the East Campus.
6. Students must earn at least 24 credit hours, excluding non-traditional credit options, at Black Hawk College.

7. Credit earned through the College Level Examination (CLEP) may apply toward the AS degree.
8. Up to four credits of physical education activity courses will count as electives toward graduation. The PE Varsity Sports Courses (numbers 101-122) will be evaluated as activity courses for the purpose of graduation.
9. Up to 12 credits of applied music lessons will count as electives toward graduation.
10. No courses numbered below 100 will apply towards satisfying any AS degree requirements.
11. The human relations requirement is met for all Black Hawk College degree candidates within the required General Education Core Curriculum through such courses as PSYC 101, 230; SOC 101, 222, 250, 251; SPEC 101.

Associate in Applied Science

Total minimum credits required: 60

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

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

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

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

Communication (3 credit hours minimum)
BE 180
COMM 100, 105
ENG 101, 102, 132
REA 103
SPEC 101, 111, 114, 175

Humanities
ART 100, 101, 281, 282
ENG 190, 206, 207, 210, 213, 214, 215, 216, 221, 222, 223, 240, 250
FREN 101, 102, 201, 202
GERM 101, 102, 201, 202
HIST 125, 127
HUM 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 101, 122, 252
PSYC 101, 230
SOC 101, 102

Mathematics and Computer Science
AG 123, 225
BA 160
CIP 101,190
CS 100, 105
ENGT 105
MATH 103, 108, 110, 112, 113, 116, 118, 123, 124, 131, 223, 228
PHIL 100
TMAT 101

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

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

Non-Western Studies
AG 288
ANTH 103
ART 285
BA 270
ECON 270

ENG 217, 218, 219
HIST 141, 142, 151, 222
MUSC 158
POLS 262
POLS 271
SPEC 175

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.

Associate in Fine Arts

Associate in Fine Arts Code: 1245
Total minimum credits required: 62
Contact Persons: Quad Cities Faculty, David Murray, 309-796-5471, Rm. 4-132; Zaiga Thorson, 309-796-5469, Rm. 4-134; East Campus, John Hartman, 309-854-1814, Rm. 4-100

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

All Design fields and most BFA Studio programs require a second semester portfolio review prior to being admitted to the degree program. Demonstrated proficiency and specific grade point averages may be required. Most coursework will be accepted but additional work to strengthen the portfolio may be required prior to admission thus delaying the time to degree completion. Students are strongly encouraged to contact their preference of transfer institution prior to their sophomore year for specific admission advice.

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

First Semester		**Credit Hours**
ART 101	2-Dimensional Design	3
ART 121	Drawing I	3
ENG 101	Composition I	3
PSYC 101	Intro to Psychology	3
Physical Science Elective		3

Second Semester

ART 101	2-Dimensional Design ***or***	
ART 111	3-Dimensional Design	3
ART 122	Drawing II	3
SPEC 101	Principles of Speech Communication	3
ENG 102	Composition II	3
Life Science		4

Third Semester

ART 213	Digital Photography	3
ART 201	Life Drawing	3
ART 281	History of Western Art I	3
* ART 290	Applications in Computer Art	3
Mathematics Elective		3

Fourth Semester

ART 282	History of Western Art II	3
ART	Studio Elective	3
SOC 101	Principles of Sociology	3
Humanities Elective		3
Humanities Elective		3

Minimum total hours required for degree *62*

* Recommended studio course

Communication. 3 courses (9 semester credits), including a two-course sequence in writing (6 semester credits) and one course (3 semester credits) in oral communication. A grade of "C" or better in 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 (IAI: C1 900)
ENG 102	Composition II (IAI: C1 901R)
SPEC 101	Principles of Speech Communication (IAI: C2 900)

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

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

Physical & Life Sciences. 2 courses (7-8 semester credits) with one course selected from the life sciences and one course from the physical sciences and including at least one laboratory course, or **both** NSCI 101 and NSCI 102.

Physical Sciences

ASTR 101	Descriptive Astronomy (IAI: P1 906L)
ASTR 102	Descriptive Astronomy (IAI: P1 906L)
CHEM 101	General Chemistry I (IAI: P1 902L; CHM 911)
CHEM 110	Introduction to Chemistry (IAI: P1 902L)
CHEM 111	Principles of Organo-Biochemistry (IAI: P1 904L)
GEOG 101	Physical Geography (IAI: P1 909L)

GEOG 102	Physical Geography (IAI: P1 909L)
GEOG 106	Introductory Meteorology (no lab) (IAI: P1 905)
GEOL 101	Physical Geology (IAI: P1 907L)
GEOL 102	Historical Geology (IAI: P1 907L)
PHYS 101	College Physics I (IAI: P1 900L)
PHYS 110	Introduction to Physics (IAI: P1 900L)
PHYS 140	Practical Physics (no lab) (IAI: P1 900)
PHYS 201	General Physics (IAI: P2 900L; PHY 911)
PS 101	Introduction to Physical Science (IAI: P9 900L)
PS 205	Issues in Science, Technology & Society (no lab) (IAI: P9 900)

Life Sciences

BIOL 100	Introduction to Biology (IAI: L1 900L)
BIOL 101	General Human Biology (IAI: L1 904L)
BIOL 105	General Biology I (IAI: L1 910L; BIO 910)
BIOL 135	Evolution of Microbes and Humans (no lab) (IAI: L1 903)
BIOL 200	Environmental Biology I (no lab) (IAI: L1 905)
BIOL 201	Environmental Biology II (no lab) (IAI: L1 905)
BIOL 211	General Botany (IAI: L1 901L)
BIOL 250	Genetics (no lab) (IAI: L1 906)
BIOL 251	Genetics Lab (IAI: L1 906L)

Interdisciplinary.

Physical/Life Sciences

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

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

Humanities

ENG 190	Introduction to Literature (IAI: H3 900)
ENG 206	Minority American Literature (IAI: H3 910D)
ENG 207	Introduction to Women Writers (IAI: H3 911D)
ENG 208	Introduction to Poetry (IAI: H3 903)
ENG 210	Introduction to Fiction (IAI: H3 901)
ENG 213	American Literature I (IAI: H3 914)
ENG 214	American Literature II (IAI: H3 915)
ENG 215	Western Lit. in Translation I (IAI: H3 906)
ENG 216	Western Lit. in Translation II (IAI: H3 907)
ENG 221	British Literature I (IAI: H3 912)
ENG 222	British Literature II (IAI: H3 913)
ENG 223	Introduction to Shakespeare (IAI: H3 905)
ENG 250	Film as Literature (IAI: HF 908)
FREN 202	Intermediate French II (IAI: H1 900)
GERM 202	Intermediate German II (IAI: H1 900)
HIST 125	Western Civilization I (IAI: H2 901)
HIST 127	Western Civilization II (IAI: H2 902)
HUM 101	Humanities I (IAI: HF 900)
HUM 102	Humanities II (IAI: HF 901)
PHIL 100	Logic (IAI: H4 906)
PHIL 101	Introduction to Philosophy (IAI: H4 900)
PHIL 103	Ethics (IAI: H4 904)
PHIL 206	Philosophy of Religion (IAI: H4 905)
SPAN 202	Intermediate Spanish II (IAI: H1 900)
SPAN 253	Advanced Spanish I (IAI: H1 900)
SPAN 254	Advanced Spanish II (IAI: H1 900)

Consult transfer institution to determine if foreign language is required.

Fine Arts

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

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

PSYC 101	Introduction to Psychology (IAI: S6 900)
SOC 101	Principles of Sociology (IAI: S7 900)

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

Associate in Liberal Studies

Major Code: 2031

Total minimum credits required: 62

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

The ALS is generally not intended as a preparation for transfer to a college or university, and in most cases, students intending to complete a baccalaureate degrees should pursue an AA or AS degree. However, with the development of distance learning and "innovative" degree programs, including those in the applied science disciplines, depending on the program of studies and receiving institution, the ALS degree can be more transferable. Additionally, even at more traditional senior

institutions, based on the courses included in the ALS degree plan, some or all of the coursework may be accepted as applicable to a bachelor's degree. Consequently, if you are considering this degree option, early and careful degree planning is strongly recommended.

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

Degree requirements are:

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

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

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

Written Communication Skills
BE 180
COMM 105
ENG 101, 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, 127
MUSC 153, 154, 256
Any philosophy course
THEA 111
TV 212
Any foreign language course

Social Sciences
ANTH 101
ANTH 103, 204
ECON 150, 221, 222
Any history course except HIST 125, 127 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 152

Science
ASTR 101, 102
Any biology course except BIOL 150
Any chemistry course
PE 220 or 221
Any geography course except GEOG 105
Any physics course
PN 110
PS 101, 205

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
SBS 200 *
SPEC 175

*Does not satisfy IAI General Education Core Curriculum.

In some cases, as a result of a consideration of the student's needs and goals and his or her planned course of study, an ALS advisor may allow substitution of courses in the above list, if appropriate.

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

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

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

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

Career Program Certificates

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

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

Transfer of Graduates

- **Transfer Programs**
- **Career Programs**
- **Transferology**
- **Transfer of Courses**

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

Transfer students should also be aware that specific programs and majors have prerequisite courses in addition to general education requirements. This is especially true of professional programs in business, engineering, and education. Students are urged to work closely with academic advisors both at Black Hawk College and the transfer school. Specific questions regarding requirements for admission to a particular field of study or to a particular institution may be directed to that institution. It is the responsibility of students to check with the transfer school, so they are aware of the degree requirements.

Career Programs

Courses and curricula in the Career Programs at Black Hawk College provide employment skills in a wide variety of areas and are not primarily intended for transfer. However, in some cases, completed Associate in Applied Science degrees may be 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, First Stop Center 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.

Transferology

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

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 resources on the College's web page at www.bhc.edu/transfer.

Flexible Learning Options

- **Minimester Term**
- **Online Degree**
- **Hybrid Courses**
- **ILCCO**
- **Online Courses**
- **Study Unlimited Courses**

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

Minimester Term

Minimester allows students to use the 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.

Online Degree

Students may mix individual online courses with other flexible learning options or pursue an Associates of Arts or Associate in Science degree entirely online. For up-to-date information on online AA/AS degrees, available courses, support services, to learn more about online courses, evaluate whether online learning is right for you, and learn how to register, visit the College's website at www.bhc.edu/flexlearning.

Hybrid Courses

Classes that meet in the traditional classroom setting for at least half of the scheduled course hours; the rest of the class involves structured education opportunities such as internet components, field trips, service learning projects, or other activities designed by the instructor.

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.

Online Courses

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.

Study Unlimited Courses

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 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 coursework 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:

BA 160
BA 220
BE 106
BIOL 150
BIOL 200
ENG 101
ENG 102
ENG 210
HEAL 102
PHIL 103
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 placement test score or permission from the course instructor. Returning students should see their advisor to evaluate academic progress prior to taking Study Unlimited courses.

Career Program Descriptions

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

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

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

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

Agriculture Programs

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

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

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

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

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

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

Advanced Large Animal Technician Certificate

Certificate Code: 5717
Contact Persons: Karen Schwerbrock, 309-796-5000, schwerbrockk@bhc.edu, or Advising Center, 309-854-1709.

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

Suggested Courses

VT 130	Repro, Nutrition & Production	3
VT 203	Vet Ethics & Critical Thinking	3
VT 215	Large Animal Health Care	3
VT 270	Vet Tech Surgery & Nursing	3
VT 216	Advanced Large Animal Tech	3
Minimum total hours required for certificate		*15*

Advanced Vet Office Management Certificate

Certificate Code: 5817
Contact Persons: Karen Schwerbrock, 309-796-5000, schwerbrockk@bhc.edu, or Advising Center, 309-854-1709.

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

Suggested Courses

VT 100	Intro to Veterinary Technology	2
VT 102	Interpersonal Communication	3
VT 160	Vet Tech Pharmacology	3
VT 202	Veterinary Office Practices	3
VT 204	Advanced Vet Office Management	2
Minimum total hours required for certificate		*13*

Agribusiness Management

Associate in Applied Science Code: 9142
Contact Persons: East Campus Recruiter, 309-854-1724, 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.

Suggested Courses

First Semester		**Credit Hours**
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

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

Summer Semester		
AG 133	Field Crop Science 2	2
AG 136	Integrated Pest Management 2	1

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

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

Minimum total hours required for degree *71*

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

Agribusiness Management—Crop Protection Technology Option

Associate in Applied Science Code: 9143
Contact Persons: East Campus Recruiter, 309-854-1724, 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

First Semester		**Credit Hours**
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 Mngt	3
AG 172	Agricultural CDL Training	2
AG 173	Ag Chem Equip Tech I	1
HEAL 200	First Aid	1
Communications Elective		3

Second Semester		
AG 102	Ag Work Experience Seminar	1
AG 107	Agri-business Work Experience	7
AG 122	Intro to Agriculture Mngt	4
AG 132	Field Crop Science 1	1.5
AG 135	Integrated Pest Management 1	1.5
AG 171	Materials Handling Equipment	2

AG 174	Ag Chem Equip Tech II	1
AG Elective		1
Mathematics Elective		3

Summer Semester

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

Second Year

Third Semester

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

Fourth Semester

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

Minimum total hours required for degree *72*

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

Agribusiness Management—Horticulture Option

Associate in Applied Science Code: 9242
Contact Persons: East Campus Recruiter, 309-854-1724, Rm. A-202B

Students completing this program will find a great demand for their skills and services in the planning, implementation, production, management, processing, marketing and sales of horticultural commodities and services. Jobs will be in production, sales, operation and management.

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

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

First Year

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

Second Semester

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

Summer Semester

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

Second Year

Third Semester

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

Fourth Semester

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

Minimum total hours required for degree *69*

Note: A minimum of 10 elective hours are required in the Agribusiness Management - Horticulture Option. Suggested electives include: (Fall Semester) AG 172, HORT 192, HORT 203; (Spring Semester) HORT 193, HORT 194, HORT 196, HORT 198.

Agriculture Production Technology

Associate in Applied Science Code: 9141
Contact Persons: East Campus, Andrew Larson, 309-854-1830, Rm. B-213; Recruiter, 309-854-1724, 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, herdsmen, 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.

Suggested Courses

First Semester		**Credit Hours**
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
Second Semester		
AG 102	Ag Work Exp. Seminar	1
AG 108	Ag Production Work Exp	7
AG 122	Intro to Agriculture Mngt	4
AG 132	Field Crop Science 1	1.5
AG 135	Integrated Pest Management 1	1.5
AG 171	Materials Handling Equipment	2
* AG Electives		1
Mathematics Elective		3
Summer Semester		
AG 133	Field Crop Science 2	2
AG 136	Integrated Pest Management 2	1
Third Semester		
AG 201	Adv Ag Work Experience Seminar	1
AG 208	Adv. Ag Production Work Exp.	5
AG 275	Field Machinery Operations I	3
AG 134	Field Crop Science 3	0.5
AG 137	Integrated Pest Management 3	0.5
AG 225	Computer Applications in Agri	3
* AG Electives		2
Fourth Semester		
AG 202	Advanced Ag Seminar	1
AG 222	Advanced Agriculture Mngt	4
AG 223	Agriculture Marketing	3
* Ag Electives		7
Minimum total hours required for degree		*71*

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

Agriculture Production

Certificate Codes: 9541, 9543, 9544
Contact Persons: East Campus Recruiter, 309-854-1724, 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

Suggested Courses

First Semester		**Credit Hours**
AG 141	Animal Science	4
AG 244	Swine Science	3
Second Semester		
AG 245	Beef Science	3
AG 247	Animal Health	2
Minimum total hours required for certificate		*12*

Beef Production Certificate Code 9543

Suggested Courses

First Semester		**Credit Hours**
AG 141	Animal Science	4
Second Semester		
AG 245	Beef Science	3
AG 246	Meat Animal Evaluation	3
AG 247	Animal Health	2
Minimum total hours required for certificate		*12*

Swine Production Certificate Code 9544

Suggested Courses

First Semester		**Credit Hours**
AG 141	Animal Science	4
AG 244	Swine Science	3
Second Semester		
AG 246	Meat Animal Evaluation	3
AG 247	Animal Health	2
Minimum total hours required for certificate		*12*

Equestrian Science

Associate in Applied Science Code: 9096
Contact Persons: East Campus, Donna Irvin, 309-854-1840, Rm. A-215; Recruiter, 309-854-1724, 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.

Suggested Courses

First Semester		**Credit Hours**
AG 125	Computers in Agriculture	1
AG 285	Animal Science ***or***	
AG 141	Animal Science	4
EQ 101	Introductory Equine Seminar	1
EQ 151	Horse Production & Management	4
EQ 158	Horse Evaluation I	1
EQ 161	Western Horsemanship	4
HEAL 200	First Aid	1
Communications Elective		3
Second Semester		
EQ 102	Horse Science Work Experience Seminar	1
EQ 109	Equine Work Experience	5
EQ 154	Horse Equipment & Facilities	3
EQ 159	Horse Evaluation II	1
EQ 167	Colt Training ***or***	
EQ 268	Intermediate Horse Training & Develop	3
Mathematics Elective		3
EQ/AG Electives		2
Third Semester		
AG 142	Animal Nutrition	3
EQ 262	English Equitation ***or***	
EQ 261	Western Horsemanship II	4
EQ 263	Methods Teaching Horsemanship	2
EQ 267	Farrier Science	2
AG 281	Ag Economics	4
AG 121	Ag Economics	3
*EQ/AG Electives		3-4
Fourth Semester		
AG 211	Ag Salesmanship	3
AG 225	Computer Applications in Agri ***or***	
AG 289	Microcomputer Skills for Agri ***or***	
CS 100	Introduction to Computers	3
EQ 264	Show Horse Training ***or***	
EQ 269	Performance Horse Training	4
EQ 266	Horse Show Preparation & Management	2
*EQ/AG Electives		3
Minimum total hours required for degree		*70*

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

Horse Science Technology

Associate in Applied Science Code: 9099
Contact Person: East Campus, Recruiter, 309-854-1724, 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.

Suggested Courses

First Semester		**Credit Hours**
AG 125	Computers in Agriculture	1
AG 141	Animal Science ***or***	
AG 285	Animal Science	4
EQ 101	Introductory Equine Seminar	1
EQ 151	Horse Production & Management	4
EQ 158	Horse Evaluation I	1
EQ 161	Western Horsemanship	4
HEAL 200	First Aid	1
Communications Elective		3
Second Semester		
EQ 102	Horse Science Work Experience Seminar	1
EQ 109	Equine Work Experience	5
EQ 154	Horse Equipment & Facilities	3
EQ 159	Horse Evaluation II	1
AG 232	Forage Crops	3
Mathematics Elective		3
EQ/AG Electives		3
Third Semester		
AG 121	Ag Economics ***or***	
AG 281	Ag Economics	3-4
AG 142	Animal Nutrition	3
EQ 253	Horse Health Care	4
EQ 254	Stable Management	3
*EQ/AG Electives		3-4

Fourth Semester

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

Minimum total hours required for degree *70*

* A minimum of six or seven elective hours (depending upon whether AG 121 or AG 281 is taken during the 3rd 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, Recruiter, 309-854-1724, 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.

Suggested Courses

First Semester		**Credit Hours**
AG 141	Animal Science	4
AG 142	Animal Nutrition	3
EQ 151	Horse Production & Management	4
EQ 161	Western Horsemanship	4
EQ 253	Horse Health Care	4
EQ 254	Stable Management	3
*EQ/AG Electives		1

Second Semester

AG 232	Forage Crops	3
EQ 154	Horse Equipment & Facilities	4
*EQ/AG Electives		1

Minimum total hours required for certificate *30*

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

Veterinary Assisting

Certificate Code: 5117
Contact Persons: Karen Schwerbrock, RVT, Director 309-854-1992; Advising Center, 309-796-5100

This certificate is only offered as a one-year program with a fall start, offered at both the Quad Cities Campus and East Campus locations.

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

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

Admission Requirements:

1. High School graduation or equivalent.
2. Application to the VA program. Applications may be obtained on the program web page and will be accepted until July 15 for the fall semester start. The program will admit 24 students, per campus, per academic year.

Required Courses

Fall Semester		**Credit Hours**
BIOL 150	Medical Terminology	3
VT 100	Intro to Veterinary Technology *online*	2
VA 147	Vet Clinical I	4
BIOL 100	Introduction to Biology	4

Minimester

HIM 251	Medical Office Procedures	3

Spring Semester

VT 102	Interpersonal Communication	3
VT 160	Vet Tech Pharmacology	3
VT 203	Vet Ethics and Critical Thinking *online*	2
VA 247	Vet Clinical II	4

Summer Semester

VA 261	Seminar	1
VA 265	Internship	3

Minimum Total Hours Required for Certificate *32*

Veterinary Technology

Associate in Applied Science Code: 5017
Contact Persons: Karen Schwerbrock, RVT, Director 309-854-1992; Advising Center, 309-854-1709.

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

Admission Requirements:
1. High school graduation or equivalent.
2. A physical examination prior to any clinical coursework.
3. The applicant will shadow a CVT or equivalent for a minimum of 40 hours in an animal care facility under the

direction of a licensed veterinarian. A completion form must be signed by the CVT and veterinarian prior to application.
4. VT Application Process: students are strongly encouraged to get their application in early, as this selection process begins in January and is very competitive. Applications will be accepted starting September 1st. Applicants are interviewed and reviewed for selection in the order in which the program received their application. The program admits 24 students each fall. Applications are available online at the department page or you may request to have one mailed to you through New Student Services.
5. Students wishing to apply after March 1st should check whether applications are still being accepted at the department page.
6. Interview with VT selection committee: the interview is part of a written and oral selection process.
7. A rabies vaccination is required prior to admission and required by many clinical sites.
8. Minimum of "C" average in courses previously completed at Black Hawk College and any courses transferred from other colleges is required.
9. Students must achieve a grade of "C" or above in all VT courses to continue in the program. Final grades below a "C" will result in dismissal from the program.

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

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

Suggested Courses Credit Hours
Recommended Courses Prior to Application

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

Program Prerequisites

VT 100 Intro to Veterinary Technology	2
Communication Category	3
Social Science Category *or*	
AG 281 Agricultural Economics	3
BIOL100 Introduction to Biology *or*	
BIOL 101 General Human Biology *or*	
BIOL 105 General Biology I	4
CHEM 101 General Chemistry I *or*	
CHEM 110 Introduction to Chemistry	4

First Semester

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

Second Semester

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

Summer Semester

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

Third Semester

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

Fourth Semester

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

Minimum total hours required for degree 80.

Business Programs

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

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

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

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

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

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

The Business Information Technology (BIT) programs are either one or two years in length. The two-year program leads to an Associate in Applied Science degree in Business Information Technology. The one-year programs lead to a certificate in Administrative Assisting, Business Information Technology, 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 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 Technology Department. East Campus students should contact the appropriate advisor for the particular program prior to class enrollment.

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

Accounting Clerk

Certificate Code: 5831
Contact Persons: QC Faculty, Carrie Delcourt, 309-796-5318, Rm. Q1-363; East Campus, Jason Stalides, 309-854-1713, Rm. A-234

The Accounting Clerk curriculum is offered by the Department of Business and Technology (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.

Suggested Courses

First Semester		**Credit Hours**
BA 110	Intro to Business	3
[2]BA 160	Business Math I	3
BA 170	Fundamentals of Accounting I – *fall only*	3
BA 171	Fundamentals of Acct Lab I - *fall only*	1
COMM 105	Essentials of English	3
CS 100	Introduction to Computers	3
Second Semester		
BA 180	Fundamentals of Accounting II – *spring only*	3
BA 181	Fundamentals of Acct. Lab II – *spring only*	1

BA 266	Business Policy & Ethics – *spring only*	3
BA 290	Payroll Accounting – *spring only*	2
[1]BE 180	Business Communications	4
ACCT 121	Accounting with QuickBooks I	2
ACCT 122	Accounting with Peachtree	2

Minimum total hours required for certificate *33*

Business electives should be selected from any of the specialty courses listed below or from any class with an ACCT, BA, BL or ECON prefix.

[1]Students enrolling in BE 180 must have the appropriate placement score or have taken COMM 105 as a prerequisite.
[2]Students enrolling in BA 160 must have an appropriate placement test score or a minimum score of 22 on the ACT math.

Accounting

Associate in Applied Science Code: 5465
Contact Persons: QC Faculty, QC Faculty, Carrie Delcourt, 309-796-5318, Rm. Q1-363; East Campus, Advising, 309-854-1709

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

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

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

Suggested Courses

First Semester		**Credit Hours**
BA 110	Intro to Business	3
[2]BA 160	Business Math I	3
BA 170	Fundamentals of Accounting I – *fall only*	3
BA 171	Fundamentals of Acct Lab I – *fall*	1
COMM 105	Essentials of English	3
CS 100	Introduction to Computers	3

Second Semester

BA 111	Business Relations I – *spring only*	1
BA 112	Business Relations II – *spring only*	1
BA 113	Business Relations III – *spring only*	1
BA 180	Fundamentals of Accounting II – *spring only*	3
BA 181	Fundamentals of Acct. Lab II – *spring*	1
BA 220	Business Math II	3
BA 266	Business Policy & Ethics – *spring only*	3
[1]BE 180	Business Communications	4

Third Semester

ACCT 102	Managerial Accounting – *spring only*	3
ACCT 104	Managerial Accounting Lab – *spring only*	1
ACCT 209	Intermediate Accounting I – *fall only*	3
ACCT 240	Internal Controls and Fraud – *fall only*	2
BE 146	Microsoft Excel	3
BL 202	Business Law II – *fall only*	3

Fourth Semester

ACCT 121	Accounting with QuickBooks I	2
ACCT 123	Accounting with QuickBooks II	2
ACCT 210	Intermediate Accounting II – *spring only*	3
ACCT 250	Federal Income Tax I – *spring only*	4
[3]BA 263	Accounting Specialist Internship ***or*** Elective	3
BA 290	Payroll Accounting - *spring only*	2

Minimum total hours required for degree *64*

[1]Students enrolling in BE 180 must have an appropriate placement score or have completed COMM 105 as a prerequisite.
[2]Students enrolling in BA 160 must have a minimum of 32 on the placement pre-algebra test or a minimum score of 22 on the ACT math.
[3]Students enrolling in Internship course or elective course must have prior approval of the coordinator. Electives from courses with BA, ECON, or BL prefixes; or BE 264; or an approved elective from an Accounting AAS coordinator.

Administrative Assisting

Associate in Applied Science Code: 5268
Contact Persons: QC Faculty, Melette Pearce, 309-796-5325, Rm. 1-367; East Campus, Advising, 309-854-1709

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, business correspondence, desktop publishing, records management, data entry, business math and accounting, time and project management, electronic office procedures, editing and proofreading, and office management.

Because these graduates develop strong organizational skills and human relations skills, work opportunities exist for these professional specialists in a variety of offices: education, insurance, manufacturing, banks, government, engineering, and medical. Students are given the opportunity to develop team building and collaborative work techniques through many group project assignments.

Students completing this two-year degree complete a one-semester internship. This provides them with work experience in the community.

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

Suggested Courses

First Semester		**Credit Hours**
BA 160	Business Math I	3
BE 100	Work Environment Orientation	2
BE 106	Records Management	3
BE 127	Microsoft Outlook	1
BE 141	Keyboarding I	3
BE 145	Microsoft Word	3
BE 163	Microsoft PowerPoint	1
Second Semester		
BE 110	Data Entry Applications	2
BE 112	Document Editing and Proofreading	3
BE 122	Administrative Support Systems	3
BE 146	Microsoft Excel	3
BE 180	Business Communications	4
BE 248 B	Desktop Publishing II	1
Third Semester		
BA 110	Intro to Business	3
BA170/171	Fundamentals of Accounting + Lab	4
BE 142	Computerized Keyboarding II (spring only)	3
BE 144	Concepts of Informa Processing	3
Elective	BE 264 Microsoft Access ***or*** BL 201 Business Law I	3
Fourth Semester		
BE 243	Computerized Keyboarding III	3
BE 247	Advanced Information Processing	3
BE 261	Seminar	1
BE 265	Internship	3
SPEC 114	Interpersonal Communications ***or***	
SPEC 175	Intercultural Communications	3
Elective	BA 240 Principles of Management ***or*** BL 202 Business Law II	3
Minimum total hours required for degree		*64*

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

Administrative Office Support Certificate

Certificate Code: 5768
Contact Persons: QC Faculty, Melette Pearce, 309-796-5325, Rm. 1-367; East Campus, Advising, 309-854-1709

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

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

Suggested Courses

First Semester		**Credit Hours**
BA 160	Business Math I	3
BE 100	Work Environment Orientation	2
BE 106	Records Management	3
BE 127	Microsoft Outlook	1
BE 141	Computerized Keyboarding I	3
BE 145	Microsoft Word	3
BE 163	Microsoft PowerPoint	1
Second Semester		
BE 112	Document Editing/Proofreading	3
BE 110	Data Entry	2
BE 122	Administrative Support Systems	3
BE 146	Microsoft Excel	3
[1]BE 180	Business Communications	4
BE 248 B	Desktop Publishing II	1
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.

[1]Students enrolling in BE 180 must have an appropriate placement score or have taken COMM 105 as a prerequisite.

Business Information Technology

Associate in Applied Science Code: 9465
Contact Persons: QC Faculty, Melette Pearce, 309-796-5325, Rm. 1-367; East Campus, Advising, 309-854-1709

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, 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 assures these students a variety of employment opportunities.

Suggested Courses

First Semester		**Credit Hours**
BA 160	Business Math I	3
BE 100	Work Environment Orientation	2
BE 141	Computerized Keyboarding I	3
BE 145	Microsoft Word	3
BE 163	Microsoft PowerPoint	1
BE 127	Microsoft Outlook	1
COMM 105	Essentials of English	3
Second Semester		
BA 110	Intro to Business	3
BE 142	Computerized Keyboarding - *spring only*	3
BE 146	Microsoft Excel	3
CIP 201	Microsoft Project	1
ITS 116	Computer Hardware	3
CIP, NETW, or ITS Elective		3
Third Semester		
CIP 170	Web Page Development	3
[1]BE 180	Business Communications	4
BE 248 A,B	Desktop Publishing I, II - *fall only*	2
BE 264	Microsoft Access	3
SPEC 114	Interpersonal Communication ***or***	
SPEC 175	Intercultural Communications	3
Fourth Semester		
BE 247	Advanced Information Processing - *spring*	3
BE 260	Office Management - *spring only*	3
BE 261	Seminar	1
BE 265	Internship	3
NETW 120	Basic Computer Networks	3
CIP, NETW, or ITS Elective		3
Minimum total hours required for degree		*63*

[1]Students enrolling in BE 180 must have an appropriate placement score or have taken COMM 105 as a prerequisite.

Business Information Technology Certificate

Certificate Code: 5678
Contact Persons: QC Faculty, Melette Pearce, 309-796-5325, Rm. 1-367; East Campus, Advising, 309-854-1709

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.

Suggested Courses

First Semester		**Credit Hours**
BA 160	Business Math I	3
BE 100	Work Environment Orientation	2
BE 163	Microsoft PowerPoint	1
BE 141	Computerized Keyboarding I	3
BE 145	Microsoft Word	3
BE 127	Microsoft Outlook	1
COMM 105	Essentials of English	3
Second Semester		
BE 142	Computerized Keyboarding II - *spring only*	3
BE 146	Microsoft Excel - *spring only*	3
BE 264	Microsoft Access	3
CIP 201	Microsoft Project	1
ITS 116	Computer Hardware	3
CIP, NETW, or ITS Elective		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

Associate in Applied Science Code: 5135
Contact Persons: QC Faculty, Acie Earl, 309-796-5267, Rm. 2-255; East Campus, Advising, 309-854-1709

Success in a business career in the 21st Century will require preparation in core subjects. 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 AAS degree expands on the coursework of the Lead Employee, Team Leader, and International Business certificates.

Business students are prepared for industries such as retail, hospitality, insurance, banks, non-profit organizations, and government agencies. Upon graduation students will be qualified for positions in entry level management, entry level HR/Benefit specialists, and marketing positions such

as sales, customer service and event planning. Some students develop their own successful businesses.

Suggested Courses

First Semester		**Credit Hours**
BA 110	Intro to Business	3
[1]BA 160	Business Math I	3
BL 201	Business Law I - *fall only*	3
CS 100	Introduction to Computers ***or***	
BE 247	Adv. Info. Proc. App	3
BA 170	Fundamentals of Accounting I - *fall only*	3
BA 171	Fundamentals of Acct Lab I - *fall*	1
Second Semester		
BA 111	Business Relations I - *spring only*	1
BA 112	Business Relations II - *spring only*	1
BA 113	Business Relations III - *spring only*	1
BA 180	Fundamentals of Accounting II - *spring only*	3
BA 181	Fundamentals of Acct. Lab II – *spring*	1
BA 220	Business Math II	3
BA 266	Business Policy & Ethics - *spring only*	3
[2]BE 180	Business Communications	4
Third Semester		
BA 230	Prins of Marketing - *fall only*	3
BA 240	Principles of Management - *fall only*	3
ECON 221	Principles of Macro Economics ***or***	3
ECON 222	Principles of Micro Economics	
Finance Elective - *fall only*		3
International Business Elective - *fall only*		3
Fourth Semester		
BA 250	Human Resources Management	3
BA 260	Business Financial Mgmt I	3
Marketing Elective - *spring only*		3
Management Elective - *spring only*		3
Internship BA 247 ***or*** BA 276 ***or*** BA 200		3
Internship Seminar BA 249 ***or*** BA 278		1
Business Elective		3
Minimum total hours required		*64*

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

[2]**Required Business Elective:** Students enrolling in BE 180 must have an appropriate placement score (see course description) ***or*** take COMM 105 as a prerequisite.

Finance Electives: BA 210, BA 215, BA 252, BL 202

International Business Electives: BA 270, BA 272, BA 274, BA 282, BA 287, BA 288

Marketing Electives: BA 236, BA 238, BA 280, BA 284

Management Electives: BA 118, BA 241, BA 242, BA 243, BA 245

Financial Services Management

Associate in Applied Science Code: 5099
Contact Person: QC Faculty, Gary Drew, 309-796-5249, 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 *Transfer Programs* section of this catalog.

Suggested Courses

First Semester		**Credit Hours**
BA 110	Intro to Business	3
[1]BA 160	Business Math I	3
BL 201	Business Law I	3
CS 100	Introduction to Computers	3
SPEC 101	Principles of Speech Communication ***or***	
SPEC 111	Business & Professional Communications	3
*Elective		3
Second Semester		
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 Acct Lab I	1
BA 220	Business Math II	3
[2]BE 180	Business Communications	4
BL 202	Business Law II	3
Third Semester		
BA 180	Fundamentals of Accounting II	3
BA 181	Fundamentals of Acct. Lab II	1
BA 240	Principles of Management	3
BA 260	Business Financial Mgmt I	3
ECON 221	Principles of Macro Economics	3
ACCT 250	Federal Income Tax I	4

Fourth Semester

BA 266	Business Policy & 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	Prins of Marketing	3
BA 242	Principles of Supervision	3
BA 250	Human Resources Management	3
BA 252	Pay & Benefits Administration	3

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

[2]**Required Business Elective:** Students enrolling in BE 180 must have an appropriate placement score (see course description) ***or*** take COMM 105 as a prerequisite.

Banking and Finance Certificate

Certificate Code: 5595
Contact Person: QC Faculty, Gary Drew, 309-796-5249, 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.

Suggested Courses

First Semester		**Credit Hours**
BA 110	Intro to Business	3
[1]BA 160	Business Math I	3
BL 201	Business Law I	3
CS 100	Introduction to Computers	3
SPEC 101	Principles of Speech Communication ***or***	
SPEC 111	Business & Professional Communications	3

Second Semester

BA 111	Business Relations I	1
BA 113	Business Relations III	1
BA 170	Fundamentals of Accounting I	3
BA 171	Fundamentals of Acct Lab I	1
BA 215	Personal Investing	3
BA 260	Business Financial Mgmt I	3
ECON 150	Consumer Economics	3

Minimum total hours required for certificate *30*

[1]Students enrolling in BA 160 must have an appropriate placement score (see course description) ***or*** have taken MATH 103 or MATH 080.

Information Processor

Certificate Code: 5869
Contact Persons: QC Faculty, Melette Pearce, 309-796-5325, Rm. 1-367; East Campus, Advising, 309-854-1709

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.

Suggested Courses

First Semester		**Credit Hours**
BE 106	Records Management - *fall only*	3
BE 110	Data Entry Applications - *fall only*	2
BE 145 A, B & C	Microsoft Word I, II, III ***or***	
BE 145	Microsoft Word	3
BE 160	Machine Transcription - *fall only*	3
BE 248	Desktop Publishing - *fall only* ***or***	
BE 248 A, B & C	Desktop Publishing I, II & III - *fall only*	3
BA 160	Business Math I	3

Second Semester

BE 100	Work Environment Orientation	2
*BE 142	Computerized Keyboarding II - *spring only*	3
BE 144	Concepts of Informa Processing - *spring*	3
BE 146	Microsoft Excel - *spring only*	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.

Information Technology Specialist

Certificate Code: 5646
Contact Persons: East Campus, Advising, 309-854-1709; QC Faculty, Melette Pearce, 309-796-5325, Rm. 1-367

This certificate is offered only on the East Campus.

The coursework 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.

Suggested Courses

First Semester		**Credit Hours**
BA 110	Intro 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

BA 170	Fundamentals of Accounting	3
BA 171	Fundamentals of Acct Lab I	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*	3
BE 143	Keyboarding Speed & Accuracy	2

Minimum total hours required for certificate 33

Students who complete the Information Technology Specialist Certificate may opt 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.

International Trade

Certificate Code: 5531 QC Faculty, Gary Drew, 309-796-5249, Rm. 2-258

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.

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.

Suggested Courses

First Semester		**Credit Hours**
BA 110	Intro to Business	3
[1]BA 160	Business Math I	3
CS 100	Introduction to Computers	3
ECON 270	Introduction to International Business	3
SPEC 175	Intercultural Communications	3

Second Semester

BA 230	Prins 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***	
GEOG 105	Introductory Regional Geography	3
BA 287	International Business Culture	3

Minimum total hours required for certificate 31

[1]Students enrolling in BA 160 must have an appropriate placement score (see course description) ***or*** have taken MATH 103 or MATH 080.

Inventory Specialist

Certificate Code: 5774
Contact Persons: QC Faculty, Carrie Delcourt, 309-796-5318, Rm. 1-363; First Stop Center, 309-796-5100, Rm. 1-213; East Campus, Advising, 309-854-1709

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.

Suggested Courses

First Semester		**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

BE 146	Microsoft Excel - *spring only*	3
BE 153	Warehouse Management Systems	2
BE 261	Seminar	1
BE 264	Microsoft Access	3
BE 265	Field Project/Internship	3
COMM 100	Communications Skills	3

Minimum total hours required for certificate 31

Lead Employee

Certificate Code: 5736
Contact Person: QC Faculty, Acie Earl, 309-796-5267, 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.

Suggested Courses

First Semester		**Credit Hours**
BA 110	Intro to Business	3
[1]BA 160	Business Math I	3
CS 100	Introduction to Computers	3
BL 201	Business Law I	3
Second Semester		
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 Acct Lab I	1
ECON 221	Principles of Macro Economics	3
SPEC 101	Principles of Speech Communication ***or***	
SPEC 111	Business & Professional Communication	3

Minimum total hours required for certificate *25*

[1]Students enrolling in BA 160 must have an appropriate placement score (see course description) ***or*** have taken MATH 103 or MATH 080.

Medical Office Receptionist

Certificate Code: 5588
Contact Person: QC Faculty, Carrie Delcourt, 309-796-5318, Rm. Q1-363

This certificate is offered only at the Quad Cities Campus.

The Medical Office Receptionist program prepares individuals for medical office receptionist employment. By combining courses from Administrative Assisting and Health Management Information AAS degrees, this certificate will provide students with specialized knowledge of medical terminology and medical procedures to better perform front desk operations in a medical environment. The medical office receptionist coordinates office functions and operates as part of the medical team.

Students who successfully complete this program will be able to:

- Appropriately manage telephone communications and schedule office, surgical, and diagnostic procedures.
- Receive patients and visitors.
- Apply legal and ethical standards.
- Create and maintain confidential patient records; sort and disperse incoming mail.
- Utilize the computer to perform office functions: key documents and other correspondence using correct grammar and punctuation, enter patient information, complete billing, enter payroll, record insurance information, schedule patient appointments, etc.
- Apply appropriate medical terminology when communicating with patients, office staff, and insurance companies.
- Employ proper health insurance knowledge when speaking or corresponding with clients/patients and insurance companies.

Suggested Courses

First Semester		**Credit Hours**
BE 100	Work Environment Orientation	2
BE 101	Office Accounting/QuickBooks - *fall only*	3
BE 106	Records Management - *fall only*	3
BE 110	Data Entry Applications - *fall only*	2
BE 141	Computerized Keyboarding	3
BIOL 150	Medical Terminology	3
Second Semester		
BE 122	Administrative Support Systems - *spring*	3
BE 145 A & B	Microsoft Word I & II	2
*BE 180	Business Communications	4
HIM 156	Intro to Health Insurance	3
HIM 200	Advanced Medical Terminology	3
HIM 255	Management of Electronic Health Records	

Minimum total hours required for Certificate *34*

* Students should look at Assessment and Orientation.

Small Business Management

Certificate Code: 9597
Contact Persons: QC Faculty, Acie Earl 309-796-5267, Rm. 2-255; East Campus, Advising, 309-854-1709

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, e-commerce, and a simulation to nurture small business management skills. Students learn how to start a new small business, compose a business plan, compile financial statements, and evaluate a small business analyzing its financial statements. Students develop long-term strategies to ensure a small business or franchise is an enriching experience and a rewarding career.

All courses in this curriculum are available online through Black Hawk College.

Suggested Courses

First Semester		**Credit Hours**
ACCT 121	Accounting with QuickBooks I	2
BA 121	Small Business Mgmt	3
BA 280	Introduction to E-Commerce	3
BA 242	Principles of Supervision ***or***	
BA 243	Developing Team Skills	3
BA 245A	Purchasing the Small Business	1
BA 245B	The Business Plan	1
Business Online Electives		3

Second Semester

BA 113	Business Relations III	1
BA 118	Small Business Simulations	3
[1]BA 160	Business Math I	3
BA 230	Prins 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	Intro to Business	3
BA 241	Intro to Supply Chain Management	3
BA 270	Intro to International 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

[1]Students enrolling in BA 160 must have an appropriate placement score (see course description) ***or*** have taken MATH 103 or MATH 080

Team Leader

Certificate Code: 5735
Contact Person: QC Faculty, Acie Earl, 309-796-5267, 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.

Suggested Courses

First Semester		**Credit Hours**
BA 110	Intro to Business	3
[1]BA 160	Business Math I	3
BL 201	Business Law I	3
CS 100	Introduction to Computers	3

Second Semester

BA 112	Business Relations II	1
BA 113	Business Relations III	1
BA 170	Fundamentals of Accounting	3
BA 171	Fundamentals of Acct Lab I	1
ECON 221	Principles of Macro Economics	3
SPEC 101	Principles of Speech Communication ***or***	
SPEC 111	Business & Professional Communication	3

Third Semester

BA 230	Prins of Marketing	3
BA 240	Principles of Management ***or***	
BA 242	Principles of Supervision	3
BA 243	Developing Team Skills	3
BE 180	Business Communications	4

Minimum total hours required for certificate *37*

[1]Students enrolling in BA 160 must have an appropriate placement 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 in Applied Science degrees include a real-world internship so students graduate with real on-the-job experience.

The Computer Information Technology Associate in Applied Science will give the graduate a breadth of knowledge in many computer areas including HTML, networking, hardware, logic, security, both Windows and Linux operating systems and project management. After taking core courses the first semester, a student can decide on a specialization track and go into more depth. Both the breadth of knowledge and the concentration through the track will give graduates needed industry skills. The specialized tracks include: IT Support Technician, Network Administration and Application Developer. Many of the tracks cover courses that prepare students for industry certifications such as CompTIA A+, Network+, Security+, Cisco's CCNA and Microsoft certifications.

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

The A+ Prep Certificate, Network+ Prep Certificate and Microsoft + Office Specialist Prep Certificate prepare students for vendor certification exams. Visual Communication, offered through the Communications and Fine Arts department, develops strong skills and technical knowledge using a variety of software programs as well as experience with digital cameras, downloading images, scanning, printers, and digital prepress.
Students who feel they may have sufficient background or knowledge to be successful in one of these abbreviated programs are strongly encouraged to contact one of the program instructors prior to enrolling, to discuss the required skill sets.

Opportunities for employment are excellent in these areas.

A+ Prep Certificate

Certificate Code: 5728
Contact Person: QC Faculty, Don Mosier, 309-796-5278, Rm. 2-154; Jamie Hill, 309-796-5284, Rm. 2-158

For students who have industry background or knowledge, the A+ Prep Certificate offer preparation for the CompTIA A+ Certified Technician exams. These two exams comprise the CompTIA A+ Certified Technician certification. This vendor-neutral certification demonstrates competencies in the areas of installation, preventative maintenance, networking security, and troubleshooting. It demonstrates foundation-level knowledge and skills necessary for a career in PC support. Employment opportunities with this certificate include enterprise technician, field service technician and PC technician.

Suggested Courses

First Semester		**Credit Hours**
ITS 112	Operating Systems	3
ITS 116	Computer Hardware	3
ITS 216	Advanced PC Hardware/A+ Prep	3
NETW 120	Basic Computer Networks	3
Minimum total hours required for certificate		*12*

Art Technology Certificate

Certificate Code: 5967
Contact Person: QC Faculty, Zaiga Thorson, 309-796-5469, 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.

Suggested Courses

First Semester		**Credit Hours**
ART 100	Art Appreciation ***or***	
ART 101	2-Dimensional Design	3
ART 121	Drawing and Drawing Theory	3

ART 215	Digital Imagery	3
ART 230	Type & Digital Layout	3
ART 281	History of Western Art I	3
ART 290	Applications in Computer Art	3

Second Semester

ART 111	3-Dimensional Design	3
ART 122	Drawing and Drawing Theory	3
ART 213	Digital Photography	3
ART 217	Digital Drawing	3
ART 246	Graphic Design ***or***	
ART 248	Production and Prepress	3
CS 100	Introduction to Computers	3

Minimum total hours required for certificate *36*

Computer Information Technology

Associate in Applied Science Code: 5378
Contact Persons: QC Faculty, Jamie Hill, 309-796-5284, Rm. 2-158; Don Mosier, 309-796-5278, Rm. 2-154; Debbie Collins, 309-796-5316, Rm. 2-155

This degree is offered at the Quad Cities Campus.

The Computer Information Technology Associate in Applied Science degree is a multi-disciplinary degree designed to produce graduates with the knowledge necessary to work in today's information technology environment.

All students will study a variety of introductory courses consisting of HTML, networking, Windows and Linux operating systems, security, hardware, programming logic and Microsoft Project. With this strong foundation, students can go into depth by selecting a track for specialization. Tracks include IT Support Technician, Network Administration and Application Developer. This degree is designed so that an individual may complete one of the related certificate programs (IT Support Technician Certificate, Web Developer Certificate, PC Application Programmer Certificate, Network Technician Certificate and Network Administrator Certificate), and then complete the Computer Information Technology Associate's degree.

Individuals may also enroll directly in the Computer Information Technology program without any prior coursework. The two-year course of study culminates in the internship which provides valuable on-the-job experience. Many of the courses prepare students for industry-related certifications including CompTIA's A+ and Network+ and Security+ certifications, Microsoft's MCITP (Microsoft Certified IT Professional) and MTS certification, Cisco's CCNA and CCENT certification, and CIW (Certified Internet Web Professional) Foundations exam.

IT Support Technician work involves installing, configuring, repairing, and managing computer hardware and software. Network Administration work manages the back-office by building and configuring networks, installing and configuring servers and workstations, troubleshooting hardware, network, and related problems including routers and switches. Application Developer work includes designing and creating programs for multiple platforms and devices such as desktop, mobile, and web using C#, JavaScript and PHP along with technologies such as HTML, CSS3, SQL, ASP.NET, ADO.NET, Rich Internet Applications and responsive web design.

Computer Information Technology Tracks

Application Developer Track

Suggested Courses

First Semester		**Credit Hours**
CIP 170	Web Page Development	3
CIP 190	Team MS Office/SharePoint	3
CS 105	Computer Science Principles	3
ITS 116	Computer Hardware	3
ITS 125	IT Professional Skills	1
NETW 120	Basic Computer Networks	3

Second Semester

CS 101	Intro to Structured Programming	3
ENG 101	Composition I	3
CIP 181	Advanced Web Page Development	3
CS 227	Database Management Systems	3
ITS 112	Operating Systems	3

Summer Semester

General education course in Humanities, Social Sciences, Science, or Non-Western Studies category		3

Third Semester

CIP 182	JavaScript	3
CIP 201	Microsoft Project	1
CIP 214	C# Programming	4
NETW 170	Intro to Information Security	3
SPEC 101	Principles of Speech Communication ***or***	
SPEC 111	Business and Professional Comm	3

Fourth Semester

CIP 186	Web Design	3
CIP 217	Advanced C# Programming	4
CIP 228	Web Database Programming	3
CS 260	Systems Design and Development	3
CIP 270	Field Project	3

Minimum total hours required for degree *64*

IT Support Technician Track

Suggested Courses

First Semester		**Credit Hours**
CIP 170	Web Page Development	3
CIP 190	Team MS Office/SharePoint	3
CS 105	Computer Science Principles	3
ITS 116	Computer Hardware	3
ITS 125	IT Professional Skills	1
NETW 120	Basic Computer Networks	3

Second Semester

ENG 101	Composition I	3

ITS 112	Operating Systems	3
ITS 118	Computer Troubleshooting	3
NETW 170	Intro to Information Security	3
BE 146	Microsoft Excel	3

Summer Semester

General education course in Humanities, Social Sciences, Science, or Non-Western Studies category 3

Third Semester

NETW 125	Cisco I	3
NETW 167	Scripting for Administration	3
NETW 210	Windows Workstation	3
NETW 251	SharePoint Administration	3
[1]Technical Elective		3

Fourth Semester

CIP 201	Microsoft Project	3
ITS 216	Advanced PC Hardware/A+ Prep	3
NETW 215	Windows Server - *spring only*	3
NETW 290	Internship	1
SPEC 101	Principles of Speech Communication ***or***	
SPEC 111	Business and Professional Comm	3
[1]Technical Elective		2

Minimum total hours required for degree *64*

[1]Suggested Technical Electives (3 credits)

NETW 145	Cisco II	3
NETW 255	Advanced Networking/N+ Prep - *spring only*	3
NETW 274	Ethical Hacking - *spring only*	3
NETW 280	Network Defense - *spring only*	3

Network Administration Track

Suggested Courses

First Semester		**Credit Hours**
CIP 170	Web Page Development	3
CIP 190	Team MS Office/Support	3
CS 105	Computer Science Principles	3
ITS 116	Computer Hardware	3
ITS 125	IT Professional Skills	1
NETW 125	Cisco I	3

Second Semester

CIP 201	Microsoft Project	1
ITS 112	Operating Systems	3
NETW 145	Cisco II	3
NETW 170	Intro to Information Security	3
NETW 215	Windows Server - *spring only*	3
SPEC 101	Principles of Speech Communication ***or***	
SPEC 111	Business and Professional Comm	3

Summer Semester

General education course in Humanities, Social Sciences, Science, or Non-Western Studies category 3

Third Semester

NETW 167	Scripting for System Administration	3
NETW 251	SharePoint Administration	3
NETW 255	Advanced Networking/N+ Prep - *spring only*	3
NETW 265	Cisco III	3
NETW 274	Ethical Hacking and Security	3

Fourth Semester

ENG 101	Composition I	3
NETW 280	Network Defense - *spring only*	3
NETW 285	Cisco IV	3
NETW 290	Internship	3
[2]Technical Elective		2

Minimum total hours required for degree *64*

[1]May substitute ENGT 105 PC Applications in Technology 3

[2]Suggested Technical Electives (2 credits)

CIP 104	Intro to Computer Programming	3
CIP 181	Advanced Web Page Development	3
CIP 182	JavaScript	3
CIP 186	Web Design	3

IT Support Technician Certificate

Certificate Code: 5875
Contact Persons: QC Faculty, Jamie Hill, 309-796-5284, Rm. 2-158; Don Mosier, 309-796- 5278, Rm. 2-154

This certificate is offered at the Quad Cities Campus.

The Computer Information Technology IT Support Technician Certificate prepares students for positions in computer support, maintenance, and repair of personal computers, systems and peripherals. The program develops technicians who can assume responsibility for hardware maintenance, and application support either on-site or in a help-desk role. Graduates will be capable of installing and deploying software and hardware, repairing/replacing PC components (storage, RAM, etc.), configuring basic network connectivity, supporting peripherals and performing routine maintenance. At the completion of the program, students will take the CompTIA A+ Certified Technician exam.

The program is rigorous. Students enrolling should already have basic computer skills including proficiency with word processing, spreadsheets, web applications, and file management. Prior experience with hardware and software is not required but will be an advantage.

Students who begin this program to continue their education may do so with the IT Support Technician Track AAS degree.

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

Suggested Courses

First Semester		**Credit Hours**
*ITS 112	Operating Systems	3
ITS 116	Computer Hardware	3
ITS 125	IT Professional Skills	1
NETW 120	Basic Computer Networks	3
NETW 210	Windows Workstation - *fall only*	3

Second Semester

ITS 118	Computer Troubleshooting	3
ITS 216	Advanced PC Hardware/A+ Prep	3
NETW 170	Intro to Security	3
NETW 215	Windows Server	3

Minimum total hours required for certificate *25*

*ITS 112 could be complete in second semester.

Business Software

Certificate Code: 5868
Contact Person: QC Faculty, Carrie Delcourt, 309-796-5318, Rm. 1-363

The Business Software demonstrates to employers a student's expertise in the software. This certificate also prepares the student for certificate prepares the student for Microsoft's MOS (Microsoft Office Specialist) certification exams in Word, Excel, and Access.

Suggested Courses

First Semester		**Credit Hours**
Select 12 credits from the following courses		
BE 145	Microsoft Word	1-3
BE 146	Microsoft Excel	3
BE 163	Microsoft PowerPoint	1
BE 264	Microsoft Access	3
BE 127	Microsoft Outlook	1
CIP 201	Microsoft Project ***or***	
BE 248A	Desktop Publishing I	1

Minimum total hours required for certificate *12*

Network Administrator Certificate

Certificate Code: 5679
Contact Persons: QC Faculty, Jamie Hill, 309-796-5284, Rm. 2-158; Don Mosier, 309-796-5278, Rm. 2-154

This certificate is offered at the Quad Cities Campus.

The Network Administrator Certificate prepares students for entry level into network administration. Students will plan, install, configure, administer, troubleshoot, and maintain networks using Windows Server Operating System. Students will take courses in Windows Server, Linux operating systems, Cisco and basic network security. Several of the courses prepare students for certification exams including CompTIA's Network+, Security+ and Microsoft's MCP.

Students enrolling in this program to continue their education, may do so with the Computer Information Technology Network Administration Track AAS.

Suggested Courses

First Semester		**Credit Hours**
ITS 112	Operating Systems	3
ITS 125	IT Professional Skills	1
NETW 120	Basic Computer Networks	3
NETW 125	Cisco I	3
NETW 170	Intro to Information Security	3
NETW 210	Windows Workstation - *fall only*	3

Second Semester

NETW 145	Cisco II	3
NETW 215	Windows Server (spring only)	3
NETW 255	Advanced Networking/N+ Prep - *spring only*	3
NETW 274	Ethical Hacking and Security - *spring only*	3
NETW 280	Network Defense - *spring only*	3

Minimum total hours required for certificate *31*

Network Technician

Certificate Code: 5578
Contact Persons: QC Faculty, Jamie Hill, 309-796-5284, Rm. 2-158; Don Mosier, 309-796-5278, Rm. 2-154

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. 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.

Students enrolling in this program to continue their education, may do so with the Computer Information Technology Network Administration Track AAS.

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

Suggested Courses

First Semester		**Credit Hours**
ITS 112	Operating Systems	3
ITS 116	Computer Hardware	3
ITS 125	IT Professional Skills	1
NETW 120	Basic Computer Networks	3
NETW 125	Cisco I	3
NETW 210	Windows Workstation - *fall only*	3

Second Semester

NETW 145	Cisco II	3
NETW 170	Intro to Information Security	3
NETW 215	Windows Server - *spring only*	3
NETW 255	Advanced Networking/N+ Prep - *spring only*	3
NETW 280	Network Defense - *spring only*	3

Minimum total hours required for certificate *31*

Network+ Prep Certificate

Certificate Code: 5658
Contact Person: QC Faculty, Jamie Hill, 309-796-5284, Rm. 2-158; Don Mosier, 309-796-5278, Rm. 2-154

For students who have industry background or knowledge, the Network+ Prep certificate offers preparation for the CompTIA Network+ certification exam, which is the leading vendor-neutral certification for networking

professionals. Topics covered include network technologies, media and topologies, devices, management tools and security. Employment opportunities with this certificate include network administrator, network technician, network installer, help desk technician, and IT cabling installer.

Suggested Courses

First Semester		**Credit Hours**
NETW 120	Basic Computer Networks	3
NETW 170	Intro to Information Security	3
NETW 215	Windows Server - *spring only*	3
NETW 255	Advanced Networking/N+ Prep - *spring only*	3

Minimum total hours required for certificate *12*

PC Application Programmer Certificate

Certificate Code: 5849
Contact Persons: QC Faculty, Debbie Collins, 309-796-5316, Rm. 2-155, Jamie Hill, 309-796-5284, Rm. 2-158

This certificate is offered at the Quad Cities Campus.

Course offerings in this certificate are designed to have 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 C# programming language and will learn how to create Excel and Access files and a Microsoft SQL Server database. In the last semester, students will work on developing a system project as part of a team.

Students enrolling in this program to continue their education, may do so with the Computer Information Technology Application Developer 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.

Suggested Courses

First Semester		**Credit Hours**
BE 264	Microsoft Access	3
CIP 190	Team MS Office/SharePoint	3
CS 105	Computer Science Principles	3
Second Semester		
CIP 201	Microsoft Project	1
CS 101	Intro to Structured Programming	3
CS 227	Database Management Systems	3
Third Semester		
BE 146	Microsoft Excel	3
CIP 214	C# Programming	4
Fourth Semester		
CIP 217	Advanced C# Programming	4
CIP 260	Systems Design and Development	3

Minimum total hours required for certificate *30*

Visual Communication

Associate in Applied Science Code: 5457
Contact Person: QC Faculty, Zaiga Thorson, 309-796- 5469, Rm. 4-134

The Visual Communication Degree (AAS) is offered through the Communication and Fine Arts Department.

The curriculum is rooted in a strong foundation of basic drawing and design skills, with classroom exercises providing practical and theoretical experience. Students develop strong skills and technical knowledge using a variety of software programs (based in the Adobe Creative Suite, which includes Illustrator, InDesign, and Photoshop), as well as experience with digital cameras, downloading images, scanning, printers and digital prepress considerations. Courses also develop skills for working in a team-based environment, as well as communication skills with supervisors, clients, writers, and other marketing and advertising professionals.

Students will learn basic skills applicable to career possibilities in graphic design, editorial design, production artist, illustration, photography and photo retouching, web design, digital prepress, etc.

Upon completion of the AAS degree, students will submit a portfolio of work for final approval by the faculty. Internship possibilities are available and have led to part-time and full-time employment for many alumni.

Students interested in a four-year Bachelor's degree in a more specialized aspect of visual communication, should see the art curriculum listed in the Black Hawk College catalog under the Associate in Arts (AA) transfer degrees.

Suggested Courses

First Semester		**Credit Hours**
ART 101	2-Dimensional Design	3
ART 121	Drawing and Drawing Theory	3
ART 215	Digital Imagery	3
ART 230	Type and Digital Layout	3
ART 281	History of Western Art I	3
ART 290	Applications in Computer Art	3
Second Semester		
ART 111	3-Dimensional Design	3
ART 122	Drawing and Drawing Theory	3
ART 213	Digital Photography	3
ART 217	Digital Drawing	3
ART 246	Graphic Design ***or***	
ART 248	Production and Prepress	3
CS 100	Introduction to Computers	3

Third Semester

ART 201	Life Drawing	3
BA 160	Business Math I	3
COMM 100	Communication Skills ***or***	
ENG 101	Composition I	3
PSYC 101	Introduction to Psychology	3
SPEC 114	Interpersonal Communication	3

Fourth Semester

ART 246	Graphic Design ***or***	
ART 248	Production and Prepress	3
ART 282	History of Western Art II	3
JOUR 221	Intro to Mass Communication ***or***	
BA 230	Prins of Marketing ***or***	
BA 236	Introduction to Advertising	3

Two courses from any of the tracks below. Courses listed under each track are faculty recommendations based on a particular focus area. Students may tailor those selections based on their own needs.

Photography track:

ART 231	Darkroom Photography	3
ART 232	The Photographic Series	3

Illustration track:

ART 210	Introduction to Illustration	3
ART 211	Painting	3

Web Design track:

CIP 170	Web Page Development	3
CIP 181	Advanced Web Page Development - *spring only*	3

Minimum total hours required for degree *66*

Web Developer Certificate

Certificate Code: 5746
Contact Persons: QC Campus, Jamie Hill, 309-796-5284, Rm. 2-158; Debbie Collins, 309-796-5316, Rm. 2-155

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 enrolling in this program to continue their education, may do so with the Computer Information Technology Application Developer Track AAS.

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

Suggested Courses

First Semester		**Credit Hours**
CS 105	Computer Science Principles	3
CIP 170	Web Page Development	3
CIP 190	Team MS Office/SharePoint	3

Second Semester

ART 213	Digital Photography ***or***	
ART 215	Digital Imagery ***or***	
ART 290	Applications in Computer Art	3
CIP 181	Advanced Web Page Development	3
CS 101	Intro to Structured Programming	3

Third Semester

CIP 182	JavaScript	3
CIP 201	Microsoft Project	1

Fourth Semester

CIP 183	Intro to ASP.NET	3
CIP 186	Web Design	3
Technical elective selected from list below.		3

Minimum total hours required for certificate *31*

Technical Electives:

CIP 214	C# Programming	3
CIP 260	Systems Analysis and Design	3
CIP 270	Field Experience	3
CIP 299	Independent Study	3
NETW 250	Web Server Administration	3
ART elective		

Health Related Programs

In addition to the programs leading to a certificate or a degree, the College also offers a number of courses for persons employed in health care fields to update knowledge and skills or learn new skills. Among the courses offered are Cardiac Care Nursing, Physical Assessment, Critical Care Nursing, Cancer Nursing, Gerontological Nursing, Concepts of Rehabilitation, Intravenous Therapy and Nursing Practice Update.

All students in health career programs will be asked to complete an application to grant permission to the States of Illinois and Iowa and any affiliate acting on behalf of the States of Illinois or Iowa to conduct a criminal history record check in accordance with the Uniform Conviction Information Act. Students will also be asked to complete health records as requested by the individual program requirements.

Technical Abilities Required by the Health Programs

In order to handle the job responsibilities and tasks assigned to students in the Health Programs, they must be able to:

1. Perform a full range of body motion including handling and lifting patients, and moving, lifting, or pushing heavy equipment.
2. Bend, reach, pull, push, stoop, and walk repeatedly throughout an eight hour period.
3. Demonstrate visual acuity to read small letters and numbers on gauges (with correction, if needed).
4. Demonstrated auditory acuity to hear breath/heart sounds by stethoscope (with correction, if needed).
5. Demonstrate bilateral upper extremity fine motor skills, including manual and finger dexterity and eye-hand coordination.
6. Communicate in a rational and coherent manner both orally and in writing with individuals of all professions and social levels.
7. Respond quickly and in an emotionally-controlled manner in emergency situations.
8. Adapt to irregular working hours.
9. Adapt effectively to environments with high tension, particularly in critical care areas.
10. Maintain composure when subjected to high stress levels.

The following Health Programs are offered through Black Hawk College:

Basic Nurse Assistant Training Program
Emergency Medical Services (AAS)
Emergency Medical Technician-Paramedic Certificate
Health Information Management (AAS)
Medical Assisting
Medical Billing Specialist
Medical Coding Specialist
Associate Degree Nursing (AAS)
Patient Care Assistant Certificate
Physical Therapist Assistant (AAS)
Practical Nursing
Radiologic Technology (AAS)
Surgical Technology (AAS)

Black Hawk College offers programs in health careers to meet the needs of many students. Whether interest is in an eight-week course preparing for almost immediate employment or in a two-year degree program, there is a program to meet all needs.

Individuals entering any career in the health field should be aware that a background which includes science and math courses is required for many health careers. It is also important that the applicant enjoy working with people, be motivated and willing to spend time outside of class in study. All health career programs involve from twenty-four to thirty-six hours per week in class and laboratory instruction for full-time students. It is possible to enroll in certain programs/courses on a part-time basis.

Individuals enrolling in any of the health career programs must contact the director/coordinator of the specific program. Enrollment in all programs is limited and specific requirements must be met. These requirements are listed with each program.

Opportunities for persons completing a health career program are limitless. One may be employed in hospitals, nursing homes, clinics, physicians' or dentists' offices, or a number of community agencies. In many instances, completion of a health career program at Black Hawk College provides the foundation for further education in this large and exciting field.

Associate in Science EMS–Paramedic

Associate in Applied Science Code: 5039
Contact Persons: QC Faculty, Marcella Miner, 309-796-5361, Rm. HSC 106; First Stop Center, 309-796-5100, Rm. 1-213; East Campus, Advising, 309-854-1709

The Associate in Applied Science EMS-Paramedic consists of the Paramedic Certificate EMS program plus 20 hours of general education Arts and Sciences courses added. The program is intended to give graduates greater flexibility in their career choice. Many EMS services are now giving preference in hiring candidates with an associate degree. A degree in Emergency Medical Services can prepare graduates for upward mobility within the profession. This degree can prepare graduates for being a charge medic, supervisor, or administrative director of emergency services. The target population consists of EMS personnel already working in the field who would like to earn a degree and for those who have a desire to pursue an EMS career.

The curriculum in Emergency Medical Service is career-oriented and the applicant must meet the following requirements for admission.

- High school graduation or equivalent,
- 18 years of age,
- Physical examination is required prior to beginning clinical practice,
- Student must achieve a grade of 80% or above in all courses to continue in the program, and
- Completion of pre-admission testing with appropriate placement score or REA 098, MATH 081 & ENG 091; or approval of EMS program director.

Note: *The EMS courses are only available at the QC Campus.*

Suggested Courses

First Semester		**Credit Hours**
EMS 100	Emergency Medical Technician Basic	8
EMS 102	Emergency Medical Technician Basic Clinical	1
BIOL 145	Anatomy Physiology I	4
Second Semester		
BIOL 146	Anatomy Physiology II	4
BIOL 150	Medical Terminology I	3
ENG 101	Composition I	3
PSYC 101	Introduction to Psychology	3
Summer Semester		
SPEC 175	Intercultural Communication ***or***	
ANTH 102	Intro to Cultural Anthropology	3
Third Semester		
EMS 110	Paramedic Theory I	7
EMS 112	Paramedic Theory II	8
EMS 114	Paramedic Clinical I	3
Fourth Semester		
EMS 210	Paramedic Theory III	7
EMS 212	Paramedic Theory IV	7
EMS 214	Paramedic Clinical II	4
Summer Semester		
EMS 216	Paramedic Clinical III	5
Minimum total hours required for a degree		*70*

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

Emergency Medical Technician – Paramedic Certificate

Certificate Code: 5639
Contact Persons: QC Faculty, Marcella Miner, 309-796-5361, Rm. HSC 106; First Stop Center, 309-796-5100, Rm. 1-213; East Campus, Advising, 309-854-1709

Emergency Medical Services education is offered through the Allied Health department in cooperation with the Emergency Medical System of Genesis Medical Center, Illini Campus.

This education prepares individuals for entry-level positions as emergency medical technicians (EMS 100 & 102) and paramedics. The program prepares individuals to provide basic and advanced life support in out-of-the-hospital settings to critically ill and injured persons.

To prepare individuals to function in the pre-hospital role, a combination of educational methods will be used including theory instruction, demonstration and practice of life-saving skills for simulated and real emergency situations. Instruction is provided by physicians specializing in emergency medicine, registered nurses, and paramedics with advanced education in medical and trauma management.

Students must successfully document and meet all health and background checks required by academic programs and/or clinical sites prior to admission to program and/or courses. A physical examination and immunizations are required prior to beginning clinical practice/field time. Completion of pre-admission testing is required (contact Marcella Miner at minerm@bhc.edu for information.)

To seek EMT licensure prior to employment the student must successfully complete the EMT courses (EMS 100 & EMS 102) and sit for either the EMT Illinois Department of Public Health State examination or the National Registry Examination.

To seek Paramedic licensure prior to employment the student must successfully complete the Paramedic Certificate Program and sit for either the Paramedic Illinois Department of Public Health State examination or the National Registry Examination.

Job opportunities include hospitals, private ambulance services, municipal fire, police or rescue squad

departments. Volunteer services generally require EMT licensure.

The curriculum in Emergency Medical Service is career-oriented and the applicant must meet the following requirements for admission.

- High school graduation or equivalent
- 18 years of age
- Physical examination is required prior to beginning clinical practice
- Student must achieve a grade of 80% or above in all courses to continue in the program
- Completion of pre-admission testing with appropriate placement score or REA 098, MATH 081 & ENG 091; or approval of EMS program director.

Suggested Courses

First Semester (Fall, Spring or Summer)		**Credit Hours**
EMS 100	Emergency Medical Technician Basic	8
EMS 102	Emergency Medical Technician Basic Clinical	1
Fall Semester		
EMS 110	Paramedic Theory I	7
EMS 112	Paramedic Theory II	8
EMS 114	Paramedic Clinical I	3
Spring Semester		
EMS 210	Paramedic Theory III	7
EMS 212	Paramedic Theory IV	7
EMS 214	Paramedic Clinical II	4
Summer Semester		
EMS 216	Paramedic Clinical III	5
Minimum total hours required for certificate:		*50*

Associate Degree Nursing

Associate in Applied Science Code: 5456
Contact Persons: QC Faculty, Trudy Starr, 309-796-5405, Rm. HSC305; First Stop Center, 309-796-5100, Rm. 1-213; East Campus, Advising, 309-854-1709

The Associate Degree Nursing (ADN) Program is designed to prepare nurses who, as beginning practitioners, are able to give quality nursing care to clients and function as members of nursing and health teams. Upon completion of the program, a graduate may be eligible to take the examination for licensure as a registered nurse.

Registered nurses are employed in hospitals, nursing homes, home health agencies, physicians' offices, clinics, and community agencies.

The curriculum for nursing is career-oriented. The program is accredited by the Illinois Department of Finance and Professional Regulation (IDFPR) and the Accreditation Commission for Education in Nursing (404-975-5000, www.acennursing.org).

Student Learning Outcomes of the Associate Degree Nursing Program:

1. Integrate EBP with clinical reasoning and nursing judgement to minimize risk to the patient and provider while delivering optimal health care to patients and families across the lifespan in a variety of health care settings.
2. Collaborate effectively within nursing and inter-professional teams, fostering communication, respect and decision-making to achieve safe, quality health care for the patient, family, and the community.
3. Advocate for the patient recognizing the patient (or designee) as the source of control and full partner in providing compassionate and coordinated care based on respect for patient preferences, values and needs.
4. Evaluate outcomes of care processes. Use quality improvement methods to design and test changes that will continually improve the quality and safety of healthcare practices.
5. Utilize information and technology to communicate, manage knowledge, reduce error and support decision making.
6. Develop a professional identity that internalizes the values, perspectives and philosophical components inherent in the art and science of nursing.

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

1. High school graduate or equivalent.
2. Top 25% of high school graduation class or consent of nursing department.
3. ACT composite score of 20 or above if applicant has graduated from high school within the past five years and has taken no college courses.
4. Any developmental courses that are required as determined by placement scores.
5. A 2.7 (C+) cumulative grade point average in college courses. Minimum of nine college level credit hours required if out of high school over five years or does not meet high school requirements.
6. Completion of pre-admission test.
7. Completion of Prospective Nursing Student Orientation.
8. Physically able to provide client care.
9. Transfer students are admitted into the ADN program on an individual basis. In addition to following transfer admission guidelines (see index), a transfer student intending to enroll in the ADN program must produce unofficial transcripts at their individual conference with nursing faculty and/or nursing advisor.
10. Anatomy and physiology coursework must have been completed within five years of acceptance into the program.

Students should refer to ADN program booklet and student handbook for additional guidelines.

Students with chronic health problems or physical disabilities will be accepted unless the health problem or disability is such that the student would be unable to complete the objectives of the program. (See *Technical*

Abilities Required by Health Care Programs for more information.)

For Licensed Practical Nurses who desire advanced placement, the same admission procedures apply. Once accepted into the nursing program, the LPN then takes NURS 112P Transitions. Upon successfully passing the Transition course, LPNs will receive credit for NURS 112. The NURS 112P 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 assessed and are in addition to other College fees.

Students must successfully document and meet all health and background checks required by academic programs and/or clinical sites prior to admission to program and/or courses.

Associate Degree Nursing

Pre-Requisite Courses		**Credit Hours**
BIOL 145	Anatomy-Physiology I	4
PHIL 100	Logic	3
First Semester (Level I)		
BIOL 146	Anatomy-Physiology II	4
NURS 112	Nursing Concepts I	10
NURS 138	Intro to Professional Nursing	1
Second Semester (Level II)		
NURS 122A	Psychosocial Nursing Concepts	5
NURS 122B	Physiological Nursing Concepts	5
PSYC 200	Human Growth and Development	3
Summer Semester		
BIOL 261	Microbiology	4
ENG 101	Composition I	3
Third Semester (Level III)		
NURS 216	Nursing Concepts III	10
SOC 264	Social Psychology of Aging	3
Fourth Semester (Level IV)		
NURS 226	Nursing Concepts 4	10
NURS 230	Transition into Practice	1
Minimum total hours required for degree		*66*

Completion of the Associate Degree Nursing program does not automatically guarantee a graduate the right to take the National Council Licensing Examination or to become licensed as a registered nurse. The student is bound by the Illinois Nursing Act. For more information, refer to the Joint Committee on Administrative Rules – Administrative Code: ftp://www.ilga.gov/JCAR/AdminCode/068/06801300sections.html

Basic Nurse Assistant Training Program

Certificate Code: 5566
Contact Persons: QC Faculty, Cheryl Ballantyne, 309-796-5404, Rm. HSC 316; First Stop Center, 309-796-5100, Rm. 1-213; East Campus, Advising, 309-854-1709

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:

- Negative blood test for tuberculosis (Quant-Gold *or* T-Spot) *or* negative chest x-ray.
- 2 MMR immunizations or negative titer.
- Hepatitis B immunization series or a signed waiver.
- Varicella immunization or history of chicken pox.
- Physical Assessment

All students in the Basic Nurse Assistant Training Program will be asked to fill out an application to grant permission to the State of Illinois and any affiliate acting on behalf of the State of Illinois to conduct a criminal history record check in accordance with the Uniform Conviction Information Act. The Health Care Worker Background Check Act prohibits individuals with disqualifying offenses from working as a certified nursing assistant. It is suggested that students check the following website, and if necessary, obtain the proper waiver prior to enrolling in NA 100 – www.idph.state.il.us/nar/home.htm.

All students must achieve grades of "C" or above in theory and application areas and complete 40 clinical hours in order to receive a certificate of completion. Students must

also successfully document and meet all health and background checks required by academic departments and/or clinical sites prior to admission to program and/or clinical sites prior to clinical practicum.

Upon successful completion of both the classroom and the clinical skills portions of training, the student will have received a minimum of 80 hours of classroom and 40 hours of clinical training. This meets the basic educational preparation to perform in the capacity of a nurse assistant in the State of Illinois. The student will then be eligible to take the Nurse Aide Training Competency Evaluation Program written and performance test (Nurse Assistant Certification Test).

Basic Nurse Assistant Training Curriculum

NA 100 Eight weeks in length (fall and spring semesters)	
Nursing theory, including 4 hours CPR and 12 hours of Alzheimer's training	108 hours
Clinical Practicum	40 hours
Total credit hours	*8 hours*

Health Information Management

Associate in Applied Science Code: 5292
Contact Person: Advising, 309-796-5100; Dr. Betsey Morthland, 309-796-5049.

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 two certificate areas of billing and medical 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 HIPAA 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, HIM degree earners specialize in 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 coding and electronic health records, 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 and 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 Specialist (CCS) board exam.

Suggested Courses

First Semester		**Credit Hours**
BE 100	Work Environment Orientation	2
BE 141	Computerized Keyboarding I	3
BIOL 150	Medical Terminology	3
COMM 105	Essentials of English	3
HIM 156	Introduction to Health Insurance	3
PN 110	Basic Anatomy & Physiology	3
Second Semester		
BE 145	Information Processing	3
HIM 200	Advanced Medical Terminology	3
HIM 251	Medical Office Procedures	3
HIM 255	Management of Electronic Health Records	3
HIM 257	Procedure & Diagnosis Coding I	3
PHIL 100	Logic	3
Third Semester		
BE 146	Excel for Business	3
HIM 249	Management of Health Information	3
HIM 252	Pharmacology Terminology	3
HIM 254	Law, Liability, and Medical Ethics	3
HIM 258	Procedure & Diagnosis Coding II	3
Fourth Semester		
BE 180	Business Communications	4
HIM 245	Medical Scribe Procedures ***or***	
BE 143	Keyboard Speed & Accuracy	2
HIM 259	Procedure & Diagnosis Coding III	3
HIM 261	Seminar	1
HIM 265	Internship	3
Minimum total hours required for degree		*63*

Medical Assisting Certificate

Certificate Code: 5864
Contact Person: Advising, 309-796-5100; Dr. Betsey Morthland, 309-796-5049.

The Medical Assisting program will train individuals to work under the supervision of a physician, providing medical office administration and clinical duties that include patient intake and care, routine diagnostic and recording procedures, pre-examination, and administering medication and first aid. The program will include courses in basic anatomy and physiology, medical terminology, health insurance and office procedures, pharmacology terminology and calculations and ethics and law. Students will gain practical experience by completing two clinical courses plus an internship and seminar.

Medical Assisting professionals will see increasing opportunities for employment in the light of escalating health care costs. In order to keep operating costs in line, doctors and clinics want trained professionals with skills to provide good patient care and office management to expedite increasing insurance paperwork.

Suggested Courses

First Semester		**Credit Hours**
BIOL 150	Medical Terminology	3
HIM 147	Med. Assisting Clin. Tech 1	4
HIM 156	Introduction to Health Insurance	3
PN 110	Basic Anatomy and Physiology	3
Minimester		
HIM 251	Medical Office Procedures	3
Second Semester		
HIM 247	Medical Assisting Clin. Tech II	4
HIM 252	Pharmacology Terminology	3
HIM 254	Law, Liability, and Medical Ethics	3
Summer Semester		
HIM 261	Seminar	1
HIM 265	Internship	3
Minimum total hours required for Certificate		*30*

Medical Billing Specialist Certificate

Certificate Code: 5586
Contact Person: Advising, 309-796-5100; Dr. Betsey Morthland, 309-796-5049.

Medical Billing Specialist Certificate is to prepare students for employment in the health care information management area. This certificate enables 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 a 240-hour internship.
Primarily, the job would include accounts receivable work, posting receipts, verifying insurance, follow up on insurance claims, customer service, medical bill review, handling all assigned claims to conclusion. Billing Specialists work with insureds and doctors to arrange settlement, 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.

Suggested Courses

First Semester		**Credit Hours**
BE 100	Orientation to Work Environment	2
BE 110	Data Entry	2
BE 141	Computerized Keyboarding I	3
BIOL 150	Medical Terminology	3
HIM 156	Introduction to Health Insurance	3
Second Semester		
BE 180	Business Communications	4
HIM 200	Advanced Medical Terminology	3
HIM 249	Management of Health Information	3
HIM 251	Medical Office Procedures	3
HIM 255	Management of Electronic Health Records	3
Third Semester		
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: Advising, 309-796-5100; Dr. Betsey Morthland, 309-796-5049.

The Medical Coding Specialist Certificate is to prepare students for employment in the health care information

management area. This certificate enables the student to be employed by coding departments, physicians' offices, health care clinics, emergency care clinics, chiropractic offices, psychiatric clinics, 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-10 diagnosis coding; also necessary knowledge includes an in-depth understanding of third-party reimbursement and overage policies, the review and the abstract of in-patient and out-patient medical records, the ability to utilize new coding standards, HIPAA regulations, the ability to resolve insurance carrier 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, for a total of 240 hours.

Suggested Courses

First Semester		**Credit Hours**
BE 100	Orientation to Work Environment	2
BE 141	Computerized Keyboarding I	3
BIOL 150	Medical Terminology	3
HIM 156	Introduction to Health Insurance	3
HIM 257	Procedures and Diagnosis Coding I	3
Second Semester		
HIM 200	Advanced Medical Terminology	3
HIM 251	Medical Office Procedures	3
HIM 258	Procedures & Diagnosis Coding II	3
Third Semester		
HIM 254	Law Liability and Medical Ethics	3
HIM 259	Procedures & Diagnosis Coding III	3
HIM 261	Seminar	1
HIM 265	Internship	3
Minimum total hours required for Certificate		*33*

Patient Care Assistant Certificate

Certificate Code: 5865
Contact Persons: First Stop Center, 309-796-5100, Rm. 1-213

This program is focused on those individuals who wish to pursue careers in health care which are short-term and expedite students into the workforce. The successful completion of the Patient Care Aide Certificate (first semester of program) awards students with Advanced First Aid and Emergency Red Cross Certification as well as Phlebotomy Certification. The Patient Care Aide Certificate is the pre-requisite for the Patient Care Technician Certificate. Upon successful completion of the Patient Care Technician Certificate, students would be eligible to take the State of Illinois Nurse Assistant Certificate Exam. While taking the career and technical coursework, the student receives support via Adult Education to ensure successful completion.

Suggested Courses

First Semester		**Credit Hours**
HEAL 102	Living in a Changing World	2
HEAL 200	First Aid	3
PCA 100	Intro to the Human Body	3
PCA 200	Phlebotomy Skills	3
Second Semester		**Credit Hours**
PCA 101	Med Terminology for Health Professions	3
PCA 102	Health Care Professional Skills	1
NA 100	Basic Nurse Assistant Training	8
Total credits required		23

Physical Therapist Assistant

Associate in Applied Science Code: 5179
Contact Persons: QC Faculty, Larry Gillund, 309-796-5393, Rm. HSC 118; First Stop Center, 309-796-5100, Rm. 1-213; East Campus, Advising, 309-854-1709

The Associate in Applied Science in Physical Therapist Assistant prepares students to perform physical therapy procedures under the supervision of a physical therapist. Physical therapist assistants are primarily employed in hospitals, extended care and nursing home facilities, and in private practices.

Employment of Physical Therapist assistants is expected to grow much faster than average for all occupations through 2024.

The Physical Therapist Assistant Program at Black Hawk College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax St., Alexandria, Virginia 22314; telephone: 703-706-3245; e-mail: accreditation@apta.org; website: http://www.capteonline.org

Admission Requirements:

1. High school graduation or equivalent.
2. A physical examination prior to any clinical course-work.
3. PTA Application Process: Students are strongly encouraged to get their application in early, as this selection process begins in January and is very competitive. **Applications will be accepted starting September 1.** The program admits 24 students each fall. Applications are available online at

www.bhc.edu/ptaapplication or you may request to have one mailed to you through New Student Services at the Quad Cities Campus.
4. Check application deadline and obtain more detailed program information at www.bhc.edu/pta.
5. Interview with PTA selection committee. The interview is part of a written and oral selection process.
6. Minimum of "C" average in courses previously completed at Black Hawk College and any courses transferred from other colleges.

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

Suggested Courses

First Semester		**Credit 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 201	Kinesiology	4
Second Semester		
BIOL 146	Anatomy and Physiology II	4
PSYC 101	Introduction to Psychology	3
PTA 202	Physical Rehabilitative Techniques	3
PTA 203	Pathology	2
PTA 204	Practicum I	3
PTA 207	Massage	1
Third Semester		
PSYC 200	Human Growth and Development	3
PTA 205	Physical Therapy Science	2
PTA 208	Therapeutic Exercise I	3
PTA 214	Practicum II	3
SPEC 114	Interpersonal Communication	3
Fourth Semester		
MATH 108	Statistics for General Education ***or***	
CS 100	Introduction to Computers	3
PTA 209	Therapeutic Exercise II	4
PTA 213	Physical Agents II	3
PTA 290	Clinical Seminar	2
SPEC 175	Intercultural Communication	3
Fifth Semester		
PTA 280	Clinical Internship I	4
PTA 281	Clinical Internship II	4
Minimum total hours required for degree		*72*

Upon completion of this course of study, students will be eligible to take the board examination to become a licensed Physical Therapist Assistant. (The student is bound by the Illinois Physical Therapy Act: Paragraph 4257/Section 7 and Paragraph 4258.1/Section 8.1).

Practical Nursing Certificate

Certificate Code: 5666
Contact Persons: QC Faculty, Kathy Dusthimer, 309-796-5390, Rm. HSC 310; First Stop Center, 309-796-5100, Rm. 1-213; East Campus, Advising, 309-854-1709

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
- Completion of pre-admission testing

Upon completion of this course of study, the student may be eligible to take the examination to become a licensed practical nurse in Illinois.

Licensed practical nurses are employed in hospitals, nursing homes, physicians' offices, clinics and a number of community agencies.

Suggested Courses

Program Prerequisites		**Credit Hours**
BIOL 145	Anatomy-Physiology I ***or***	
PN 110	Anatomy and Physiology	3-4
ENG 101	Composition I ***or***	
COMM 100	Communication Skills	3
MATH 080	Basic Mathematical Skills ***or***	
	Appropriate placement score	3
First Semester		
PN 105	Pharmacology in Practical Nursing I	1
PN 111	Foundations of Practical Nursing	8
PN 112	Older Adult Nursing	8
Second Semester		
PN 106	Pharmacology in Practical Nursing II	1
PN 113	Adult Health Nursing	8
PN 114	Intergenerational Nursing	8
Minimum total hours required for certificate		*40*

Completion of the Practical Nursing program does not automatically guarantee a graduate the right to take the National Council Licensing Examination or to become licensed as a practical nurse. The student is bound by the Illinois Nursing Act. For more information, refer to the Joint Committee on Administrative Rules – Administrative Code: ftp://www.ilga.gov/JCAR/AdminCode/068/06801300sections.html

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 Person: Student Services, Trinity College of Radiography, 309-779-7700

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
MATH 110	Math for General Education	3
PSYC 101	Introduction to Psychology	3
SPEC 101	Principles of Speech Communication ***or***	
SPEC 114	Interpersonal Communication ***or***	
SPEC 175	Intercultural Communication	3
Humanities Elective		3

Technical Core Courses	
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 in Applied Science degree awarded by Black Hawk College	65

Minimum of 15 general education credits	*74*

Surgical Technology

Associate in Applied Science Code: 5173
Contact Persons: Marcie Davis, 309-796-5364; Advising Center, 309-796-5100.

The Surgical Technology Program is a career oriented program designed to prepare students to function as part of a team in the operating room setting. This will include preparation of instruments, set up of the operating room and assisting with the care of patients undergoing surgery. The curriculum includes both theory and practical application within the operating room setting. Students must achieve at least a "C" in all course work both general education and program specific.

The degree program provides students with additional information beyond the certificate level. Some employers may give preferential consideration to hiring those who have an associate's degree.

Surgical Technologists (ST) are employed in hospital operating rooms, delivery rooms, and ambulatory care surgical centers.

Students must successfully document and meet all health care and background checks required by the Black Hawk College health career programs and/or the clinical sites prior to entry into the Surgical Technology Program. A physical examination and immunizations are required prior to beginning of clinical rotations. Students with chronic health problems or physical disabilities will be accepted unless the health problem or disability is such that the student would be unable to complete the objectives of the program. (See Technical Abilities required by Health Care Programs for more information.)

Admission Requirements:

1. High school graduation or equivalent.
2. Complete Surgical Technology application process. Students are required to fill out a program application. Program information and application timeline is online at www.bhc.edu/surgicaltech.
3. A physical examination and current immunizations.
4. Background check.
5. Minimum of "C" average in courses previously completed at Black Hawk College and any courses transferred from other colleges is required.

Suggested Courses

First Semester	**Credit Hours**
BIOL 145 Anatomy and Physiology I	4
BIOL 150 Medical Terminology	3
COMM 100 Communication Skills	3
ST 100 Central Services	3
*Math 081 Basic Algebra	(3)

Second Semester

BIOL 146 Anatomy and Physiology II	4
COMM 105 Essentials of English	3
PSYC 101 Intro to Psychology *or*	
SOC 101 Principles of Sociology	3
ST 110 Surgical Technologist I	5

Summer Semester

BIOL 261 Microbiology	4
ST 112 Surgical Pharmacology	2

Third Semester

CS 100 Intro to Computers	3
ST 212 Surgical Tech Clinical II	6
ST 213 Surgical Technologist II	6

Fourth Semester

ST 214 Surgical Technologist III	6
ST 215 Surgical Tech Clinical III	6
Minimum total hours required for degree	*61*

*Appropriate placement score or MATH 081 is prerequisite to ST 112.

Child Development

Assistant Teacher Certificate

Certificate Code: 5761
Contact Persons: QC Faculty, Jodi Becker, 309-796-5410, Rm. 1-453; East Campus, Advising, 309-854-1709.

The Assistant Teacher Certificate is designed to prepare individuals to be an assistant teacher in child development care center and/or preschool setting. The certificate will provide 18 hours credit toward an A.A.S. degree in Child Development as well as the coursework to equal a Gateways Level 2 credential.

Suggested Courses

First Semester	
CD 100 Introduction to Early Childhood	3
CD 200 Growth and Development of Young Child	3
CD 201 Health, Safety and Nutrition	3
CD 202 Observ/Guid/Assessmt	3
CD 203 Curriculum for Early Childhood Programs	3
CD 222 Child, Family, Community	3
Minimum total hours required for certificate	*18*

Child Development

Associate in Applied Science Code: 5159
Contact Persons: QC Faculty, Jodi Becker, 309-796-5410, Rm. 1-453; East Campus, Advising, 309-854-1709

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 children birth through age five in facilities that foster healthy social, physical, emotional and intellectual growth. The Black Hawk College Child Development Program has been approved as an entitled program through Gateways to Opportunity. Courses taken at Black Hawk College support the attainment of the following Gateways Credentials: Levels 2, 3, and 4; Infant-Toddler Credential Levels 2, 3, and 4; and the Illinois Director Credential.

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. Additionally, fingerprinting and background check may be required for observation and practicum students.

Associate in Applied Science Degree

Suggested Courses

First Semester		**Credit Hours**
CD 100	Introduction to Early Childhood	3
CD 200	Growth and Development of Young Child	3
CD 206	Creative Activities for the Young Child	3
COMM 100	Communication Skills ***or***	
ENG 101	Composition I	3
SPEC 111	Business & Professional Comm. ***or***	
SPEC 175	Intercultural Communications ***or***	
SPEC 101	Principles of Speech Communication	3
Second Semester		
CD 202	Observ/Guid/Assessmt Y.C.	3
[1]CD 203	Curriculum for Early Childhood Programs	3
CD 225	Math and Science for the Young Child	2
[2]HEAL 200	First Aid	3
PSYC 101	Introduction to Psychology ***or***	
SOC 101	Principles of Sociology	3
Humanities		3
Third Semester		
CD 204	Child Development Practicum I	3
CD 205	Language Development and Activities for the Young Child	3
CD 224	Methods of Guiding Children's Behavior	3
HEAL 102	Living in a Changing World	2
Mathematics		3
Fourth Semester		
CD 201	Health, Safety, and Nutrition	3
CD 222	Child, Family, Community	3
CD 214	Child Development Practicum II	3
CD 220	Child Care Center/Early Childhood Administration	3
EDUC 210	The Exceptional Child	3
Minimum total hours required for degree		*60*

[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 HEAL 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 $30 to Gateways to Opportunity to apply. (See Jodi Becker first.)

Early Childhood Educator Certificate

Certificate Code: 5762
Contact Persons: QC Faculty, Jodi Becker, 309-796-5410, Rm. 1-453; East Campus, Advising, 309-854-1709.

The Early Childhood Educator Certificate is designed to prepare individuals to be teachers in a child care center and/or preschool setting. Upon completion of a Gateways Level 2 credential, this certificate will be equal to a Gateways Level 3 credential. The certificate will provide 9 additional hours of credit toward an A.A.S. degree in Child Development or an A.A. transfer degree in Early Childhood Education. (Early Childhood Education Certificate must follow completion of "Assistant Teacher Certificate".)

Suggested Courses

CD 100	Introduction to Early Childhood	3
CD 200	Growth and Development of Young Child	3
CD 201	Health, Safety and Nutrition	3
CD 202	Observ/Guid/Assessmt	3
CD 203	Curriculum for Early Childhood Programs	3
CD 222	Child, Family, Community	3
ENG 101	Composition I	3
Mathematics Elective*		
	MATH 108 Statistics for General Education ***or***	
	MATH 110 Math for General Education ***or***	
	BA 160 Business Math I	3
PSYC/SOC Elective		
	PSYC 101 Introduction to Psychology **or**	
	SOC 101 Principles of Sociology	3
Minimum total hours required for certificate		*27*

**It is recommended that students pursuing a Bachelor's Degree in Education complete MATH 108.*

Music Industry

Music Industry Certificate

Certificate Code: 5124
Contact Persons: QC Faculty, Jonathan Palomaki, 309-796-5478, Rm. 4-106; Edgar Crockett, 309-796-5479, Rm. 4-105

The Music Industry Certificate Program (MICP) curricula is primarily designed to provide the basic tool set required for local, regional, or national entry-level employment in a variety of music-industry related settings. Secondarily, the program is also designed to position the student to transition into a higher-degree music program at a 2-year or 4-year institution, either locally, regionally, or nationally.

Students completing the MICP may find entry-level positions with music marketing and sales companies, record companies, arts management firms, music publishing companies, music festival promoters, music recording studios, or music production companies. Other job opportunities may include advertising agencies, video game companies, radio/TV stations, or creating one's own work as a freelance artist. If students decide to continue their education, several completed courses in the program will count toward the general educational core and the music components of an Associate in Arts degree.

Suggested Courses

Fall Semester		**Credit Hours**
ACCT 101	Financial Accounting ***and***	
ACCT 103	Financial Accounting Lab ***or***	4
BA 170	Fundamentals of Accounting I ***and***	
BA 171	Fundamentals of Acct Lab I	4
MUSC 110	Fundamentals of Music	2
MUSC 111	Theory of Music	4
MUSC 214	Electronic Music I	3
MUSC Applied - *instrument or voice*		1
MUSC Ensemble - *instrument/choral*		1

Spring Semester		
BA 110	Intro to Business ***or***	
BA 121	Small Business Mgmt ***or***	
ECON 221	Principles of Macro Economics	3
MUSC 112	Theory of Music	4
MUSC 113	Music Literature ***or***	
MUSC 154	Music Appreciation ***or***	
MUSC 256	Intro to American Music	3
MUSC 215	Electronic Music II	3
MUSC Applied - *instrument or voice*		1

Minimum total hours required for certificate *29*

English as a Second Language

Certificate of Proficiency
Contact: QC Faculty, Janet Francisco, 309-796-5183, Rm. 1-131; East Campus Advising, 309-854-1709

This certificate is intended for international students and non-native residents 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
ESL 071 ***or*** 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
ESL 077 ***or*** COMM 100/ESL 078 Listening-Speaking II/ESL 078A Advanced Oral Skills

Also, while in the advanced level, Level 7, students complete a graduation essay. Students who pass the classes and receive a "pass" on the essay 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.

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. English as a Second Language is included as a certificate of completion.

Trade and Technical Programs

Black Hawk College offers Certificate programs and Associate in Applied Science degree programs in trade technology career fields.

These programs cover a wide range of training in technical and trade related fields and vary in time and duration. Students interested in a technical career can tailor their course selection in many areas, including basic science, mathematics, and applied disciplines. It is important that students be motivated to enter these areas and be willing to spend extra hours in study and laboratory work. Both day and evening classes are available in most courses, and both full and part-time students may enroll.

Opportunities for employment are excellent in these areas. Graduates in technology based programs are highly sought by industrial recruiters. Salaries are good to excellent, but depend on training, availability, industrial experience, and motivation of the job applicant.

Many industrial update, CEU, and continuing training programs are available by cooperative design with the College. Contact the specific person responsible for each program for information.

Students interested in pursuing a four-year program in engineering should see the *Pre-Engineering* curriculum.

There are many trade and technical courses which will articulate (transfer) from high school to college credit. See an advisor for more information.

Agriculture Mechanics

Certificate Code: 9583
Contact Persons: East Campus, Gary Werkheiser, 309-854-1833, Rm. B-116; Recruiter, 309-854-1724, 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.

Suggested Courses

First 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
Second 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 & 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 Persons: East Campus, Gary Werkheiser, 309-854-1833, Rm. B-116; Recruiter, 309-854-1724, 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

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 211	Engine Repair II	4
MECH Elective		3
Summer Semester		
AG 273	Lawn & Garden Equipment Repair	4
MECH 105	Fuel Control Systems	4
MECH 112	Air Conditioning	3
MECH 290	Work Experience Intern Seminar	1

Second Year

Fall Semester		**Credit Hours**
CS 100	Introduction to Computers	3
COMM 100	Communication Skills	3
MATH Elective		3
Science Elective		3
Spring Semester		
BA 110	Intro to Business	3
AG or MECH Electives		6

Minimum total hours required for degree *64*

Suggested electives: AG 172; AUTO 291; MECH 109, 215, 219

Air Conditioning Specialist

Certificate Code: 5513
Contact Persons: East Campus, Gary Werkheiser, 309-854-1833, Rm. B-116; Recruiter, 309-854-1724, 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.

Summer Semester		**Credit Hours**
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*

AutoCAD Certificate

Certificate Code: 5796
Contact Persons: QC Faculty, Adebayo Badmos, 309-796-5280, Rm. STB-108; First Stop Center, 309-796-5100, Rm. 1-213

Graduates of the AutoCAD Certificate program will be equipped to operate in the new technological environment and will have a valuable skill in using AutoCAD that employers need to remain competitive in the global market.

Suggested Courses

First Semester		**Credit Hours**
ENGT 101	Blueprint/Schematic Reading	3
ENGT 102	Introduction to 2D-CAD - *1st 8 weeks*	2
ENGT 172	AutoCAD I – 2D Graphics - *2nd 8 weeks*	3
MATH 123	Technical Algebra/Trigonometry	4
Second Semester		
ENGT 222	AutoCAD II – 3D Graphics - *1st 8 weeks*	3
ENGT 272	Advanced 2D-CAD - *2nd 8 weeks*	2

Minimum total hours required for a certificate *17*

Automotive Repair

Certificate Code: 5710
Contact Persons: East Campus, Gary Werkheiser, 309-854-1833, Rm. B-116; Recruiter, 309-854-1724, 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.

Fall Semester		**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		
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
Summer Semester		
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 Persons: East Campus, Gary Werkheiser, 309-854-1833, Rm. B-116; Recruiter, 309-854-1724, 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

Suggested Courses

Fall Semester		**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
MECH 290	Work Experience Inter. Seminar	1
Spring Semester		
AUTO 115	Wheel Alignment & Suspension	4
MECH 104	Electrical Systems II	3
MECH 108	Hydraulic Transmissions	3
MECH 211	Engine Repair II	4
MECH Elective		3
Summer Semester		
AUTO 207	Engine Performance II	3
AUTO 299	ASE Review	1
MECH 105	Fuel Control Systems	4
MECH 112	Air Conditioning	3

Second Year

Fall Semester		
CS 100	Intro to Computers	3
COMM 100	Communication Skills	3
MATH	Elective	3
Science	Elective	3
BA 110	Intro to Business	3
Spring Semester		
AUTO 291	Work Experience Intern.	5
MECH Electives		1
Minimum total hours required for degree		*66*

Suggested electives: AUTO 100, 101; MECH 109, 215, 219, 291

Brake Specialist

Certificate Code: 5512
Contact Persons: East Campus, Gary Werkheiser, 309-854-1833, Rm. B-116; Recruiter, 309-854-1724, 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.

Fall Semester		**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

Minimum total hours required for certificate *16*

CNC Manufacturing Certificates

Certificate Codes: 5982 and 5983
Contact Persons: QC Faculty, Adebayo Badmos, 309-796-5280, Rm. STB-108; Q1-179, First Stop Center
Accelerating Opportunity I-CAPS Contact Person(s): Special Populations Coordinator, Jennifer Holldorf, 309-796-5133, Rm. 1-371.
Adult Education Career Advisor, Kathy McCabe, 309-796-8229, Outreach Center.

Graduates of the CNC Manufacturing certificates will be equipped with industry knowledge and skills to work as entry level CNC Machinists and Operators. CNC Machinists and Operators setup and operate a variety of computer-controlled or mechanically-controlled machine tools to produce precision parts, instruments, and tools. They work in machine shops, tool rooms, and on factory floors.

The program is divided into two separate certificates: Intro to CNC Manufacturing and CNC Manufacturing in order to allow flexibility for employment opportunities.

Completion of the Intro to CNC Manufacturing certificate is a prerequisite for CNC Manufacturing certificate, and students are strongly encouraged to complete both certificates.

CNC Manufacturing is also part of the Accelerating Opportunity I-CAPS initiative targeted for students who also participate in an additional required support class.

Intro to CNC Manufacturing

Certificate Code: 5982
Suggested Courses

Fall Semester		**Credit Hours**
ENGT 104	Fundamentals of Machining - *1st 8 weeks*	2
ENGT 107	Blueprint Reading for Machinists - *1st 8 weeks*	2
ENGT 180	Introduction to Machine Shop - *2nd 8 weeks*	3
ENGT 186	Introductory CNC - *2nd 8 weeks*	3
ENGT 187	Basic CNC Operation - *2nd 8 weeks*)	1
MATH 123	Technical Algebra/Trigonometry	4

Minimum total hours required for certificate *15*

CNC Manufacturing

Certificate Code: 5983
Suggested Courses

Spring Semester		**Credit Hours**
*ENGT 190	Engineering Tech Practicum	2
ENGT 231	Lathe Operations - *1st 8 weeks*	3
ENGT 232	Milling Operations - *2nd 8 weeks*	3
ENGT 236	Intermediate CNC - *1st 8 weeks*	3
ENGT 286	Advance CNC with CAM	3

Minimum total hours required for certificate *29*

Engineering Technology

Associate in Applied Science Code: 5187
Contact Persons: QC Faculty, Adebayo Badmos, 309-796-5280, Rm. STB-108; Lee Blackmon, 309-796-5276, Rm. 2-151; First Stop Center, 309-796-5100, Rm. 1-213

The Engineering Technology degree program will allow students to enter into a wide range of career fields within industrial settings after two years of study while also providing the option of university transfer upon graduation. After completing the first year of common courses in the Fundamentals of AutoCAD, DC circuits, machining, PC applications in technology, hydraulics/pneumatics and technical math and calculus, students will have the opportunity to focus on any track from three fields of engineering technology: electrical, mechanical and manufacturing. Students with employment or job shadow opportunity in a technical field will be able to do technology-based practicum or internships in an industrial setting.

Students will learn the required skills to take manufacturing or engineering designs from concept to completion. Opportunities for employment exist for engineering technicians in aerospace, electrical and electronic, maintenance, industrial, mechanical, electro-mechanical, environmental, and civil engineering fields.

Engineering Technology Tracks

Electrical Track

Suggested Courses

First Semester		**Credit Hours**
ENGT 100	Engineering Technology Systems	2
ENGT 101	Blueprint/Schematic Reading	3
ENGT 102	Introduction to 2D-CAD	2
ENGT 103	Fundamentals of DC Circuits	2
ENGT 104	Fundamentals of Machining	2
ENGT 105	PC Applications of Technology	3
MATH 123	Technical Algebra/Trigonometry	4

Second Semester

ENGT 150	Hydraulics/Pneumatics	3
ENGT 163	Fundamentals of AC Power	3
ENGT 168	Logic Systems I	3
ENGT 210	Mechatronics I	3
MATH 223	Technical Calculus	4

Third Semester

ENG 101	Composition I ***or***	
COMM 100	Communication Skills	3
ENGT 106	Sustainable Energy Systems I	3
ENGT 218	Logic Systems II	3
ENGT 224	Computer Programming	3
ENGT 260	Mechatronics II	3

Fourth Semester

ENGT 190	Engineering Tech Practicum	2
ENGT 215	Experimental Testing Systems	3
ENGT 268	Engineering Technology Project	3
PHYS 101	College Physics I	5
[1]Engineering Technology Elective		2

Minimum total hours required for degree *64*

[1]Choose electives from the appropriate tracks below.

[1]Electrical Track Electives

ENGT 120	Introduction to Nanomaterials	2
ENGT 130	Introduction to Biomaterials	2
ENGT 206	Sustainable Energy Systems II	3
ENGT 263	Topics in Engineering Tech	3
ENGT 290	Engineering Tech Internship	3

Engineering Technology Tracks
Manufacturing Track

Suggested Courses

First Semester		**Credit Hours**
ENGT 100	Engineering Technology Systems	2
ENGT 101	Blueprint/Schematic Reading	3
ENGT 102	Introduction to 2D-CAD	2
ENGT 103	Fundamentals of DC Circuits	2
ENGT 104	Fundamentals of Machining	2
ENGT 105	PC Applications of Technology	3
MATH 123	Technical Algebra/Trigonometry	4

Second Semester

ENG 101	Composition I ***or***	
COMM 100	Communication Skills	3
ENGT 150	Hydraulics/Pneumatics	3
ENGT 231	Lathe Operations	3
ENGT 232	Milling Operations	3
MATH 223	Technical Calculus	4

Third Semester

ENGT 170	Engineering Materials	3
ENGT 180	Introduction to Machine Shop	3
ENGT 186	Introductory CNC	3
ENGT 190	Engineering Tech Practicum	2
ENGT 224	Computer Programming	3

Fourth Semester

ENGT 236	Intermediate CNC	3
ENGT 280	Quality Issues in Machining	3
ENGT 283	Advanced Machining Operations	3
ENGT 286	Advanced CNC with CAM	3
PHYS 101	College Physics I	5

Minimum total hours required for degree *64*

[1]Choose electives from the appropriate tracks below.

Manufacturing Processes Track Electives

ENGT 120	Introduction to Nanomaterials	2
ENGT 130	Introduction to Biomaterials	2

Engineering Technology Tracks
Mechanical Track

Suggested Courses

First Semester		**Credit Hours**
ENGT 100	Engineering Technology Systems	2
ENGT 101	Blueprint/Schematic Reading	3
ENGT 102	Introduction to 2D-CAD	2
ENGT 103	Fundamentals of DC Circuits	2
ENGT 104	Fundamentals of Machining	2
ENGT 105	PC Applications in Technology	3
MATH 123	Technical Algebra/Trigonometry	4

Second Semester

ENGT 150	Hydraulics/Pneumatics	3
ENGT 172	AutoCAD I	3
MATH 223	Technical Calculus	4
PHYS 101	College Physics I	5

Third Semester

ENG 101	Composition I ***or***	
COMM 100	Communication Skills	3
ENGT 170	Engineering Materials *(elective)*	3
ENGT 224	Computer Programming	3
ENGT 226	3D-CAD Modeling with Creo *(elective)*	3
ENGT 290	Engineering Tech Internship *(elective)*	3

Fourth Semester

ENGT 222	AutoCAD II – 3D Graphics *(elective)*	3
ENGT 270	Statics & Strength of Material *(elective)*	4
ENGT 272	Advanced 2D-CAD *(elective)*	3
ENGT 274	CAD Design and Modeling Project *(elective)*	3
ENGT 276	Advanced 3D-CAD *(elective)*	3

Minimum total hours required for degree *64*

[1]Choose electives from the appropriate tracks below.

Mechanical Track Electives

ENGT 120	Introduction to Nanomaterials	2
ENGT 130	Introduction to Biomaterials	2
ENGT 186	Introductory CNC	3
ENGT 190	Engineering Tech Practicum	2

Engineering Technology Fundamentals Certificate

Certificate Code: 5782
Contact Persons: QC Faculty, Adebayo Badmos, 309-796-5280, Rm. STB-108; Lee Blackmon, 309-796-5276, Rm. 2-151; First Stop Center, 309-796-5100, Rm. 1-213

Graduates of the Engineering Technology Fundamentals Certificate program will be equipped to operate in the new technological environment and will have a valuable skill that employers need to remain competitive in the global market.

Coursework		**Credit Hours**
ENGT 100	Engineering Technology Systems	2
ENGT 101	Blueprint/Schematic Reading	3
ENGT 102	Introduction to 2D-CAD	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, Donald Gano, Rm. 2-259, 309-796-5281

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.

Suggested Courses

First Semester		**Credit Hours**
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		
ENG 102	Composition II ***or***	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		
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		
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 First Stop Center, 309-796-5100, Rm. 1-213

The Associate in Applied Sciences in General Occupational and Technical Studies degree (GOTS) offers a flexible alternative for students to demonstrate occupational and technical competency.

Students can include credit earned in course, certificate completions, and/or credit for prior learning hours toward the AAS in General Occupational and Technical Studies. For inclusion in the degree, these hours must be part of an educational plan of study as determined in consultation with an occupational and technical advisor.

1. The GOTS degree must complete the minimum credits designated (63 credits) with a "C" (2.0) or above average for all college work attempted. Courses below 100 level may not be applied toward the GOTS degree. Overall, the degree will balance a core of occupational and/or technical skills with a minimum of 15 credit hours of general education courses.
2. General education course requirements for the GOTS degree are the following:
   a) One course from Communications Group (three hours minimum)
   b) One course from the Mathematics and Computer Science group (minimum of three hours)
   c) The remaining general education courses are to be taken from any of the six categories (Communications, Humanities, Social Sciences, Mathematics and Computer Sciences, Science, and Non-Western/International Studies) so that three of the six categories are used to satisfy the general education component.
3. The student must complete 10 credits of college course work at Black Hawk College, but this does not have to be the last 10 hours of degree work. No credit earned through national testing programs or college

proficiency examinations may be included within this 10-hour requirement.

4. The student may earn up to a maximum of 48 credit hours for the GOTS degree through the combination of a variety of college-approved prior learning options that correlate with occupational courses and/or certificates offered at Black Hawk College.

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)

Introduction to Building Trades

Certificate Code: 6172
Contact Person: QC Campus, Adebayo Badmos, 309-796-5280, STB-108

Many carpenters learn their trade through formal apprenticeship. Students completing the Intro to Building Trades certificate will be able to read blueprints, assist in the installation of structures such as wall and floor framing, be aware of building codes, use trade mathematics, work with different fastening methods and construction material. This certificate will be focused on residential carpentry. Students finishing this certificate will be prepared for entry-level employment in residential construction.

Suggested Courses

First Semester		**Credit Hours**
CA 101	Carpenter Apprentice	3
CA 102	Carpenter Apprentice	3
CA 103	Carpenter Apprentice	3
Minimum total hours required for a certificate		*9*

Criminal Justice Technology

Associate in Applied Science Code: 5149
Certificate Codes: 5749
Contact Person: QC Campus, Don Gano, 309-796-5281, Rm. 2-252

A working knowledge of the criminal justice system is provided by the criminal justice courses in the curriculum, an understanding of human behavior is provided by the psychology and sociology courses, and the government courses provide knowledge of bureaucratic structure.

Students completing the required courses are prepared to compete for jobs in the criminal justice field at the local and state level. Those students desiring employment with federal law enforcement agencies usually need to complete a four-year bachelor's degree. They are also qualified to enter the private security field.

The certificate program is basically designed for persons presently employed in the criminal justice system. Many people now working in that field received no formal training for their job, and this certificate program is designed to provide them with the basic skills necessary to perform their jobs.

Those interested in a four-year bachelor's degree should enroll in the Associate in Science degree program in the *Transfer Programs* section of this catalog.

Associate in Applied Science

Suggested Courses

First Semester		**Credit Hours**
COMM 100	Communication Skills	3
CRJU 109	Police Community Relations	3
CRJU 151	Criminal Justice System	3
SOC 101	Principles of Sociology	3
SPEC 114	Interpersonal Communication	3
Second Semester		
CRJU 104	Police Administration	3
CRJU 152	Criminology	3
CRJU 153	Survey of Corrections	3
POLS 122	American National Government	3
SOC 102	Contemporary Social Problems	3
Third Semester		
CRJU 253	Probation and Parole	3
CRJU 254	Criminal Investigation I	3
CRJU 255	Criminal Law	3
MATH 110	Mathematics for General Education	3
SOC 261	Deviant Behavior	3
Fourth Semester		
CRJU 245	Applied Forensics	3
CRJU 257	Police Ethics	3
SOC 250	Minority Relations	3
[1]CRJU Electives		3
[2]CRJU 295 Topics in Criminal Justice		3
Minimum total hours required for degree		*60*

SOC 101 is pre-req for CRJU 152
CRJU 152 is pre-req for CRJU 247
CRJU 153 is pre-req for CRJU 253
COMM 100 & POLS 122 are pre-reqs for CRJU 255
COMM 100 & CRJU 109 are pre-reqs for CRJU 257

[1]This requirement may be fulfilled by any course approved by the program director.

[2]This requirement may be taken whenever a CRJU 295 Topics in Criminal Justice course is offered, including Minimester or Summer Session.

Criminal Justice Certificate

Certificate Code: 5749

Suggested Courses

First Semester		**Credit Hours**
COMM 100	Communication Skills	3
CRJU 104	Police Administration	3
CRJU 109	Police Community Relations	3
CRJU 151	Criminal Justice System	3
SPEC 114	Interpersonal Communications	3

Second Semester

CRJU 245	Applied Forensics	3
CRJU 254	Criminal Investigation	3
CRJU 255	Criminal Law	3
CRJU 257	Police Ethics	3
[1]CRJU Electives or CRJU 295		3

Minimum total hours required for certificate *30*

CRJU 109 is a pre-req for CRJU 257

[1]CRJU 295 classes may be taken whenever a special CRJU topics course is offered.

Logistics and Warehousing

Certificate Code: 5792

Contact Persons: QC Campus, Carrie Delcourt, 309-796-5318, Rm. 1-363

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

Certificate Code: 5792

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

Certificate Code: 5793

33 Credit Hour Certificate

First Semester		**Credit Hours**
BA 110	Intro to Business	3
BA 160	Business Math I	3
BL 201	Business Law I	3
CS 100	Introduction to Computers	3
LW 100	Beginning Logistics/Warehousing	2.5
LW 105	Plant Safety in Warehousing	2.5

Second Semester

BA 111	Business Relations I	1
BA 112	Business Relations II	1
BA 113	Business Relations III	1
ECON 221	Principles of Macroeconomics	3
LW 110	Warehousing Workplace Skills	2.5
LW 115	Logistics/Warehousing Technology	2.5
SPEC 101	Principles of Speech Communication ***or***	
SPEC 111	Business & Professional Communications	3

Third (Summer) Semester

BE 153	Warehouse Management Systems	2

Minimum total hours required for degree *33*

Manufacturing Processes Certificate

Certificate Code: 5884

Contact Persons: QC Faculty Jamie Hill, 309-796-5284, Rm. Q2-158; First Stop Center, 309-796-5100, Rm. 1-213

Graduates of the Engineering Technology Manufacturing Processes Certificate program will be equipped to operate in the new technological environment and will have a valuable skill in the machine shop that employers need to remain competitive in the global market.

Suggested Courses

First Semester		**Credit Hours**
ENGT 101	Blueprint/Schematic Reading	3
ENGT 104	Fundamentals of Machining (1st 8 weeks)	2
ENGT 180	Introduction to Machine Shop (2nd 8 weeks)	3
MATH 123	Technical Algebra/Trigonometry	4

Second Semester

ENGT 231	Lathe Operations (1st 8 weeks)	3
ENGT 232	Milling Operations (1st 8 weeks)	3
ENGT 283	Advanced Machining Operations (2nd 8 wks.)	3

Minimum total hours required for a certificate *21*

ProE Certificate

Certificate Code: 5783

Contact Persons: QC Faculty, QC Faculty Jamie Hill, 309-796-5284, Rm. STB-108; First Stop Center, 309-796-5100, Rm. 1-213

Graduates of the Engineering Technology ProE Certificate program will be equipped to operate in the new technological environment and will have a valuable skill in using ProE that employers need to remain competitive in

the global market.

Suggested Courses

First Semester		**Credit Hours**
ENGT 102	Introduction to 2D-CAD	2
ENGT 226	3D-CAD Modeling with Creo	3
MATH 123	Technical Algebra/Trigonometry	4
Second Semester		
ENGT 274	CAD Design and Modeling Project	3
ENGT 276	Advanced 3D-CAD	3
Minimum total hours required for a certificate		*15*

Welding

Certificate Code: 5755
Contact Persons: East Campus, Mark Washburn, 309-854-6505, WSTC Rm. 117; QC Campus First Stop Center, 309-796-5100, Rm. 1-213

The Welding Certificate Program is designed to enable the graduate to succeed in employment as a welder in industry. The graduate will be proficient in oxy-acetylene welding and cutting, arc welding, MIG and TIG welding. Students receive various levels of welding proficiency after successfully completing tests which measure their welding skills. Technician level skills are developed in courses such as blueprint reading, and measurement.

At the Quad Cities Campus, courses are taught at the United Township High School facilities.

Suggested Courses

First Semester		**Credit Hours**
WLD 101	Intro to Arc Welding	.5
WLD 102	Basic Arc Welding Flat Position	.5
WLD 103	Arc Welding Flat & Horizontal Posit	2
WLD 105	Oxy-acetylene Welding & Cutting	2
WLD 117	Arc Welding in Vertical Position	2
WLD 118	Arc Welding in Overhead Position	1
MT 114	Basic Precision Measurement	2
TMAT 101	Technical Mathematics ***or***	3
MATH 103	Essentials of Technical Math	5
Second Semester		
WLD 109	Blueprint Reading for Welders	2
WLD 110	Weld Testing and Preparation	1
WLD 120	Introduction to GMAW	1
WLD 121	GMAW with Spray Arc Process	3
WLD 122	GMAW Short Circuit & Spray Arc	2
WLD 125	GTAW	2
WLD 210	Professional Seminar	1
Minimum total hours required for certificate		*25*

Gas Metal Arc Welding

Certificate Code: 5765
Contact Persons: East Campus Advising, 309-854-1700; QC Campus First Stop Center, 309-796-5100, Rm. 1-213

Students completing the proposed Gas Metal Arc Welding certificate will demonstrate production methods and techniques in gas metal arc welding including spray transfer, short arc transfer and cored wires. Machine set-up, gun handling, weld size, gun angle, wire feed and gas quantities will be learned with an emphasis on safety. Experience will be gained in the flat, horizontal, and vertical positions using various joint designs, fillet sizes, and material thickness. Students will weld with consumable wire electrodes and learn three methods of metal transfer. Students will learn how to properly set up a machine and weld in various positions with ferrous and non-ferrous material and how to regulate oxygen and acetylene for the oxyacetylene welding process. Students will also use math to read welding blueprints, and interpret welding symbols, gauges, and inspection techniques.

Suggested Courses

First Semester		**Credit Hours**
WLD 109	Blueprint Reading for Welders	2
WLD 110	Weld Testing and Preparation	1
WLD 120	Introduction to GMAW	1
WLD 121	GMAW with Spray Arc Process	3
WLD 122	GMAW Short Circuit & Spray Arc	2
WLD 125	GTAW	2
WLD 210	Professional Seminar	1
Minimum total hours required for certificate		*12*

Shielded Metal Arc Welding

Certificate Code: 5760
Contact Persons: East Campus, Mark Washburn, 309-854-6506, WSTC Rm. 117; QC Campus First Stop Center, 309-796-5100, Rm. 1-213

Students completing the proposed Shielded Metal Arc Welding certificate will understand shop equipment and safety and be able to weld tee-joints, lap joints, butt joints, and outside corners to given specifications. Students will weld in the flat, vertical, and overhead position and be introduced to gas and bronze welding and cutting. In addition, students will weld using various electrode grades and pass a v-groove test. Students will also learn basic mathematical skills as applied to the field of mechanics and the measuring techniques required for machine operations in industry.

Suggested Courses

First Semester		**Credit Hours**
MT 114	Basic Precision Measurement	2
TMAT 101	Technical Mathematics ***or***	3
MATH 103	Essentials of Technical Math	5
WLD 101	Intro to Arc Welding	.5
WLD 102	Basic Arc Welding Flat Position	.5
WLD 103	Arc Welding Flat & Horizontal Posit	2
WLD 105	Oxy-acetylene Welding & Cutting	2
WLD 117	Arc Welding in Vertical Position	2
WLD 118	Arc Welding in Overhead Position	1
Minimum total hours required for certificate		*13*

Wheel Alignment/Suspension Certificate

Certificate Code: 5514
Contact Persons: East Campus, Gary Werkheiser, 309-854-1833, Rm. B-116; Recruiter, 309-854-1724, 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.

Spring Semester		**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*

Transfer Programs

Students may complete coursework to prepare for the following programs at a four-year college or university: Accounting, Agriculture, Anthropology-Archaeology, Art, Biological Sciences, Business, Chemistry, Pre-Chiropractic, Computer Science, Pre-Dietetics/Nutrition, Early Childhood, Earth Science, Education Pre-Teaching, Pre-Engineering, English Writing, French, German, Health, Law Enforcement, History, Journalism, Mathematics, Pre-Medicine, Music, Pre-Pharmacy, Philosophy, Physical Education, Pre-Physical Therapy, Political Science, Psychology, Recreation and Sport Management, Secondary Education, General Social Services, Sociology, Spanish, Speech, Supply Chain Management, Pre-Veterinary Medicine/Animal Science.

Transfer programs lead to an Associate in Arts (AA), an Associate in Science (AS), or an Associate in Fine Arts (AFA) degree. These programs prepare students to transfer to four-year colleges or universities offering bachelor's degrees. Students preparing to transfer should be aware of the following:

The Compact Agreement

Black Hawk College has an explicit agreement with a number of senior colleges and universities which simplifies the transfer from Black Hawk. According to the agreement, Associate in Arts or Associate in Science degree graduates from Black Hawk may enter these schools with junior status and the assurance that they have met all lower-division general education requirements of that school.

Graduating at Black Hawk

Because of the Compact Agreement, all AA and AS students are encouraged to graduate from Black Hawk College before transferring to a four-year school. Students who do not graduate before transferring will not receive the transfer benefits of the Compact Agreement and may, as a result, transfer with the need to complete additional coursework on the freshman-sophomore level.

Academic Advising

It is strongly recommended that students in the Transfer Programs ask an academic advisor for assistance in planning their course of study. Because four-year schools differ considerably in the courses which they require for specific majors, most students find that they really do need an advisor's help. To assist the academic advisor and further ensure ease in transfer, students should ideally make an early selection of the school to which they intend to transfer and 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 Progress Reports

Degree planning resources are available in Advisement Services to help students prepare for graduation from Black Hawk College. Degree progress reports are available electronically through the College's student portal located at: myblackhawk.bhc.edu.

Associate in Arts

Associate in Arts Code: 1045
Contact Persons: East Campus, Advising, 309-854-1709, Rm. ECA-246; QC Campus, First Stop Center, 309-796-5101, Bldg. 1

Students who intend to transfer to a four-year college or university should meet with their academic advisor to select courses appropriate for their major at a specific four-year college or university. Students who are undecided about their major or whose goals cannot be readily fulfilled by one of the other curricula outlined in this catalog should follow the curriculum model in this section. This suggested model provides a guideline for scheduling courses to better equip students who want to transfer and also receive an Associate in Arts degree at Black Hawk College.

The first two years of a baccalaureate degree at a four-year college or university are devoted primarily to general education courses. Usually a small number of introductory courses for a specific major are taken during the first two years. Academic advisors work closely with students and the four-year colleges and universities to assure that suitable courses are scheduled.

Students may begin their transfer planning by referring to the "Transfer Guides & Agreements" webpage on the Black Hawk College Website located at:

http://www.bhc.edu/admissions/transfer-information/transfer-guides-agreements/

Students interested in other colleges or universities should contact the transfer institution or the Black Hawk College advising office.

Associate in Arts - Suggested Coursework for Transfer Students

Suggested Courses

First Semester		**Credit Hours**
ENG 101	Composition I	3
SPEC 101	Principles of Speech Communication	3
Social and Behavioral Sciences		3
Mathematics		3
Elective		3
Second Semester		
ENG 102	Composition II	3
[1]Physical Science		3-4
Fine Arts		3
Electives		6
Third Semester		
Humanities		3
[1]Life Science		3-4
Social and Behavioral Sciences		3
Elective		6
Fourth Semester		
Humanities ***or*** Fine Arts		3
Social and Behavioral Sciences		3
Non-Western Studies		3
Elective		9
Minimum total hours for degree		*64*

[1]One science course must include a lab.

Associate in Science

Associate in Science Code: 1545
Contact Persons: East Campus, Advising, 309-854-1709, Rm. ECA-247; QC Campus, First Stop Center, 309-796-5101, Bldg. 1

Students who intend to transfer to a four-year college or university should meet with their academic advisor to select courses appropriate for their major at a specific four-year college or university. Students who are undecided about their major or whose goals cannot be readily fulfilled by one of the other curricula outlined in this catalog should follow the curriculum model beginning on this page. This suggested model provides a guideline for scheduling courses to better equip students who want to transfer and also receive an Associate in Science degree at Black Hawk College.

The first two years of a baccalaureate degree at a four-year college or university are devoted primarily to general education courses. Usually a small number of introductory courses for a specific major are taken during the first two years. Academic advisors work closely with students and the four-year colleges and universities to assure that suitable courses are scheduled.

Students may begin their transfer planning by referring to the "Transfer Guides & Agreements" webpage on the Black Hawk College Website located at:

http://www.bhc.edu/admissions/transfer-information/transfer-guides-agreements/

Students interested in other colleges or universities should contact the transfer institution or the Black Hawk College advising office.

Associate in Science - Suggested Coursework for Transfer Students

Suggested Courses

First Semester		**Credit Hours**
ENG 101	Composition I	3
SPEC 101	Principles of Speech Communication	3
[1]Physical or Life Science		3-4
Mathematics		3
Elective		3
Second Semester		
ENG 102	Composition II	3
[1]Physical or Life Science		3-4
Mathematics		3
Humanities		3
Elective		3
Third Semester		
[1]Physical or Life Science		3-4
Social and Behavioral Sciences		3
Electives		9
Fourth Semester		
Fine Arts		3
Social and Behavioral Sciences		3
Non-Western Studies		3
Electives		9
Minimum total hours for degree		*64*

[1]One science course must include a lab.

Agriculture Transfer

Associate in Science Code: 7519
Contact Persons: East Campus, Andrew Larson, 309-854-1830, Rm. B-213, Recruiter, 309-854-1724, 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 BHC East Campus agriculture graduates have successfully transferred to universities across the country, such as Purdue, Iowa State, Michigan State, Oklahoma State, Kansas State, Colorado State, and Texas A & M.

Students should work closely with an academic adviser to plan a two-year program designed for successful transfer of credits.

Suggested Courses

First Semester		**Credit Hours**
AG 100	Introduction to Agriculture	1
ENG 101	Composition I	3
*AG Electives		4
Mathematics		3
Physical ***or*** Life Science		4

Second Semester		
ENG 102	Composition II	3
SPEC 101	Principles of Speech Communication	3
*AG Electives		4
Mathematics		3
Physical ***or*** Life Science		4

Third Semester	
*AG Electives	4
Humanities	3
Computer Science	3
Non-Western Studies	3
Physical ***or*** Life Science	3

Fourth Semester	
*AG Electives	7
Fine Arts	3
Social and Behavioral Sciences	3
Social and Behavioral Sciences	3

Minimum total hours required for degree	*64*

* A minimum of 19 elective hours in agriculture are required in the Agriculture Transfer Program. Suggested electives include: (fall semester) AG 280, AG 281, AG 285, or AG 287; (spring semester) AG 282, AG 283, HORT 284, AG 288, AG 289.

Reaching Out to the Community

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 Adult Learning 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 Adult Learning Center (309-794-1072), or the Community Education Center (309-854-1875).

English as a Second Language (ESL). ESL classes offer non- or limited-English speaking adults the opportunity to learn English at a basic or intermediate level. For more information call the Outreach Center (309-796-8216), the Adult Learning 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 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 Adult Learning 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 and the Regional Superintendent of Schools, to provide educational alternatives for truant and dropout youth. Students may earn high school credits leading to a diploma or prepare for GED testing. Classes are offered at the Outreach Center and the Adult Learning Center. Support Services include personal and vocational counseling, teen parent programs, and bus tickets. For more information call 309-755-3300 or 309-796-8249.

Adult Career Pathways

Adult Education provides opportunities for students to explore and prepare for a variety of career pathway areas towards training and post-secondary education leading to employment. Transitioning activities may include one on one and group advising, Black Hawk College campus visits and tours and special initiatives such as Bridge programs and the Accelerating Opportunity program.

Bridge programs: Classes within a Bridge program provides Adult Education students an opportunity to explore a specific career area and includes exposure to industry requirements, vocabulary, necessary basic skills in reading and math, industry guest speakers and facility tours. Students will have a better understanding of entry level careers and be better prepared to enter and succeed with training programs and college level courses.

Accelerating Opportunity program: The Accelerating Opportunity program provides career and personalized advising and support while students are enrolled in a career and technical certificate program. Students attend program courses as a team and stay together throughout the duration of the program. College advisors work with students to provide additional career and employability training. Students also attend a support class along with their college courses.

Sufficient Enrollment

Formation of classes depends upon sufficient enrollment. Black Hawk College reserves the right to cancel, combine or divide classes; to change the time, date or place of meeting; and to make other revisions in these courses which may become necessary, and to do so without incurring obligation.

Professional and Continuing Education (PaCE)

Professional Development. Black Hawk College's Professional and Continuing Education courses are designed for professionals in careers for which certification and continuing education is beneficial and/or mandatory. To keep current in many professions, CEUs or CEs are required by the state or the credentialing entity. The department is dedicated to providing courses and programs to meet those needs. For more information, call 309-796-8223 or visit www.bhc.edu/pace.

Certificate in Human Resource Management. This offering is an 11-week professional development program to help prepare participants for the Professional in Human Resources (PHR) and the Senior Professional in Human Resources (SPHR) certification examinations. This course is offered in an instructor-led format. See www.bhc.edu/hr.

Essentials of Human Resource Management. This course is designed for entry-level HR professionals, those

exploring HR as a career field, and managers who have HR responsibilities. This introductory course will provide participants with a broad overview of the human resource function. Key topic areas include: Employment Law, Recruitment, Compensation, Human Resource Development, and Performance Management. This instructor-led course meets for a total of 15 hours over a five-week period See 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 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 can serve as a FPC exam prep course. The PayTrain Mastery course is a 36-hour comprehensive course providing a solid understanding of advanced payroll topics for payroll managers and supervisors. It serves as the exam prep course for the CPP certification. See www.bhc.edu/payroll.

Certified Quality Auditor. This course is designed for professionals who desire to increase their expertise in the practices and principles of quality auditing, in preparing to take the Certified Quality Auditor (CQA) exam, or interested in continued professional development. 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. See 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. See www.bhc.edu/quality.

Certified Quality Technician. Designed as exam prep for ASQ's certification, this 30 hour instructor led course is for the quality para-professional, under the direction of quality engineers, who analyzes and solves quality problems, prepares inspection plans, prepares procedures, trains inspectors, performs audits, analyzes quality costs and data, and wants to prepare for the ASQ CQT certification examination. See 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 18-hour course covers these topics: Quality Benefits, The Evolution of Quality, Total Quality Management, Process Management, Quality Tools, and Quality Deployment. This program will prepare individuals for ASQ's Certified Quality Improvement Associate (CQIA). See www.bhc.edu/quality.

Certified Manager (CM) Program

Designed for experienced managers in the workforce. The Certified Manager (CM) Program is an exclusive and comprehensive management training and certification program consisting of three distinct modules:

Foundations of Management
Planning and Organizing
Leading and Controlling

Successful completion of the CM Program leads to the exclusive professional credential which is recognized worldwide. Students 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. See www.bhc.edu/mgmt.

Foundations of Management (FoM) Certificate Program

This certificate program provides essential tools for supervising in today's workplace for entry-level managers and supervisors. Beginning with the basic managerial functions – planning, organizing, leading, and controlling, the program explores the role of managers and establishes a firm foundation for sound decision making, problem solving, communicating and more. See www.bhc.edu/mgmt.

Food Service Sanitation Manager/Food Handler

Food service sanitation manager classes are designed to prepare students for the FSSMC examination in food service. All food handlers-other than someone holding a FSSMC license-must receive basic safe food handling principles training within 30 days after employment. Food handler training is available as an instructor-led class or online. See http://www.bhc.edu/foodservice.

Veterinary Assistant Certificate Program

Explore the many duties that a veterinary assistant typically performs to prepare 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, laboratory procedures, parasites, and prescriptions
- Surgery preparation and monitoring vitals
- Safely restraining an animal for blood draws, x-rays and injections
- Routine examination, medication, and euthanasia

- Client communications and front office procedures for a veterinary clinic/hospital

Health Careers

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. Prerequisites for all PaCE Health Career programs: 18 years of age, high school diploma or GED. For more information, visit www.bhc.edu/health.

Medical Terminology Basics. Gain the confidence to pursue a job in the health care field or learn a new skill to increase your chances of job placement. Focus is on the basic components of a medical term and how to break down a medical term by simply knowing the meaning of a prefix or suffix. By learning the individual parts of a medical term, you will not need to memorize hundreds of complex terms and their definitions. *Required textbook must be purchased at the Black Hawk College Quad Cities Bookstore (Hawk's Hub) prior to the first class.*

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 Black Hawk College Quad Cities Bookstore (Hawk's Hub) prior to first class.*

Patient Health Service Professional. Represent the front line for patients entering a hospital, clinic, or practice. Learn the critical components of working in a key role to provide patient registration, medical terminology, basic Spanish speaking skills, patient/staff relations, insurance forms, confidentiality, patient safety, professional etiquette, and the need for extraordinary customer service skills in stressful situations.

Medical Scribe. The primary function of a medical scribe is the creation and maintenance of the patient's medical record which is created under the supervision of the attending physician. The scribe documents the patient's history through direct observation of the physician's interaction with the patient as well as the procedures performed, the results of laboratory studies and other information gathered.

Learn fundamentals of the career, including medical terminology, anatomy and physiology, Privacy and Ethics-HIPPA, medical symbols and abbreviations, EHR/EMR (Introduction to Electronic Health Record/Electronic Medical Record), common diagnostic testing, basic pharmacology, insurance-coding, and resume creation. *Required textbook must be purchased at the Black Hawk College Quad Cities Bookstore (Hawk's Hub) prior to first class.*

Personal Trainer. This program is designed to assist you in preparing for the accredited NFPT-CPT National Federation of Professional Trainers (NFPT) Certified Personal Trainer (CPT). 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.*

Pharmacy Technician. This 50-hour course covers the major classifications of drugs as well as the brand and generic names of common drugs. Medical terminology related to the pharmacy will also be an integral part of the course. Comprehension of medication compounding and proper handling of intravenous and chemotherapy drugs will be achieved. Basic pharmacy math skills will be taught to help calculate and convert medication dosages, as well as I.V. drip rates. Other topics 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 Black Hawk College Quad Cities Bookstore (Hawk's Hub) prior to the first class.*

Pharmacy Technician Certification Preparation. An advanced course 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.

Phlebotomy Technician. Train in the basic blood drawing procedures for both venipuncture and capillary puncture techniques. The class will address the proper handling, processing, and documentation of samples for laboratory testing. Class includes: OSHA guidelines and

safety rules, anatomy and physiology of the circulatory system, and definitions, terms, 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 free from active tuberculosis as documented by a negative QuantiFERON-TB Gold test. Hepatitis B vaccinations are not required but recommended. *Required textbook must be purchased at the Black Hawk College Quad Cities Bookstore (Hawk's Hub) prior to the first class.*

Physical Therapy Aide. Prepare to enter a Physical Therapy department and perform duties as an entry level Physical Therapy Aide. Learn the history of Physical Therapy, PT medical terminology, sanitation, scheduling of clients, taking and receiving of phone calls, body mechanics, therapeutic exercise, gait and mobility, assistive devices, transferring of a patient/client, positioning of a patient, and physical modality set-up and delivery. Professionalism, work/school attendance, and hands on techniques are emphasized. You will be expected to complete 3 hours of a job shadow event in a physical therapy department of your choice, prior to the end of course. Homework, testing, and lab will be required weekly. Required textbooks must be purchased at Black Hawk College Quad Cities Bookstore (Hawk's Hub) prior to first class.

Mental Health Technician. This course is designed to teach basic skills to assist someone who is developing or experiencing a mental health issue. Learn strategies that include understanding of mental disorders, addictive behaviors, psychotropic medications, therapeutic communication, interpersonal communication skills, confidentiality, personal and social boundaries, HIPPA laws, and infection control.

Patient Sitter. A patient's illness (or sometimes their age) may cause them to be confused, uncooperative, or even harmful to themselves. Learn to assist a nursing unit to promote a safe environment for patients at risk of injury to themselves or others by providing constant observation of an assigned patient.

Dietary Aide. Learn to perform work assignments, understand proper measuring and sanitation procedures, be able to properly set up for serving residents, and learn the process for receiving and storing food supplies. As an entry-level dietary aide, you can gain employment in assisted living facilities, hospitals, and nursing homes.

Online Courses

For more information about the over 300 online classes/program through PaCE, call 309-796-8223 or visit www.bhc.edu/onlinelearning.

Technology

PaCE offers computer training for people of various skill levels and ages. From Windows, Microsoft Office (Word, Excel, Access, PowerPoint, and Publisher), Adobe Photoshop Elements, and iPad, a wide selection of day and evening classes are available. For more information, call 309-796-8223 or visit www.bhc.edu/technology.

Global Language/Culture

Offerings include beginning languages for travelers as well as for those wanting to increase their language skills in the workplace. Classes are available in French, Italian, Chinese, Spanish and American Sign Language. For the health care professional and the legal professional, Spanish classes are offered. For more information, visit www.bhc.edu/global.

Community Education

Classes are available in the following topics: arts and crafts, photography, at home, food and drink, Chicago bus trips, genealogy, writing, dance and fitness, and music. For more information, call 309-796-8223 or visit www.bhc.edu/community.

Lifelong Learners Program

Lifelong Learners: The program is designed for those age 55 and over. 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.
See www.bhc.edu/lifelong.

Lifelong Learner Lunches: Black Hawk College works in conjunction with the Quad-City Times Plus 60 Club to offer a lunch series on various topics of interest held at area venues. For more information call 309-796-8223 or visit www.bhc.edu/lifelong.

College For Kids

The 5-day program is designed for students who are entering sixth, seventh, eighth and ninth grades and score at the 90th percentile or above on one of the following: total math, total reading, science, social studies or total composite of a recent standardized test. Students are identified by their schools using the CFK criteria. For more information, call 309-796-8223. www.bhc.ed/cfk

Summer Youth Classes/Camps

During the summer, Black Hawk College offers youth classes specifically for middle schoolers such as Game Programming. For students entering 3rd – 5th grade, camps are available in a wide variety of subjects including Fashion, Art, Science/Math and Language. Call 309-796-8223 or go to www.bhc.edu/youth for more information.

Professional and Continuing Education (PaCE) Registration Procedures

For more information visit www.bhc.edu/pace.

Eligibility -- Who Can Enroll

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

Cancellation Policy

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

- Cancel classes due to insufficient enrollment.
- Change the time, date, or place of class.
- Make other revisions in course offerings as it becomes necessary.

Refund Policy

Emergency comes up? Change your mind? Call us at 309-796-8223 no later than 24 hours (one full business day) before your class starts to receive a 100% refund – unless otherwise noted.

Withdrawals must be completed by phone or in person at the PaCE office (301 Avenue of the Cities, East Moline).

Business Training Center (BTC)

Workforce Improvement. The Business Training Center is a comprehensive unit that enhances the economic well-being of our district by providing customized contract training, targeted to meet the unique business needs of the community. Staff and instructors at the BTC work closely with companies to identify specific workforce needs that bring greater efficiency and productivity to the workplace. By evaluating and prioritizing business challenges, staff design solutions customized to company needs in the form of training, consulting, coaching, assessments and audits.

Business Training Center trainers are experts in their subject matter areas and are skilled in creating interactive learning sessions. For business convenience, employers may choose to conduct training at their workplace or at a college location. Below are examples of topics frequently taught. Additional descriptions are available on the BTC website: www.bhc.edu/btc.

Computer Skills. Microsoft Access, Excel, PowerPoint, Word, Publisher.

CNC Production Machine Operator. Individuals with shop floor experience can expand their education with this entry level 64-hour evening class focused on practical application of CNC operation.

CWI Consulting, Testing or Training. The Business Training Center offers weld certification testing to the welding procedure selected. We offer consulting in understanding the code book, writing PQR's, WPS's. We can also train new hires to your standard before they enter the shop floor.

For more information, call 309-796-5718 or visit the BTC website www.bhc.edu/btc.

Drinking and Wastewater Classes. Participants gain knowledge and skills for working in the field of public water works and for completing the EPA exam and certification. Classes are held one night a week from 6 – 9 PM for 11- 14 weeks.

Fork Truck Training. This public class covers the safety and procedural aspects of fork truck driving along with driving practice. Certificate of Completion earned at end of this four hour class.

Leadership and Interpersonal Skills. Developing talent and improving performance is accomplished through a series of sessions that begin with self-awareness. The DiSC Profile is typically used as a beginning point. A comprehensive leadership program is design around the following topics: new supervisory skills, coaching, personal accountability, team building, blending a multi-generational workforce, effective communication skills, decision making and problem solving, conflict resolution, giving feedback.

Industrial Training. Basic welding, advanced welding, CWI certification testing, blueprint reading, GD&T, ISO internal auditing, mistake proofing, root cause analysis, logistics, inventory control, APICS certifications, CNC, measurement tools, SPC, production math, math for welders.

OSHA and Safety. Hazardous material handling, 10 hour OSHA for general industry or construction, chemical spill response and refreshers, confined space, forklift safety, written policies and programs, creating a safety manual.

Language Skills. Sign Language, Workplace Spanish, German.

Production MIG Welding. The Business Training Center also teaches an award winning six-week Production MIG Welding class that prepares individuals for entry level employment in manufacturing fields. A new advanced welding program is also available.

Course Descriptions

Courses listed in this catalog are those Black Hawk College plans to offer. Inclusion of a course description does not obligate the College to offer the course in any particular semester. Students should review the appropriate class schedule each semester for specific and current course offerings.

Explanation of Course Listings
The first few letters, or **course prefix**, indicate the department in which the class is offered. A unique **course number** is assigned to each course offered. Courses numbered below 100 are considered remedial and those 100 or above are college level. **Lecture** hours per week refer to the normal number of 50 minute class meetings or equivalent for which the class meets each week during the semester. **Lab** hours per week refer to the normal number of 50 minute class meetings or equivalent for which the class meets in a laboratory setting each week during a 16-week semester.

Illinois Articulation Initiative **(IAI)** codes are included, where applicable, to indicate specific content areas for transferability. See Illinois Articulation Agreement (IAI) section in this academic catalog.

The **number in parentheses** indicates the academic level for which the course has been approved, based on the following:

1.1-Baccalaureate Transfer course

1.2-Career and Technical Education (CTE) course not intended for transfer. Course may transfer subject to the transfer institution's policy.

1.4, 1.6, 1.7, 1.8-Developmental or General Studies course not intended for transfer and not applicable to CTE certificates or degrees.

Accounting

ACCT 101 Financial Accounting
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: Eligibility to enroll in MATH 112 or instructor consent. Concurrent enrollment in ACCT 103 or ACCT 103 "C" or better.
Introductory course for the study of financial accounting principles that presents accounting as an information system used to analyze, record, and communicate financial information about business performance. Emphasis is on understanding and applying basic accounting principles and concepts guiding the reporting of business transactions for service and merchandising enterprises. Topics covered include the accounting cycle (transaction analysis, accruals and deferrals, preparation of financial statements including the income statement, statement of stockholders' equity, balance sheet, and statement of cash flows, and the closing process); internal controls, cash, recording and valuation of current and long-term receivables; merchandise inventory including perpetual and periodic systems and inventory valuation methods; long-term assets including property, plant, and equipment, natural resources, and intangible assets; cost allocation methods related to long-term assets including depreciation, depletion, and amortization; current liabilities (accounts payable, unearned revenues, and short-term notes payable); long-term liabilities (notes and bonds payable and related interest expense); contingent liabilities; and stockholders' equity including retained earnings and paid-in capital. IAI: BUS 903 (1.1)

ACCT 102 Managerial Accounting
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: ACCT 101 "C" or better or BA 170 and BA 180 "C" or better. Concurrent enrollment in ACCT 104 or ACCT 104 "C" or better.
An introductory course for the study of managerial accounting principles that presents managerial accounting as an information system used by managers for planning, controlling and directing business operations in domestic and international manufacturing and service environments. Emphasis is on understanding and applying common managerial accounting practices and decision-making techniques that support the achievement of an organization's financial goals and objectives. Topics covered include the role of managerial accounting in domestic and international settings, classification and analysis of costs (product, period, variable, fixed, mixed, opportunity, sunk and differential), costing systems (job-order, process, activity-based, variable, absorption, standard, just-in-time) cost-volume-profit relationships, break-even analysis, preparation and analysis of budgets (master budget with supporting schedules, flexible budget), standard costs and variance analysis, preparation and analysis of financial statements (pro forma Income Statement, pro forma Balance Sheet, and Statement of Cash Flows), and analysis of financial statements (vertical, horizontal, and ratio). IAI: BUS 904 (1.1)

ACCT 103 Financial Accounting Lab
1 cr. hr.; 0 lecture hours; 2 lab hours per week.
Prerequisite: Concurrent enrollment in ACCT 101 or ACCT 101 "C" or better.
An introductory course which provides a computerized learning environment to support the study of financial accounting principles that presents accounting as an information system used to analyze, record, and communicate financial information about business

performance. Emphasis is on understanding and applying basic accounting principles and concepts guiding the reporting of business transactions for service and merchandising enterprises. Topics covered include the accounting cycle (transaction analysis, accruals, and deferrals, preparation of financial statements including the income statement, statement of stockholders' equity, balance sheet, and statement of cash flow, the closing process); internal controls; cash; recording and valuation of current and long-term receivables; merchandise inventory including perpetual and periodic systems and inventory valuation methods; long-term assets including property, plant, and equipment, natural resources, and intangible assets; cost allocation methods related to long-term assets including depreciation, depletion, and amortization; current liabilities (accounts payable, unearned revenues, and short-term notes payable); long-term liabilities (notes and bonds payable and related interest expense); contingent liabilities; and stockholders; equity including retained earnings and paid-in capital.
IAI: BUS 903 (1.1)

ACCT 104 Managerial Accounting Lab
1 cr. hr.; 0 lecture hours; 2 lab hours per week.
Prerequisite: Concurrent enrollment in ACCT 102 or ACCT 102 "C" or better.
An introductory course which provides a computerized learning environment to support the study of managerial accounting principles that presents managerial accounting as an information system used by managers for planning, controlling and directing business operations in domestic and international manufacturing and service environments. Emphasis is on understanding and applying common managerial accounting practices and decisions-making techniques that support the achievement of an organization's financial goals and objectives. Topics covered include the role of managerial accounting in domestic and international settings, classification and analysis of costs (product, period, variable, fixed, mixed, opportunity, sunk and differential), costing systems (job-order, process, activity-based, variable, absorption, standard, just-in-time) cost-volume-profit relations, break-even analysis, preparation and analysis of budgets (master budget with supporting schedules, flexible budget), standard costs and variance analysis, preparation and analysis of financial statements (pro forma Income Statement, pro forma Balance sheet, and Statement of Cash Flows), and analysis of financial statements (vertical, horizontal, and ratio). IAI: BUS 904 (1.1)

ACCT 121 Accounting with QuickBooks I
2 cr. hrs.; 1 lecture hour; 2 lab hours per week.
A introduction to the procedures and uses of QuickBooks software to account for the transactions of a business. (1.2)

ACCT 122 Accounting with Peachtree
2 cr. hrs.; 1 lecture hour; 2 lab hours per week.
A study of the procedures and uses of Peachtree software to account for the transactions of a business. (1.2)

ACCT 123 Accounting with QuickBooks II
2 cr. hrs.; 1 lecture hour; 2 lab hours per week.
Prerequisite: ACCT 121 "C" or better.
A advanced study of the procedures and uses of QuickBooks software to account for the transactions of a business. (1.2)

ACCT 140 Business Computer Systems
3 cr. hrs.; 3 lecture hours; 1 lab hour per week.
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. (1.1)

ACCT 205 Principles of Cost Accounting
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

ACCT 209 Intermediate Accounting I
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: ACCT 101 "C" or better, or BA 170 and 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. (1.2)

ACCT 210 Intermediate Accounting II
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

ACCT 240 Internal Controls and Fraud
2 cr. hrs.; 2 lecture hour; 0 lab hours per week.
Prerequisite: ACCT 101 & ACCT 103 "C" or better; or BA 180 & BA 181 "C or better or instructor consent.
Introduction to internal control as a means to help ensure reliable financial reporting, compliance with laws and regulations, and effective and efficient operations. Discussion of fraud cases related to internal control deficiencies. (1.2)

ACCT 250 Federal Income Tax I
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
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. (1.2)

ACCT 251 Federal Income Tax II
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

Agriculture

AG 100 Introduction to Agriculture
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
A study of agriculture in our modern society. Emphasis on leadership development, educational goals and employment opportunities. Brief orientation to the College and agriculture division. (1.2)

AG 101 Introductory Ag Seminar
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
A study of the agricultural industries that are of service to farmers. Special reports on selected current topics. Part of class time will be utilized by visiting lecturers. Occasionally, a dinner meeting may be held. Required of all full-time agricultural students. (1.2)

AG 102 Ag Work Experience Seminar
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Continuation of AG 101 with special emphasis on developing the work-education experience program. (1.2)

AG 107 Agri-business Work Experience
1-8 cr. hrs.; 0 lecture hours; 48 lab hours per week.
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. (1.2)

AG 108 Ag Prod Work Exp
1-8 cr. hrs.; 0 lecture hours; 48 lab hours per week.
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. (1.2)

AG 121 Introduction to Ag Economics
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
An introductory course covering selected agricultural economics principles and topics. Includes economic principles applied to agricultural problems; agriculture as business; resource utilization; production principles; profit maximization; supply and demand principles; market structures and price determination; finance; and agricultural policy. Other topics covered are the world food situation and food production; agricultural trade; and the role of agriculture in economic growth. Special emphasis is placed on applying economic theories and principles to solving problems facing agricultural producers and agricultural industries. (1.1)

AG 122 Intro to Agriculture Mngt
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
Prerequisite: AG 121 or instructor consent.
The functions of management applied to the problems of agricultural 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. (1.2)

AG 123 Agricultural Mathematics
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

AG 125 Computers in Agriculture
1-3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
An introductory course in the use of computers in agricultural situations. Emphasis will be placed on the type of computers used in agriculture, how these computers operate, and the types of computer software available for agricultural use. Students will learn to operate computers through hands-on classroom and laboratory experiences. (1.2)

AG 131 Soils and Soil Fertility
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
Basic course dealing with the formation, physical, chemical, colloidal, and biological properties of soils. Special emphasis is given to soil conditions that affect plant growth and crop yields. Laboratory experience in texture, structure and fertility. (1.1)

AG 132 Field Crop Science 1
1.5 cr. hrs.; 1.5 lecture hours; 0 lab hours per week.
The study of botanical characteristics and cultural practices of commercially important Corn Belt crops, including quality improvements, seed purity, diseases, insects, weeds and crop production. Laboratory exercises focus on selected crop production and management practices. (1.1)

AG 133 Field Crop Science 2
2 cr. hrs.; 1 lecture hour; 2 lab hours per week.
The study of botanical characteristics and cultural practices of commercially important Corn Belt crops, including

quality improvements, seed purity, diseases, insects, weeds and crop production techniques. Laboratory exercises focus on selected crop production and management practices. Continuation of AG 132. (1.2)

AG 134 Field Crop Science 3
.5 cr. hrs.; 0.5 lecture hours; 0 lab hours per week.
The study of botanical characteristics and cultural practices of commercially important Corn Belt crops, including quality improvements, seed purity, diseases, insects, weeds and crop production techniques. Laboratory exercises focus on selected crop production and management practices. Continuation of AG 133. (1.2)

AG 135 Integrated Pest Management 1
1.5 cr. hrs.; 1.5 lecture hours; 0 lab hours per week.
The study of the role of chemicals commonly used in agricultural production, including insecticides, herbicides, seed treatments and livestock chemicals. Emphasis is placed on the identification of weeds, insects and plant diseases, as well as prevention, control, and eradication of these problems. Laboratory exercises focus on weed and insect scouting, procedures used in handling and applying chemicals and comparisons of various pest management practices. (1.2)

AG 136 Integrated Pest Management 2
1 cr. hr.; 0 lecture hours; 2 lab hours per week.
The study of the role of chemicals commonly used in agricultural production, including insecticides, herbicides, seed treatments and livestock chemicals. Emphasis is placed on the identification of weeds, insects and plant diseases, as well as prevention, control, and eradication of these problems. Laboratory exercises focus on weed and insect scouting, procedures used in handling and applying chemicals and comparisons of various pest management practices. Continuation of AG 135. (1.2)

AG 137 Integrated Pest Management 3
.5 cr. hrs.; 0.5 lecture hours; 0 lab hours per week.
The study of the role of chemicals commonly used in agricultural production, including insecticides, herbicides, seed treatments and livestock chemicals. Emphasis is placed on the identification of weeds, insects and plant diseases, as well as prevention, control, and eradication of these problems. Laboratory exercises focus on weed and insect scouting, procedures used in handling and applying chemicals and comparisons of various pest management practices. Continuation of AG 136. (1.2)

AG 138 Crop and Soil Mngt
3 cr. hr.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

AG 139 Crop and Soil Evaluation 2
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Prerequisite: AG 138 or instructor consent.
Provides students an opportunity to gain experience in evaluating crops and soils. Selection will be based on marketing and/or production standards. A continuation of AG 138. (1.2)

AG 141 Animal Science
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
A comprehensive view of the livestock industry as a science. Study is based upon biological principles with application to modern livestock management practices for beef, swine, dairy cattle, sheep, and horses. Laboratory to supplement lectures and discussions. (1.2)

AG 142 Animal Nutrition
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Study of common feeds and their uses in animal nutrition including calculations of rations for maintenance, growth and production. (1.2)

AG 147 Dairy Evaluation
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Provides students an opportunity to gain experience in evaluating dairy cattle. Selection will be based on marketing and/or production standards. Consideration will be given to organizing and presenting oral reasons. (1.2)

AG 148 Livestock Evaluation 1
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Provides students an opportunity to gain experience in evaluating livestock. Selection will be based on marketing and/or production standards. Consideration will be given to organizing and presenting oral awards. (1.2)

AG 149 Livestock Evaluation 2
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Prerequisite: AG 148 or instructor consent.
Provides an opportunity to gain experience in evaluating livestock. Selection will be based on marketing and/or reasons. Continuation of AG 148. (1.2)

AG 171 Materials Handling Equipment
2 cr. hrs.; 1 lecture hour; 2 lab hours per week.
Mechanics of materials handling for chemicals, feeds and fertilizers; calibration of equipment, and adjustment and maintenance of equipment. Special emphasis on small engines. Laboratory experiences will allow for actual experiences. (1.2)

AG 172 Agricultural CDL Training
2 cr. hrs.; 1 lecture hours; 2 lab hours per week.
This course is required for students in the Associate in Applied Science degree program in agribusiness management in the agricultural chemical application specialty. (1.2)

AG 173 Ag Chem Equip Tech I
1-2 cr. hr.; 1 lecture hour; 0 lab hours per week.
A course focusing on studies of dry fertilizer material equipment variations, calibration systems and methods, maintenance and service requirements, and actual operation of application equipment. (1.2)

AG 174 Ag Chem Equip Tech II
1-2 cr. hr.; 2 lecture hour; 0 lab hours per week.
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. (1.2)

AG 200 Topics in Agriculture
.5-3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Designed to satisfy specific needs and interest of students in agriculture. Topics will vary and will be announced in advance. 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. (1.2)

AG 201 Adv Ag Work Experience Seminar
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Prerequisite: AG 102/AG 107, AG 102/AG 108, and concurrent enrollment in AG 207 or AG 208.
Special emphasis on preparing for advanced training for final supervised work-education experience and career planning. (1.2)

AG 202 Advanced Ag Seminar
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Prerequisites: AG 101, 102 and 201 or instructor consent.
Special emphasis will be given to definition and career explanation in the agribusiness field by students enrolled. (1.2)

AG 207 Advanced Agri-busin Work Experience
1-5 cr. hrs.; 0 lecture hours; 48 lab hours per week.
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. (1.2)

AG 208 Adv. Ag Production Work Exp.
1-5 cr. hrs.; 0 lecture hours; 48 lab hours per week.
Prerequisites: AG 108 and concurrent enrollment in AG 201.
Similar to AG 108 with emphasis on improvement of farm operations problem areas. Satisfactory completion of the training manual is required. (1.2)

AG 211 Ag Salesmanship
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Study of the basic principles and theories of salesmanship with considerable emphasis given to the practical application. Role playing will be utilized to stress techniques. Sales aids, market promotion and advertising will be included. (1.2)

AG 214 Agriculture Tech & Info Mngt
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
A course focusing on new and existing technology in agriculture, the collection of agricultural information, with analysis and applications to areas of agriculture production and ag business management. (1.2)

AG 222 Advanced Agriculture Mngt
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
Prerequisite: AG 122 or instructor consent.
A course dealing with management factors affecting profits in the operation of agribusinesses and farm production businesses. These factors include the keeping of records, analyzing records, income tax preparation and management, using credit to finance the business, using insurance in the business, calculating depreciation, and lease agreements. Experiences in making accounting entries and summarizing business records, as well as completing income tax forms will be provided. (1.2)

AG 223 Agriculture Marketing
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: AG 121 or instructor consent.
A study of the food and agricultural supply marketing systems with their associated sectors and costs. The problems of managing price risk, using market information, and dealing with government programs will be examined. Emphasis is placed on commodity marketing, current market conditions, price trends, selling alternative, database marketing, and sources of market information. (1.2)

AG 224 Ag Law
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
A study of the laws that affect agricultural businesses in the context of labor, taxation, tenancy, liability and other areas. (1.2)

AG 225 Computer Applications in Agri
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Use of computers in farm and agribusiness management with emphasis on commercially available software for accounting, budgeting, record keeping, and market analysis. (1.2)

AG 232 Forage Crops
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Examination of forage crops characteristics and ecology, grasslands of farm and range as related to animal production. (1.2)

AG 238 Crop and Soil Evaluation 3
1 cr. hr.; 1 lecture hour; 0 lab hours per week.

Provides students an opportunity to gain experience in evaluating crops and soils. Selection will be based on marketing and/or production standards. A continuation of AG 139. (1.2)

AG 239 Crop and Soil Evaluation 4
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Provides students an opportunity to gain experience in evaluating crops and soils. Selection will be based on marketing and/or production standards. A continuation of AG 238. (1.2)

AG 241 Artificial Insem of Cattle
1.5 cr. hrs.; 1 lecture hour; 1 lab hour per week.
Theory and technology involved in artificial insemination, including semen collection techniques, evaluation of semen, processing of semen for storage, and insemination techniques. (1.2)

AG 242 Artificial Insem of Swine
1.5 cr. hrs.; 1 lecture hour; 1 lab hour per week.
Theory and technology involved in artificial insemination, including semen collection techniques, evaluation of semen, processing of semen for storage and insemination techniques. (1.2)

AG 244 Swine Science
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: AG 141 or AG 285.
A basic course in swine production and management which includes selecting, breeding, feeding, managing and marketing of swine. Laboratory will provide hands-on experience to develop in-depth skills in the rapidly changing technology of the swine industry. (1.2)

AG 245 Beef Science
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
A basic beef production and management course which includes the cow-calf and feedlot operations. Laboratory exercises to acquire and develop in-depth skills. (1.2)

AG 246 Meat Animal Evaluation
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: AG 141 or AG 285.
Live animal and carcass evaluation of meat animals-beef, sheep and swine. Students acquire and develop in-depth skills in laboratory. (1.2)

AG 247 Animal Health
1-2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Animal diseases and parasites, their prevention and control. Man's susceptibility to disease. Federal and State regulations. (1.2)

AG 248 Livestock Evaluation 3
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Prerequisites: AG 148 and AG 149 or instructor consent.
Provides students an opportunity to gain experience in evaluating livestock. Selection will be based on marketing and/or production standards. Consideration will be given to organizing and presenting oral reasons. Continuation of AG 149. (1.2)

AG 249 Livestock Evaluation 4
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
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. (1.2)

AG 272 Grain Drying and Handling
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
A basic course in the operation, adjustment and maintenance of grain-drying equipment in the field. (1.2)

AG 273 Lawn & Garden Equipment Repair
1-4 cr. hrs.; 2 lecture hours; 4 lab hours per week.
This course covers the operation and maintenance of consumer products in the agriculture industry. Topics to be covered include lawnmowers, lawn sweepers, lawn conditioning equipment, snow blowers, leaf blowers, tillers, weed eaters, and chain saws. Emphasis will be given to safety, operation, maintenance, and repair. (1.2)

AG 275 Field Machinery Operations I
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Introduces the student to harvesting, tillage, and planting operations. Emphasis will be placed on theory, operation, maintenance and adjustment of the machines. (1.2)

AG 276 Field Machinery Operations II
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Introduces the student to theory and maintenance of agricultural planting systems. Includes care, maintenance and calibration of field sprayers. (1.2)

AG 280 Intro to Ag Education
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
An overview of the agricultural occupations program from the vocational agriculture teacher's role and responsibility in an educational system. Opportunities, methods of certification, and securing positions in the teaching profession. FFA will be an integral part. IAI: AG 911 (1.1)

AG 281 Agricultural Economics
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
An introduction to the principles of economics including production principles; production costs, supply and revenue; profit maximization; consumption and demand; price elasticity; market price determination; and competitive versus noncompetitive market models. These principles are applied to agriculture and the role of agriculture in the United States and world economies. Other topics include a survey of the world food situation; natural, human and capital resources; commodity product

marketing; and agricultural problems and policies. IAI: AG 901 (1.1)

AG 282 Introduction to Soil Science
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
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.
IAI: AG 904 (1.1)

AG 283 Field Crop Science
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
Basic principles applicable to the planting, cultivating and harvesting of the more important crops, their improvement, production methods and uses will be covered. Importance of field crops in providing food and fiber, methods of weed and insect control, study of diseases and their control, and new developments in crop production will be given emphasis. IAI: AG 903 (1.1)

AG 285 Animal Science
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
A comprehensive view of the livestock industry as a science. Study is based upon biological principles with application to modern livestock management practices for beef, dairy cattle, swine, sheep, goats and horses. Includes animal breeds, breeding and selection; anatomy, physiology, nutrition, growth; environment, health and sanitation; products and marketing; production technology and economics; animal behavior; and current issues in animal science. Laboratory to supplement lectures and discussions. IAI: AG 902 (1.1)

AG 287 Introductory Ag Mechanics
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
An introduction to agricultural power and machinery, agricultural electrification and applications, agricultural structures, and soil and water conservation. IAI: AG 906 (1.1)

AG 288 Ag of Developing Countries
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Agriculture of Developing Countries is an examination of the critical role played by agriculture in the economic development of Third World Nations. Agricultural production systems, policies, and problems are evaluated in relation to the economic, social and political structures of selected countries and societies. (1.1)

AG 289 Microcomputer Skills for Agri
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
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. IAI: AG 913 (1.2)

Anthropology

ANTH 100 Intro. to Anthropology
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Introduction to the nature of humans and their development and relationship to the physical and social environment today and in the past. Surveys the major subfields of anthropology: cultural anthropology, physical anthropology, archaeology and linguistics. (1.1)

ANTH 101 Intro to Physical Anthropology
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Explores human origins, the fossil record, variation and human adaptation, population genetics, and humankind's place in world ecology. IAI: SI 902 (1.1)

ANTH 102 Intro to Cultural Anthropology
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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.
IAI: SI 901N (1.1)

ANTH 103 Intro to Archaeology
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Introduces concepts, principles, and methods used to reconstruct cultural history and prehistory. Explores sequences of cultural development that have been learned through archeological analysis. IAI: S1 903 (1.1)

ANTH 204 Archaeology in the Americas
3-4 cr. hrs.; 3 lecture hours; 0-2 lab hours per week.
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. (1.1)

ANTH 205 Field Methods in Archaeology
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: ANTH 103 or ANTH 204 or instructor consent.
This course introduces students to the archeological field methods of excavation, survey, and recording through a combination of readings and hands-on experience. Labs emphasize the basics of site survey and mapping, testing, excavation, artifact recovery and field processing, and data recording in the field. Artifact identification, curation, and artifact conservation are addressed. (1.1)

ANTH 285 Cross-Cultural Women's Studies
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: Appropriate Reading placement score or REA 103 "C" or better.
This course examines the position of women across the globe from an interdisciplinary perspective. Special attention will be paid to women's experiences of

globalization, social class, sexuality, race, ethnicity, and gender-based discrimination. (1.1)

ANTH 290 Special Topics in Anthropology
1-3 cr. hrs.; 1-3 lecture hours; 0 lab hours per week.
Prerequisite: Instructor consent.
Topics vary according to student interest and instructor availability. Examples of courses offered include: Linguistic Anthropology; World Culture Regions (e.g., Asia, Latin American, Africa); Native North American Cultures; Cross-Cultural Perspectives on Health and Medicine; Anthropology of Food & Nutrition; Gender and Culture. Students may take up to nine semester hours if the topic varies. (1.1)

Art

ART 100 Art Appreciation
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. IAI: F2 900 (1.1)

ART 101 2-Dimensional Design
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
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. (1.1)

ART 111 3-Dimensional Design
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
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. (1.1)

ART 121 Drawing I
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
Study of basic drawing techniques using traditional drawing media such as pencil, ink, charcoal and ink wash. Concentration on composition craftsmanship, and observational drawing. (1.1)

ART 122 Drawing II
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
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. (1.1)

ART 130 Survey of Materials and Methods
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
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. (1.2)

ART 200 Art Problems
1-3 cr. hrs.; 1-3 lecture hours; 0 lab hours per week.
Topic varies each semester; designed to provide workshops on new topics as needed. Each workshop may emphasize a different medium, provide practical experience with techniques or processes, or explore a special area of art history or appreciation. Examples of courses offerings include: digital portfolio, cartooning, or gender in art history. No more than 3 semester hours of this course may be applied toward a degree. (1.1)

ART 201 Life Drawing
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
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. (1.1)

ART 202 Life Composition
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
Prerequisite: ART 201.
Investigation of the compositional design as it relates to the human form. Emphasis on individual expression and creativity. (1.1)

ART 209 Introduction to Painting I
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
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. (1.1)

ART 210 Introduction to Illustration
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
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. (1.2)

ART 211 Painting
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
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.

ART 212 Advanced Painting
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
Prerequisite: ART 211.

Advanced study of the technique, media, and compositional methods of painting. Individual media research and expression stressed. (1.1)

ART 213 Digital Photography
2-3 cr. hrs.; 0 lecture hours; 4-6 lab hours per week.
This course offers students of all levels a working knowledge of digital photography. Students will develop an understanding of operating a digital camera and explore photographic methods as they relate to digital images, develop their creative expression through photography, use relevant software for image modifications, and learn to value the contributions of photography to our global society. (1.2)

ART 215 Digital Imagery
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
Fundamentals of working with raster imagery are explored using the computer. Emphasis is placed on proficiency with various tools and features in software programs such as Adobe Photoshop. Students learn to create work for print and web publication, as well as for creative self-expression. Work with peripheral devices such as scanners, printers and digital cameras is also included. (1.2)

ART 217 Digital Drawing
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
Fundamentals of vector-based drawing are explored using the computer. Emphasis is placed on proficiency using various tools, creating imagery used for graphic design, web publishing and illustration. Basic design principles and printing and reproduction requirements are also emphasized. (1.2)

ART 221 Printmaking
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
Exploration of the "multiple" art media: block print, intaglio, serigraphy, and lithography. Emphasis on practical application. (1.1)

ART 230 Type and Digital Layout
3 cr. hrs.; 0 lecture hour; 6 lab hours per week.
The history and study of typography is examined, with emphasis on the development of skills using the text layout program Adobe InDesign. Content development and the organization of visual information through effective use of design elements and principles are also important aspects in this course. (1.2)

ART 231 Darkroom Photography
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
Prerequisite: ART 213 or instructor consent, and 35mm reflex camera.
Basic tools and techniques of photography. Includes field trips and darkroom experience. (1.1)

ART 232 The Photographic Series
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
Prerequisite: ART 231 or instructor consent.
Exploration of photographic genres that may include landscape, street, portraiture, and abstraction among others. Students will work towards the creation of a completed photographic series on a topic of their choice. (1.1)

ART 233 Studio Lighting
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: ART 213 or instructor consent.
This course offers students a working knowledge of studio lighting techniques related to digital photography. Students will develop an understanding of the technical operation of a variety of lighting equipment. They will complete assignments related to portraiture, product and editorial photography in a studio setting. (1.2)

ART 234 Video and Time Based Media
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Prerequisite: ART 213 or instructor consent.
This course offers students a working knowledge of digital video techniques with a single lens reflex camera. Students will develop an understanding of the technical operation of camera and audio equipment, as well as digital editing software. Student will also learn to optimize video for a variety of outputs. (1.2)

ART 235 Website Design for Artists
2 cr. hrs.; 0 lecture hours; 4 lab hours per week.
Introduction to creating a website, blog and related social media content for the purposes of showcasing art and design work. (1.2)

ART 241 Calligraphy and Layout
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
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. (1.2)

ART 246 Graphic Design
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
Prerequisite: ART 101 or instructor consent.
Examination of skills, techniques, and tools of the advertising and commercial arts. Projects provide experience in techniques and design elements as applied to graphic design. (1.2)

ART 248 Production and Prepress
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
Prerequisite: ART 290, ART 230 or ART 246 "C" or better.
Fundamentals of graphic design are further explored, with strong emphasis on editorial design. Students will work with digital drawing, imagery and text layout software. Particular emphasis is placed on setting up electronic files for print, prepress considerations, paper selection and commercial printing requirements. Includes layout and production work on student art publication ArtFusion with an on-site press check. (1.2)

ART 251 Sculpture
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
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. (1.1)

ART 252 Sculpture
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
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. (1.1)

ART 261 Jewelry
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
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. (1.1)

ART 262 Jewelry
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
Prerequisite: ART 261.
Advanced techniques with tools and materials as used in contemporary jewelry and metal design. Individual research and creativity stressed. (1.1)

ART 265 Weaving
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
A basic course in fabric structure, weaving materials and processes. Emphasis is on creative design with color, texture and fabric structures. (1.1)

ART 271 Ceramics
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
Hand and wheel methods of clay construction. Examination of clay bodies, glazes, decoration methods, and kiln firing. (1.1)

ART 272 Advanced Ceramics
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
Prerequisite: ART 271.
Advanced exploration of throwing and decorative techniques, glaze composition and kiln firing. Emphasis on individual expression and creativity. (1.1)

ART 281 History of Western Art I
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Survey of Western art and architecture from Prehistory to the Gothic Age, IAI: F2 901 (1.1)

ART 282 History of Western Art II
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Survey of Western art and architecture from the Renaissance to the Twenty First Century. IAI: F2 902 (1.1)

ART 285 Survey of Asian Art
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
This course provides students with an overview of the aesthetics and art forms of Asia within social, historical, and philosophical contexts. Emphasis is on India, China, and Japan. IAI: F2 903N (1.1)

ART 286 Survey of Non-Western Art
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Survey of the art of non-Western cultures from ancient traditions through the postcolonial period. Explores the historical context of works of architecture, sculpture, painting, and craft from Sub-Saharan Africa, Asia, Oceania, and the Americas. IAI: F2 903N (1.1)

ART 290 Applications in Computer Art
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
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. (1.1)

ART 299 Art Internship
1-3 cr. hrs.; 0 lecture hours; 5-15 lab hours per week.
Prerequisite: Instructor consent and completed at least 46 credit hours towards one of the art-focused degrees.
For art students with interest in graphic design, photography, web design, gallery or museum work, art education or other art-related fields. Involves a supervised work experience in preparation for future employment. (1.2)

Astronomy

ASTR 101 Descriptive Astronomy
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
For non-science majors. The solar system: structure and motions of the planets, comets, meteors, and origin and evolution of the solar system. IAI: P1 906L (1.1)

ASTR 102 Descriptive Astronomy
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
For non-science majors. Stars: distances, motions, dimensions, structure, origin, and evolution. Structure of the Milky Way and other galaxies. Structure and origin of the universe. IAI: P1 906L (1.1)

Automotive/Agriculture Technology

AUTO 100 Basic Vehicle Maintenance & Repair I
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
A fundamental course in general vehicle maintenance and repair. Students learn to use basic auto and truck repair terminology, tools and techniques utilized in automotive dealerships and service facilities. The course provides both a general orientation to the vehicle service industry and develops salable vehicle maintenance skills. (1.2)

AUTO 101 Basic Vehicle Maintenance II
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
A fundamental course in general vehicle maintenance and repair. Students learn to use basic auto and truck repair terminology, tools and techniques utilized in automotive dealerships and service facilities. The course provides both a general orientation to the vehicle service industry and develops salable vehicle maintenance skills. (1.2)

AUTO 107 Engine Performance I
4 cr. hrs.; 2 lecture hours; 4 lab hours per week.
A study of today's auto ignition, fuel delivery, air induction and emissions systems integrated under a computerized control system. (1.2)

AUTO 115 Wheel Alignment & Suspension
4 cr. hrs.; 2 lecture hours; 4 lab hours per week.
A study of suspension systems and repair. Principles of wheel alignment, repair, and adjustment. (1.2)

AUTO 207 Engine Performance II
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: AUTO 107 or instructor consent.
A detailed study of today's computer controlled systems and how they interrelate. Emphasis on diagnosis and test procedures and how they relate to drivability problems. (1.2)

AUTO 291 Work Experience Internship
1-6 cr. hrs.; 0 lecture hours; 5-30 lab hours per week.
Prerequisite: Instructor consent.
On the job training program required of all second year automotive and mechanics students. Emphasis is placed on organizing skill development experiences in a work setting. (1.2)

AUTO 299 ASE Review
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Review course to prepare for the ASE exams. Sample questions, reasons behind the answers, and test taking techniques will be covered. (1.2)

Biology

BIOL 100 Introduction to Biology
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
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. IAI: L1 900L (1.1)

BIOL 101 General Human Biology
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
Introductory biology course intended for non-science majors. Current biological principles stressed, using the human as the primary organism of study. Topics include scientific literacy, cell organization, diseases of the human, development, genetics and ecology. IAI: L1 904L (1.1)

BIOL 105 General Biology I
5 cr. hrs.; 4 lecture hours; 3 lab hours per week.
Prerequisite: Students must be eligible for (as determined by placement 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. IAI: L1 910L; BIO 910 (1.1)

BIOL 106 General Biology II
5 cr. hrs.; 4 lecture hours; 3 lab hours per week.
Prerequisite: BIOL 105 or instructor consent.
For science and pre-professional majors and those with strong interest in science. This course includes principles of organismic population and community biology including reproduction, development, homeostasis, behavior, ecology, and evolution. IAI: L1 910L; BIO 910 (1.1)

BIOL 120 Nutrition
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Reviews the principles of nutritional science, the steps of scientific method applied to nutrition research, and the current nutritional concepts and controversies. Topics include digestion, absorption, and functions of macronutrients and micronutrients; diet analysis; malnutrition; under-nutrition; and nutritional needs of pregnancy, infancy and other sages of life. (1.1)

BIOL 135 Evolution of Microbes and Humans
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. IAI: L1 903 (1.1)

BIOL 145 Anatomy Physiology I
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
Prerequisite: Students must complete both #1 & #2 below, or have instructor approval.
1. Biology 100, 101 or 105 "C" or better, or appropriate Biology Competency Exam score ***and*** *Chemistry 101 or 110 with a "C" or better, or appropriate Chemistry Competency Exam score.*

2. Appropriate reading placement score, or REA 098 "C" or better or REA 103 "C" or better, and appropriate math placement score or MATH 078 "C" or better or MATH 080 "C" or better, and appropriate writing placement score or ENG 091 "C" or better or ENG 100 "C" or better.
A systematic study of the anatomical-physiological aspects of the human body. Topics include homeostasis, biomolecules, cytology, histology, as well as integumentary, skeletomuscular, nervous and endocrine systems. (1.1)

BIOL 146 Anatomy Physiology II
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
Prerequisite: BIOL 145 "C" or better.
Continuation of BIOL 145. Systematic study of cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems. Fluids, electrolytes, acid-base balance, metabolism, and human development are also studied. (1.1)

BIOL 150 Medical Terminology
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: REA 103 "C" or better; or appropriate reading placement score.
This course presents the principles of medical word construction through identification of root words, prefixes, suffixes, combining forms, and methods of building medical terms. Emphasis is placed on correct medical word spelling, pronunciation and definition, while introducing terminology specific to various body systems. The course is intended to prepare students to classify medical information for use in medical coding, billing, and reporting. (1.2)

BIOL 190 General Zoology
4 cr. hrs.; 2 lecture hours; 4 lab hours per week.
This course is first and foremost an introduction to scientific inquiry through selected concepts in animal biology. This course is a survey of the animal kingdom from an evolutionary perspective. We will address topics such as cell and molecular biology, morphology, taxonomy, growth, function, animal genetics and heredity evolution and ecology, and reproduction using non-human animals as model organisms. Biological issues with personal and social implications are integrated throughout the course. There are no prerequisites for this course, but a prior high school biology course is assumed. (1.1)

BIOL 200 Environmental Biology I
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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.
IAI: L1 905 (1.1)

BIOL 201 Environmental Biology II
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. IAI: L1 905 (1.1)

BIOL 207 Selected Topics in Biology
1-2 cr. hrs.; 1-2 lecture hours; 2 lab hours per week.
This course is designed to satisfy specific needs or interests of students in the biological sciences. This course can be taken to: 1) provide students with library research skills on topics of special interest; 2) provide students 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. (1.1)

BIOL 211 General Botany
4 cr. hrs.; 2 lecture hours; 4 lab hours per week.
Study of plants emphasizing structure, physiology, growth, ecology, botanical keys and identification of trees; also includes classification and life cycles. IAI: L1 901L (1.1)

BIOL 250 Genetics
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
An introduction to the principles of Mendelian and non-Mendelian genetics, immunogenetics and population genetics. Genetic technology, genetic diseases and genetic counseling are also discussed. IAI: L1 906 (1.1)

BIOL 251 Genetics Laboratory
1 cr. hr.; 0 lecture hours; 2 lab hours per week.
Prerequisite: Completion of or concurrent enrollment in BIOL 250.
Laboratory course accompanying BIOL 250 to satisfy general education requirements in life science. This course will cover fundamental principles in genetics including chromosome structure and function, inheritance, population genetics, DNA structure and function and biotechnology. Completion of or concurrent enrollment in BIOL 250 is required. IAI: L1 906L (1.1)

BIOL 261 Microbiology
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
Prerequisite: BIOL 105 or 145 or instructor consent.
The study of microorganisms including historical background, morphology, physiology, growth, identification, genetics, control, immunology, and diseases. Laboratory is stressed. (1.1)

Business Administration

BA 110 Intro to Business
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Basic course introducing major kinds of business organizations and forms of ownership. Study of vocabulary and functions of activities such as financing, marketing, management, personnel administration, and international business. (1.2)

BA 111 Business Relations I
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Business Relations I will provide students with specific professional etiquette skills such as business introductions, professional attire, and dining etiquette. (1.2)

BA 112 Business Relations II
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Business Relations II will provide students with specific professional etiquette skills such as running successful meetings and communicating with others in professional matter using e-mail, phone and messaging. This course is designed for students that want to learn soft skills required in today's workplace. (1.2)

BA 113 Business Relations III
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Business Relations III will provide students with specific professional skills on how to develop and grow their business relationships. (1.2)

BA 118 Small Business Simulations
3 cr. hr.; 3 lecture hour; 0 lab hours per week.
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 Mgmt.* (1.2)

BA 121 Small Business Mgmt
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Hands-on course designed to prepare the student for possible ownership of their own small business. Topics to be covered include market research, financing, organization structure, management skills, and marketing procedures. Also, skills and time requirements needed to own and operate your own business. Students will be provided an opportunity to produce a business plan that would fit their current or future business needs. (1.2)

BA 160 Business Math I
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

BA 170 Fundamentals of Accounting I
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Basic principles, procedures, and methods of accounting. Provides accounting theory and practice as applied to proprietorships. Stresses use of accounting data in business decisions. With BA 171, BA 180, and BA 181, is designed for two-year career program students desiring to enter business occupations. (1.2)

BA 171 Fundamentals of Acct Lab I
1 cr. hr.; 0 lecture hours; 2 lab hours per week.
Prerequisite: BA 170 "C" or better or concurrent enrollment in BA 170.
An introductory course which provides a computerized learning environment to reinforce the basic principles, procedures, and methods of financial accounting. Provides accounting theory and practice as applied to proprietorships and partnerships. Stresses use of accounting data in business decisions. With BA 170, BA 180 and BA 181 is designed for two-year career program students desiring to enter business occupations. (1.2)

BA 180 Fundamentals of Accounting II
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: BA 170 and BA 171 "C" or better; BA 160 recommended.
Continues study of basic financial accounting principles and procedures as applied to corporations, and partnerships. With BA 170, BA 171 and BA 181, is designed for two-year career program students desiring to enter business occupations. (1.2)

BA 181 Fundamentals of Acct. Lab II
1 cr. hr.; 0 lecture hours; 2 lab hours per week.
Prerequisite: Concurrent enrollment in BA 180.
Continues study of basic accounting principles and procedures as applied to corporations, partnerships, and manufacturing, and merchandising businesses. With BA170, BA171, and BA180 is designed for two-year career program students desiring to enter business occupations. (1.2)

BA 200 Special Studies
1-3 cr. hrs.; 1-3 lecture hrs.; variable lab hours per week.
Prerequisite: Department Chairperson consent.
Independent study or group study designed to fit the needs of individual students. Workshops, seminars and selected course work offered to a unique group of students may be offered within this course. (1.2)

BA 210 Financial Institutions and Mkts
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Overview of relationships between financial institutions, markets and investments. Analyzes the relationships between institutions, markets, government regulation and business cycles. (1.2)

BA 215 Personal Investing
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.

This is an introductory personal investment course which will introduce students to the financial markets, stocks, bonds, mutual funds, IRAs and money markets. Students will become familiar with investment and financial jargon, understand the basic tools of investing, and get practical experience in establishing, monitoring, and managing a personal portfolio via an online trading simulation. (1.2)

BA 220 Business Math II
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

BA 230 Prins of Marketing
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
An in-depth analysis of major contemporary marketing concepts and practices. Covers marketing environments and trends, product development, pricing practices, distribution networks and relationships with advertising agencies and sales forces. (1.2)

BA 236 Introduction to Advertising
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

BA 238 Salesmanship
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

BA 240 Principles of Management
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

BA 241 Intro to Supply Chain Management
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
This course will give students an overview of the field of logistics, as well as information and skills specific to computerized inventory management. Topics include an overview of supply chain management and related terminology, warehouse and transportation operations, typical warehouse management software, and warehousing technologies – including radio frequency and basic accounting and economic principles. (1.2)

BA 242 Principles of Supervision
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Course deals with the responsibilities of the supervisor or leader in the industrial and administrative environment. Leadership qualities, human relations skills, motivation, communication, training techniques, and problem of the work group are discussed. (1.2)

BA 243 Developing Team Skills
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
A basic course introducing the team dynamics such as the formation of teams, stages of team development, strengths and weaknesses of teams and the practical application to team skills. (1.2)

BA 245 Business Entrepreneurship
1-3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
A highly motivational hands-on course designed to prepare the beginning entrepreneur to establish, operate and maintain his or her own business with emphasis on each student's personal needs. Students will do preliminary research, write a business plan, apply for financing, and prepare organization, managerial, and marketing plans. (1.2)

BA 245A Purchasing the Small Business
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
This course provides preparation for decision making about purchasing a small business or franchise. Students will explore strategies for purchasing a small business or franchise. (1.2)

BA 245B The Business Plan
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
This course provides preparation for decision making about purchasing a small business or franchise. Students will explore strategies for purchasing a small business or a franchise. (1.2)

BA 245C Financial Statement Analysis
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
This course provides skills used to understand and apply accounting principles in a small business environment. Students will explore, compile, evaluate, and analyze financial statements. Students will learn to read and interpret annual reports. (1.2)

BA 247 Business Management Internship
1-4 cr. hrs.; 0 lecture hours; 5-20 lab hours per week.
Prerequisite: Department Chair consent.
A supervised work experience providing on-the-job training in a business firm for students enrolled in various business career curricula of the Department of Business and Technology (QCC) or Department of Business and Technology (EC). (1.2)

BA 249 Business Management Seminar
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
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. (1.2)

BA 250 Human Resource Management
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

BA 251 Organizational Behavior
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Study covers individual, interpersonal and group behavior in organizations. Motivation, power, influence, communication, leadership development, evaluation systems in business and industry. (1.2)

BA 252 Pay & Benefits Administration
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Examination of the total compensation package including wages, executive salaries, pensions, insurance, cafeteria/multi-employer plans and other benefits. A look at historical perspective, current status and future trends in compensation management. (1.2)

BA 260 Business Financial Mgmt I
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

BA 263 Accounting Specialist Internship
3 cr. hrs.; 0 lecture hours; 15 lab hours per week.
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. (1.2)

BA 264 Internship II
3 cr. hrs.; 0 lecture hours; 15 lab hours per week.
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. (1.2)

BA 266 Business Policy & Ethics
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
An introduction to ethical decision making in business. Special attention is given to making informed ethical decisions on a daily basis. Models of ethical and unethical decision making are analyzed. (1.2)

BA 270 Introduction to International Business
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
This course provides an overview and a basic understanding of current world activities, practices, and governmental aids and barriers to international trade. Exploration of various economic, geographic, political, and cultural differences affecting international trade. (1.2)

BA 272 International Marketing
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Students will learn of the challenges posed when marketing in the international marketplace and how marketers approach and solve them. Topics covered will include market entry strategies, effects of culture on marketing, product design, sales, and analysis of foreign markets. There will be a strong emphasis on exporting. (1.2)

BA 274 The Global Economy
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

BA 276 International Internship
1-3 cr. hrs.; 0 lecture hours; 15 lab hours per week.
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. (1.2)

BA 278 International Seminar
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Prerequisites: Concurrent enrollment in BA 276 and instructor consent.
Discussion of internship activities. (1.2)

BA 280 Introduction to E-Commerce
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
This course presents a comprehensive summary of the nature and environment of electronic commerce. Topics include designing the digital enterprise, customer empowerment, e-Commerce models, the e-Commerce business plan, e-Commerce trends, governmental influences, and defining a cyber community. (1.2)

BA 282 Documentation for International Business
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
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. (1.2)

BA 284 Marketing for E-Commerce
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
This course provides an awareness of marketing issues, trends, and barriers in a digital environment. Web page design, trends, and practices will be explored. Students will design a digital marketing plan for a business and design web pages for simulated small businesses. (1.2)

BA 286 Mgrl Strat for E-Commerce
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

BA 287 International Business Culture
1-3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

BA 288 The U.S. Business Culture
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

BA 290 Payroll Accounting
2 cr. hrs.; 1 lecture hour; 2 lab hours per week.
Prerequisites: Concurrent enrollment in BA 170 and BA 171; or instructor consent.
This course primarily covers payroll systems, completion of payroll forms (federal/state/local), and payroll laws/regulations. (1.2)

Business Education

BE 100 Work Environment Orientation
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
This course is intended to introduce the facts, skills, strengths, and career goals necessary for the business work environment necessary for success in the Business Education curricula. (1.2)

BE 101 Office Accounting
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Designed as an introductory accounting course for business students with emphasis on the accounting cycle and small business transactions in a user-oriented environment for students with little computer experience. (1.2)

BE 106 Records Management
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Management of records using ARMA rules. Emphasis is on current business practices, systems, supplies, and computers in records control, retrieval, disposal, and database management. (1.2)

BE 110 Data Entry Applications
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
This course is designed to teach data entry skills, to help the student develop dexterity and accuracy in keyboarding numeric and alphanumeric characters, and to help the student become familiar with common data entry procedures. (1.2)

BE 112 Document Editing/Proofreading
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Development of proofreading and editing skills with focus on accuracy and excellence in written communication. (1.2)

BE 120 Technology Tools
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
This course will allow students hands-on knowledge of technology tools and digital imaging currently used in business. (1.2)

BE 122 Administrative Support Systems
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: BE 141 or 145.
Discussion of attitudes, ethics, professional conduct, global market awareness, and effective procedures for encouraging teamwork and discouraging workplace harassment. Emphasis on telecommunications, meeting planning, time management, organizational tools for electronic offices, and methods to research information for business use. (1.2)

BE 127 Microsoft Outlook
1 cr. hrs.; 1 lecture hours; 0 lab hours per week.
This course will prepare students for the Microsoft Office Specialist certification exam in Outlook. Topics include managing the Outlook environment, creating and formatting content, working with tasks, notes, and journal entries, and managing e-mail, contacts, and calendar objects. (1.2)

BE 140 Basic Keyboarding
1 cr. hr.; 0 lecture hours; 2 lab hours per week.
Keyboard mastery; speed and accuracy development. Taught on microcomputers. (1.2)

BE 141 Computerized Keyboarding I
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Keyboard mastery and document formatting using a current word processing software package. (1.2)

BE 142 Computerized Keyboarding II
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: 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. (1.2)

BE 143 Keyboarding Speed & Accuracy
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
For students who wish to increase keyboarding speed and improve accuracy. (1.2)

BE 144 Concepts of Informa Processing
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

BE 145 Microsoft Word
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Students learn word processing software most commonly found in area offices. (1.2)

BE 145A Microsoft Word I
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Students learn word processing software most commonly found in area offices. (1.2)

BE 145B Microsoft Word II
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Students learn word processing software most commonly found in area offices. (1.2)

BE 145C Microsoft Word III
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Students learn word processing software most commonly found in area offices. (1.2)

BE 146 Microsoft Excel
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Use of current spreadsheet software on microcomputers. (1.2)

BE 147 Intro to Microsoft Office
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
Mastery of the Microsoft Office programs, including Word, Access, Excel, and PowerPoint. (1.2)

BE 151 Legal Terminology & Procedures
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Emphasis is on definitions, spelling, and pronunciation of legal terms. Law procedures are studied. (1.2)

BE 153 Warehouse Management Systems
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Prerequisites: BE 110 and BE 141 or instructor consent.
This course will introduce the students to software used in warehouse operations. Topics include functions and capabilities of Warehouse Management System (WMS) software, WMS software selection, and hands-on use of WMS software. (1.2)

BE 160 Machine Transcription
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: BE 141 "C" or better or instructor consent.
Development of machine transcription and proofreading skills using computer word processing software. (1.2)

BE 161 Introduction to Microsoft Windows
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
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 Environment. (1.2)

BE 162 Introduction to Spreadsheets
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Includes features of current Windows-based spreadsheet software. (1.2)

BE 163 Microsoft PowerPoint
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Includes features of current Windows-based presentation graphics software. (1.2)

BE 164 Introduction to Database Mgt
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Includes features of current Windows-based database management software. (1.2)

BE 165 Internet
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
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. (1.2)

BE 166 Web Page Development
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Using HTML and other development tools to create and maintain web documents. (1.2)

BE 167 Integrating Windows Apps
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Integration of Microsoft Office Professional applications. (1.2)

BE 168 Introduction to MS Office Professional
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Includes the basic features of MS Windows and Microsoft Office Professional. (1.2)

BE 171 Web Software Development Tools
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
This course will provide the students with an understanding of HTML/XHTML code. It will also include the use of an HTML editor such as Adobe Dreamweaver and/or other current editing software. Students in this course will be able to design, post, and make changes to web sites using the software application. (1.2)

BE 180 Business Communications
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
Prerequisite: Appropriate placement score.
Techniques of effective written communications for business. This will include psychology of communicating with customer service emphasis, focus on international communications, and accuracy and conciseness needed for in-house e-mail. (1.2)

BE 243 Computerized Keyboarding III
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: BE 142 "C" or better; or instructor consent.
Skill building and integration of production work typically found in today's offices. (1.2)

BE 245 Info Processing Applications
1-3 cr. hrs.; 1-3 lecture hours; 0 lab hours per week.
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. (1.2)

BE 245A Word Processing I
1 cr. hr.; 1 lab hour; 0 lab hours per week.
Prerequisite: BE 141 "C" or better or instructor consent.
Basic features of current Windows-based word processing software. (1.2)

BE 245B Word Processing II
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
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. (1.2)

BE 247 Advanced Information Processing Applications
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: BE 145; or BE 145A, B, and C and BE 146; or instructor consent.
Use of software that can be integrated to perform applications which may include word processing, spreadsheets, databases, and presentation programs. (1.2)

BE 248 Desktop Publishing
1-3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

BE 248A Desktop Publishing I
1 cr. hr.; 1 lecture hours; 0 lab hours per week.
Prerequisites: BE 145 "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. (1.2)

BE 248B Desktop Publishing II
1 cr. hr.; 1 lecture hours; 0 lab hours per week.
Use of current software to produce a variety of PDF documents incorporating desktop publishing features and principles of layout and design. (1.2)

BE 248C Desktop Publishing III
1 cr. hr.; 1 lecture hours; 0 lab hours per week.
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. (1.2)

BE 253 Legal Transcription
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: BE 151 and BE 142.
Transcription of legal documents. Emphasis on accuracy of transcription, formatting, and proofreading. (1.2)

BE 260 Office Management
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Study of information management and work flow. Principles of management as applied to the business office. Keyboarding is not required. (1.2)

BE 261 Seminar
2 cr. hrs.; 2 lecture hour; 0 lab hours per week.
Prerequisites: Concurrent enrollment in BE 265; or instructor consent.
Discussion of internship activities, challenges, team opportunities and problems. (1.2)

BE 264 Microsoft Access
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Use of current database software on microcomputers. (1.2)

BE 265 Internship
3 cr. hrs; 3 lecture hours; 15 lab hours per week.
Prerequisites: Concurrent enrollment in BE 261 and instructor consent.
Supervised field program providing work experience in offices for students enrolled in office careers. (1.2)

BE 270 Virtual Office Administration
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Identification and evaluation of various topics that should be addressed when creating a virtual office and providing/marketing virtual services. (1.2)

BE 275 Virtual Assistant Internship
3 cr. hrs.; 0 lecture hours; 15 lab hours per week.
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. (1.2)

BE 299 Independent Study
1-4 cr. hrs.; 1-4 lecture hours; 0 lab hours per week.
Prerequisite: Instructor consent.
Designed to fit the needs of individual students or groups. (1.2)

Business Law

BL 201 Business Law I
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
A general survey of the basic principles, systems and practices of American law including government agencies and regulation, alternative dispute resolution, torts, employment law, bankruptcy, international law, and consumer protection. (1.2)

BL 202 Business Law II
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
An intensive analysis of law as used in business. Topics include contract law, commercial paper, sales law, partnership and corporation law, and real property transfers. (1.2)

Carpenter Apprenticeship

CA 101 Carpenter Apprenticeship
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: Employment as a carpenter apprentice in a formally organized carpenter apprentice training program.
Regional variations and job-site problems: safety and first aid in construction and welding; hand tools and materials of the trade; trade terminology, and trade mathematics.

CA 102 Carpenter Apprenticeship
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: CA 101 or equivalent.
Methods of fastening, materials of construction, carpentry science, layout foundations and elementary forming principles; trade mathematics.

CA 103 Carpenter Apprenticeship
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: CA 102 or equivalent.
Preparing for the job, safety, leveling instruments, foundation and framework, wall and floor framing, and trade mathematics.

Chemistry

CHEM 101 General Chemistry I
4 cr. hrs.; 3 lecture hours; 3 lab hours per week.
Prerequisite: One year of high school chemistry or CHEM 110; or the completion of MATH 112 "C" or better, Math 118 "C" or better, or Math 123 "C or better, or by Algebra assessment.
Fundamental principles of stoichiometry, periodicity, atomic structure and thermochemistry with applications to gases, liquids, solids and solutions.
IAI: P1 902L; CHM 911 (1.1)

CHEM 102 General Chemistry II
4 cr. hrs.; 3 lecture hours; 3 lab hours per week.
Prerequisite: CHEM 101.
Continuation of CHEM 101. Equilibrium calculations, electrochemistry, acid-base theory, coordination compounds, inorganic chemistry. IAI: CHM 912 (1.1)

CHEM 110 Introduction to Chemistry
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
Introduction to the fundamental principles of chemistry with applications to gases, liquids, solids and solutions. Also includes nomenclature of inorganic compounds. Credit for this course will not be counted toward graduation if the student also completes CHEM 101.
IAI: P1 902L (1.1)

CHEM 111 Principles of Organ Biochemistry
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
Prerequisite: CHEM 101 or CHEM 110 or 2 semesters of high school chemistry or instructor's consent.
Fundamental principles of structure and reactions of organic chemicals, sources and uses. Structures and reactions of biochemicals, and metabolism. IAI: P1 904L (1.1)

CHEM 203 Organic Chemistry I
5 cr. hrs.; 4 lecture hours; 3 lab hours per week.
Prerequisite: CHEM 101.
Topics include structure, bonding, molecular properties, reactivity and nomenclature of alkanes, cycloalkanes, alkenes, and alkynes; stereochemistry, alkyl halides, reaction mechanism, nucleophilic substitution and elimination, conjugated dienes, benzene, aromaticity and electrophilic and nucleophilic aromatic substitution.
IAI: CHM 913 (1.1)

CHEM 204 Organic Chemistry II
5 cr. hrs.; 3 lecture hours; 6 lab hours per week.
Prerequisite: CHEM 203.
Continuation of CHEM 203. Topics include mass spectrometry; IR, NMR, and UV spectroscopy, bonding, molecular properties, reactivity and nomenclature

organometallic compounds, alcohols, phenols and ethers, aldehydes and ketones, carboxylic acids and derivatives, dicarbonyl compounds, amines, carbohydrates, amino acids and proteins, heterocyclic compounds and nucleic acids. IAI: CHM 914 (1.1)

CHEM 206 Basic Biochemistry
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: CHEM 203 "C" or better; or instructor consent.
Introduction to structure and chemistry of proteins, carbohydrates, lipids, nucleic acids and enzymes, metabolism and related areas of nutrition, drugs, genetics, and tissue interaction. (1.1)

CHEM 207 Basic Biochemistry Laboratory
1 cr. hr.; 0 lecture hours; 2 lab hours per week.
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. (1.1)

CHEM 295 Research in Chemistry
1-3 cr. hrs.; 0 lecture hours; 3-9 lab hours per week.
Prerequisites: CHEM 101 "C" or better, prior consultation with instructor, completed contract and consent of a majority of the Chemistry faculty.
Provides experimental exploration of an authentic scientific research topic under the supervision of a faculty member. This laboratory course is designed to teach the principles and practice of modern experimental chemistry. Before registering, students must submit to the Department of Natural Sciences and Engineering a contract with the instructor for accomplishing a defined research task. Credit is contingent on the submission of a final report. (1.1)

Child Development

CD 100 Introduction to Early Childhood
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. 10 hours of observation in an early childhood setting are required. (1.2)

CD 102 Role of Teacher Assistant
1-2 cr. hrs.; 1-2 lecture hours; 0 lab hours per week.
This course outlines the duties and responsibilities of the paraeducator in the educational setting. Topics include: instructional strategies, behavior management, working in a variety of educational settings, professionalism, and ethics. (1.2)

CD 115 Infant/Toddler Development
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
This course focuses on the physical, social, emotional, cognitive, language, and literacy development of infants and toddlers. Knowledge of typical and atypical development is fundamental for implementing best practices in infant-toddler care and education. Observation is required. (1.2)

CD 200 Growth and Development of Young Child
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
A foundation course in theory and principles of the developmental continuum, including an in depth study of physical, social/emotional, cognitive, language, and aesthetic development; an examination of current research and major developmental theories; An exploration of child development within a socio-cultural context, such as gender, family, race, ethnicity, language, ability, socio-economics, religion, and society; an emphasis on the implications for early childhood professional practice. **Encompassing birth through age eight and may include pre-adolescents.* IAI: ECE 912 (1.1)

CD 201 Health, Safety and Nutrition
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
This course provides an overview of the health, safety and nutritional needs of young children and early childhood practices to ensure children's health and well-being in group settings. Content includes roles and responsibilities of adults in meeting children's diverse needs, the promotion of healthy life style practices, understanding common childhood illnesses and injuries, meeting health, nutrition and safety standards, and planning culturally and nutritionally appropriate meals in a variety of settings (classroom, center, and home). (1.2)

CD 202 Observ/Guid/Assessmt Y. C.
3 cr. hrs.; 1 lecture hours; 4 lab hours per week.
Prerequisite: CD 200 "C" or better.
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 an understanding of the relationship between careful observation, communication, and effective interaction with children. A current physical and TB test is required and background checks and/or fingerprinting may be required. (1.2)

CD 203 Curriculum for Early Childhood Programs
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
The principles involved in planning, implementing and evaluating developmentally appropriate curriculum for young children. The course focuses on relationships among developmental theory, philosophy, and practice. Development of curriculum based on the needs and interests of young children including those who are culturally, linguistically, and ability diverse. The analysis

of a wide range of early childhood curriculum models is emphasized. (1.2)

CD 204 Child Development Practicum I
1-4 cr. hrs.; 0.5-2 lecture hours; 3-10 lab hours per week.
Prerequisites: CD 200 "C" or better and CD 202 "C" or better, and instructor consent.
This course emphasizes practical application of developmentally appropriate early childhood education principles, theories, and practices in a practicum setting. Students will work with young children and families in an early childhood setting under the supervision of a cooperating teacher and college instructor. Ten hours of lab work will be required each week along with a weekly one hour lecture. A current physical and TB test is required and background checks and/or fingerprinting may be required. (1.2)

CD 205 Lang Develop & Activities for Young Child
1-3 cr. hrs.; 1-3 lecture hours; 0 lab hours per week.
Techniques and methods of encouraging communication skills in young children. Overview of language development, children's literature and developmentally appropriate language activities in the early childhood setting. (1.2)

CD 206 Creative Activities for Young Children
1-3 cr. hrs.; 1-3 lecture hours; 0 lab hours per week.
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. (1.2)

CD 209 Play and Rhythmic Activities
1-2 cr. hrs.; 1-2 lecture hours; 0 lab hours per week.
Acquaints student with normal play and movements of young children. (1.2)

CD 211 Education of the Gifted Child
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Curriculum orientation and guidance practices for working with gifted students. (1.1)

CD 212 Survey of Children with Special Needs
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
A survey course that presents historical, philosophical and legal foundations of special education, as well as an overview of the characteristics of individuals with disabilities, the programs that serve them under the Individuals with Disabilities Education Act, and the diversity of the populations of individuals with disabilities. Includes overviews of State and Federal regulations. (1.1)

CD 214 Child Development Practicum II
2-4 cr. hrs.; 1-2 lecture hours; 5-10 lab hours per week.
Prerequisite: CD 204 "C" or better and instructor consent.
This course deals with the development, implementation, and evaluation of developmentally appropriate practice in the early childhood setting. Emphasis will be on curriculum and lesson planning, teaching, classroom management, guiding of children's behavior, and professionalism. Students will work under the supervision of a cooperating teacher and college instructor. Ten hours of lab work will be required each week along with a weekly one hour lecture. A current physical and TB test is required and background checks and/or fingerprinting may be required. (1.2)

CD 215 Infant/Toddler Curriculum
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. Observation is required. (1.2)

CD 220 Child Care Center/Early Childhood Admin
1-3 cr. hrs.; 1-3 lecture hours; 0 lab hours per week.
Examines the management processes of planning, staffing, record keeping, budgeting, purchasing, and monitoring for quality. Formulation of policy statements, philosophy, programming, planning, evaluation and working with parents will be included. Students will become familiar with computer usage, licensing standards, accreditation, community resources and professional organizations for early childhood programs. (1.2)

CD 222 Child, Family and Community
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
This course focuses on the child in the context of family, school and community. This course will examine the interplay of diverse cultures, lifestyles, language and communication with the role of the school and other community institutions. Students will gain an understanding of their professional role in supporting practices that strengthen respectful family/child relationships through effective use of community and family resources. (1.2)

CD 224 Methods of Guiding Children's Behavior
1-3 cr. hrs.; 1-3 lecture hours; 0 lab hours per week.
Presents effective methods of discipline in the guidance of young children's behavior through theory and practical application. (1.2)

CD 225 Math and Science for the Young Child
1-3 cr. hrs.; 1-3 lecture hours; 0 lab hours per week.
Introduces the theory and practice related to the curricular areas of math and science for young children. Emphasis will be placed on the development and evaluation of developmentally appropriate activities and instructional materials. (1.2)

CD 240 Special Topics in Child Development
1-4 cr. hrs.; 1-4 lecture hours; 0 lab hours per week.
Prerequisite: Instructor consent.
Designed to provide seminars on various topics as needed. (1.2)

CD 299 Independent Study, Workshops and Seminars
1-4 cr. hrs.; 1-4 lecture hours; 0 lab hours per week.
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. (1.2)

College Experience and Success

CES 100 College Experience and Success
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
This course is a general elective intended to serve students who wish to better understand the college systems which promote academic success. In addition, this course is designed to help students improve study skills and gain confidence in the areas of information retention, written expression and test taking. Finally, students will explore choices they need to make which impact college success, and assist in improving their personal motivation toward scholastic endeavors. (1.1)

Communications

COMM 100 Communication Skills
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

COMM 105 Essentials of English
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.4)

Computer Networking

NETW 101 Information Security Awareness
1 cr. hrs.; 1 lecture hours; 0 lab hours per week.
This 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 Computer Information Technology 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. (1.2)

NETW 120 Basic Computer Networks
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
An introductory course in networking for the technical student. Includes basic network hardware, software, troubleshooting, and maintenance. (1.2)

NETW 125 Cisco I
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
This course introduces the architecture, structure, function, components and models of the internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet, media and operations are introduced to provide a foundation for the curriculum. By the end of this course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. (1.2)

NETW 145 Cisco II
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: NETW 125 "C" or better.
This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. (1.2)

NETW 160 Data Communications
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
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. (1.2)

NETW 166 Microcomputer Operating Systems II
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
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. (1.2)

NETW 167 Scripting for Systems Administration
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: ITS 112 and CIP 101 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. (1.2)

NETW 170 Intro to Information Security
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: NETW 120 or NETW 125 "C" or better, or instructor consent.
An introduction to the topics, technologies and terminology associated with network information security. This course is a prerequisite for related courses of the Computer Information Technology program. (1.2)

NETW 210 Windows Workstation
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
This course provides the knowledge and skills necessary to implement, administer, and troubleshoot information systems that incorporate Microsoft Windows Workstation. (1.2)

NETW 215 Window Server
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: ITS 112 "C" or better or instructor consent.
This course provides the students with the knowledge and skills necessary to implement, administer, and troubleshoot information systems that incorporate Microsoft Windows Server. (1.2)

NETW 217 Windows Directory Services
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

NETW 219 Designing Directory Services
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

NETW 220 Windows Security Design
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

NETW 221 Windows Network Design
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

NETW 250 Web Server Administration
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
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. (1.2)

NETW 251 SharePoint Administration
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: NETW 120 or NETW 125 "C" or better; or instructor consent.
This is a course in the basic installation, configuration and maintenance of Microsoft SharePoint, from the administrator perspective. (1.2)

NETW 252 Mail Server Administration
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: NETW 215 "C" or better or instructor consent.
A course on installing, configuring, supporting, and troubleshooting business email servers (especially Microsoft Exchange). The course provides hands-on as well as classroom experience. NETW 252 addresses topics included in the Microsoft certification exams for Exchange or similar certifications, and so helps prepare students for those exams. (1.2)

NETW 255 Advanced Networking/N+ Prep
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: NETW 120 or NETW 125 "C" or better or instructor consent.
A capstone course on computer networking hardware and software, providing hands-on as well as classroom experience, with an emphasis on preparing the student for the Comp TIA Network+ certification exam. Students will take the CompTIA exam as a requirement for course completion. (1.2)

NETW 265 Cisco III
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisites: NETW 125, NETW 145 "C" or better.
This course describes the architecture, components, and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network. (1.2)

NETW 270 Computer Forensics
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: NETW 170 "C" or better.
An advanced computer networking course with emphasis on usage of specialized forensics computer hardware and

software, as well as basic civil and criminal computer investigative fundamentals. (1.2)

NETW 274 Ethical Hacking and Security
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: NETW 170 "C" or better or instructor consent.
A course on the issues, procedures and techniques involved in "ethical hacking" and penetration testing, the process of testing a computer network for vulnerabilities for the purpose of strengthening its protections. This course also serves to prepare the student for the CompTIA Security+ certification exam. Students will take the CompTIA exam as a requirement for course completion. (1.2)

NETW 280 Network Defense/CCNA Prep
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: NETW 145 and 265 "C" or better; or instructor consent.
This course focuses on the utilization of hardware and software components to create a perimeter of defense around a local area network. Students will learn how to effectively identify security goals and create a security policy. Security components discussed include firewalls, packet filtering, authentication, proxy servers, encryption, bastion hosts, virtual private networks, log file maintenance and intrusion detection systems. (1.2)

NETW 285 Cisco IV
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisites: NETW 125, NETW 145, NETW 265 "C" or better.
This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IPSec and virtual private network (VPN) operations in a complex network. (1.2)

NETW 290 Networking Internship
3 cr. hrs.; 0 lecture hours; 5-15 lab hours per week.
Prerequisites: ITS 116 and ITS 112 and NETW 120 "C" or better and instructor consent.
Supervised field program providing work experience directly related to the student's area of concentration. On-the-job experience is required of all program graduates. (1.2)

Computer Programming

CIP 101 Computer Logic and Design
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: MATH 078 "C" or better; or appropriate placement score.
An introduction to computational thinking. Students will learn to analyze problems and employ their use, apply the three basic programming structures – (sequence, decision, and repetition) – and top-down design to develop a solution. Students will also learn how information is stored including base 2 and hexadecimal numbering systems and how data is used in computing. Students will develop algorithms to solve a problem and write programs to implement. (1.2)

CIP 104 Intro to Computer Programming
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: CIP 101 or concurrent enrollment in CIP 101 recommended.
This course teaches the student the use of key structured programming statements and the use of a programming language in writing microcomputer application programs. Proper programming design, structure, and logic are emphasized. (1.2)

CIP 151 Adv Office Applications w/VBA
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: CIP 101 or CIP 104 and CS 100 or ENGT 105 or CIP 190 or instructor consent.
Students will learn to automate Microsoft Office applications using VBA (Visual Basic for Applications). (1.2)

CIP 170 Web Page Development
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
The student will learn web site development with the three methods that have been used since web design first began: hand-coding HTML using a text editor; using a WYSIWYG editor; and using a Content Management System. The student will learn how to stay current on W3C standards for web development. Topics include: basic web design using HTML and Cascading Style Sheets, page-layout techniques, graphics, search engine optimization, and media. Students will create a multiple-page website. (1.2)

CIP 170A Web Page Development I – HTML/CSS
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
The student will learn website development with how Web design first began: hand-coding HTML using a text editor. Students will also format web pages with cascading style sheets using a text editor. Topics include: design principles, formatting web pages with cascading style sheets, server-side vs. client-side technologies, testing web pages with multiple web browsers. In addition, the student will learn how to stay current on W3C standards for web page development. (1.2)

CIP 170B Dreamweaver
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
The student will learn website 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. (1.2)

CIP 181 Advanced Web Page Development
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: CIP 170 or CIP 170A and CIP 170B.
This course introduces the student to HTML tools, Rich Internet Applications, using cascading style sheets to render in mobile and tablet, web content management systems and XML. The course also looks at the need to develop a strategy for Web Site organization and design. (1.2)

CIP 182 JavaScript
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: CIP 170 or CIP 170A and CIP 101 or CIP 104; concurrent enrollment in CIP 185 recommended.
This course will provide students with the knowledge and skills needed to develop web applications using client-side scripting with JavaScript. Students will learn code placement, events and event handlers, functions and parameters, attributes, JavaScript objects, methods, and arrays additional topics covered include DOM, validation, objects, cookies and jQuery. (1.2)

CIP 183 Intro to ASP.NET
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

CIP 185 XML (eXtensible Markup Lang.)
1 cr. hr.; 1 lecture hours; 0 lab hours per week.
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. (1.2)

CIP 186 Web Design
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: CIP 182
Students will study the process that goes behind planning and implementing a web site. HTML 5 and CSS3 will be used to develop a responsive web site for mobile, tablet, and desktop. Topics include creating a mockup, sitemaps, wireframes, layout options, graphics, search engine optimization and HTML Canvas, Geolocation, Web Analytics, and jQuery mobile. (1.2)

CIP 190 Team MS Office/SharePoint
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
This course introduces Cloud computing applications with the Microsoft Office 365 documents, SharePoint, Outlook, and Lync creating and managing SharePoint web sites, creating and sharing documents created in Office 365. (1.2)

CIP 201 Microsoft Project
1 cr. hr.; 1 lecture hours; 0 lab hours per week.
Prerequisite: Working knowledge of Microsoft Windows OS.
Develop an understanding of and ability to use Microsoft project in managing projects. Case studies will be Information Technology focused projects. (1.2)

CIP 204 Visual Basic Programming
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
Prerequisite: CIP 104 or instructor consent.
This course uses the latest version of the Visual Basic programming language to create GUI-based (Windows) applications 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. (1.2)

CIP 205 Advanced Visual Basic
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
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. (1.2)

CIP 206 AJAX and Web Services
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

CIP 211A Intro to Flash
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
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. (1.2)

CIP 211B Flash Programming
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
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 websites. (1.2)

CIP 214 C# Programming
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
Prerequisites: CS 101, CS 121 or CIP 104. Concurrent enrollment in CIP 227 or BE 264.
This course uses the C# programming language to create, GUI-based (Windows) applications, applying effective development strategies based on object-oriented programming. Topics include: forms and controls, input validation, dialog boxes, events, array processing, classes, text file processing, structures, enumerated lists, and applications with multiple forms. (1.2)

CIP 217 Advanced C# Programming
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
Prerequisites: CIP 214.
This course uses the C# programming language to create web applications (ASP.NET), Windows Store/Phone Apps (mobile development), and games. Topics for server-side ASP.NET applications include web and validation controls, user management and authentication, state management, and development of database-driven web applications. Topics in phone app development include XAML, and sound. Game development topics include understanding game loops, mouse and keyboard input, sprites, animation, object behaviors, sound, scrolling, collision detection, transformations and events. (1.2)

CIP 227 Database Management
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Relational database concepts are introduced. Topics covered are data modeling using ER diagrams and normalization, database creation in Microsoft SQL Server. Students will use Structure Query Language (SQL) creating tables, views, stored procedures and triggers, and selection. Database Administration concepts include security, backup and restore. Students completing this course will be prepared to take the Microsoft Technology Associate Database Fundamentals Exam. (1.2)

CIP 228 Web Database Programming
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: CIP 227 and CIP 182 or instructor consent.
Student taking this course will create dynamic, interactive web pages, incorporating data from a database. Topics include creating a simple database; connecting a server-side database to a web page; viewing, sorting, updating, and searching a database through the client-side interface; and maintaining site security through user logins. Students will build an e-commerce/shopping cart application to add to their portfolio. Students should get some experience in using API's such as Google's Maps API. (1.2)

CIP 250 Java Programming Fundamentals
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: CIP 104 or instructor consent.
This course is designed to teach the student the fundamentals of the Java programming Language and Java programming for the Web. Students will create Java programs, containing fundamental control structures, event handling, objects, I/O, and applet development. (1.2)

CIP 260 Systems Design and Development
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: Instructor consent.
This course is designed to guide the student through the five stages in the evolution of a system. Effective use of management sciences in meeting the needs of business systems through class projects and an off-campus project. (1.2)

CIP 270 Field Project
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

CIP 280 Intro to Game Programming
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: CIP 204 or 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. (1.2)

CIP 299 Independent Study
.5-3 cr. hrs.; 0.5-3 hours lecture; 0 lab hours per week.
Prerequisite: Department Chair or Lead Instructor consent.
Independent study or group study designed to fit the needs of the students. (1.2)

Computer Science

CS 090 Basic Computer Skills
1-3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: REA 098 or appropriate placement score.
An introduction to computer usage: Windows, Internet, Word, Excel, PowerPoint, Access and other current applications. For students with little or no computer experience. (1.4)

CS 100 Introduction to Computers
3 cr. hrs.; 3 lecture hours; 1 lab hour per week.
Prerequisite: Appropriate placement score or REA 098 "B" or better.
Introduction to computer concepts, computer applications, and the impact of computers on society. Applications include problem solving methods, word processing, spreadsheet, database, and presentation graphics software. Basic Algebra or equivalent is recommended. (1.2)

CS 101 Intro to Structured Programming
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.1)

CS 105 Computer Science: Principles
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: MATH 080 or appropriate placement score.
This course introduces students to the central ideas of computing and Computer Science, instills ideas and practices of computational thinking, and has students engage in activities that show how computing and Computer Science change the world. Students will learn that computing is both a creative and computational activity. Topics covered include abstraction, choosing computing tools to solve problems or express creativity, exploring patterns in "big data" in computer, developing algorithms to solve a problem and writing a program to implement an algorithm. This course is not programming-language specific. This course is an introductory course for both CS and non-CS-majors. (1.1)

CS 121 Intro to Computer Science
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisites: Appropriate placement score or MATH 086, 090, 091 "C" or better. Prerequisite: CS 105 or instructor consent. Recommended co-requisite: MATH 112, MATH 118, MATH 124 or MATH 131.
This course provides a disciplined approach to problem solving and algorithm development using a high level object-oriented language. Includes sequence, selection and repetition control structures; program design, coding, debugging, testing, and documentation; arrays, records, files and concepts in agile and test-driven development.
IAI: CS 911 (1.1)

CS 141 Programming for Business/COBOL
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.1)

CS 201 Advanced Applications Software
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
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. (1.1)

CS 210 Introduction to Educational Computing
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
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. (1.1)

CS 225 Advanced Programming
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: CS 121 "C" or better.
Topics include: 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 object-oriented language. IAI: CS 912 (1.1)

CS 227 Database Management Systems
3 cr. hrs.; 3 lecture hours; 0 lab hour per week.
Prerequisite: CIP 101 or CS 101 or CIP 104 or CS 105 or CS 121.
This course provides the student with database system concepts. Topics introduced include: conceptual, logical and physical designs, Entity Relationship (ER), ER diagramming, ER mapping, normalization, SQL, core DBMS functions, transaction management, triggers, views, stored procedures, and indexes. Several types of database systems will be reviewed with the focus of study on relational database systems. Students will design and build databases using SQL Server. (1.1)

CS 242 Computer Architecture
3 cr. hrs.; 3 lecture hours; 0 lab hour per week.
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. (1.1)

CS 251 Programming for Science
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.1)

CS 252 Data Structures
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisites: CS 225 and MATH 161 "C" or better.
Includes: various algorithmic paradigms, recurrence relations; complexity analysis; advanced algorithms for sorting, searching and string processing; advanced abstract data types - sets, graphs, heaps, hash tables; random number generation, object-oriented programming. (1.1)

CS 260 Systems Design and Development
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: CIP 214 or CS 225.
This course is designed to guide the student through the development of a system using current design methodologies. Students learn effective use of project management in meeting the needs of business systems through a class project and an off-campus project. (1.1)

Criminal Justice

CRJU 104 Police Administration
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
To provide an analysis of accepted administrative methods as applied to police staff functions such as: Personnel Management, Budget Control, Internal Controls, Planning and Research, Records and Communications, Housing and Materials, Federal Assistance and Law Enforcement Planning, and Government Setting for Police Work. (1.2)

CRJU 109 Police Community Relations
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
A study of the development of police community relations as both a tool for the street officer and on administrative philosophy of management. Included is an in-depth study of community oriented policing. (1.2)

CRJU 151 Criminal Justice System
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
A comprehensive view of the criminal justice system in America today. IAI: CRJ 901 (1.2)

CRJU 152 Criminology
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: SOC 101
Broad overview of the criminal justice system and a study of crime as a social phenomenon. IAI: CRJ 912 (1.1)

CRJU 153 Survey of Corrections
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Overview of the development of corrections, correctional client, correctional process, community-based corrections. Effects of institutionalization and the future of corrections. IAI: CRJ 911 (1.2)

CRJU 245 Applied Forensics
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Applied Forensics Theory will be a hands-on course where basic crime scene techniques are taught. It will involve intensive, hands-on work necessary to meet lab requirement. An understanding of proper search and seizure techniques, rules and regulations, and Constitutional laws that govern crime scene investigations and evidence gathering will also be included. (1.2)

CRJU 247 Criminology and Juvenile Delinquency
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: CRJU 152
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. IAI: CRJ 914 (1.1)

CRJU 253 Probation and Parole
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: CRJU 153
To provide student with an overview of probation and parole; the decision-making process, the parolee and the Parole Board, evaluating parole. With the increasing prison population in our society, more emphasis in the future will be placed on increased use of probation and parole as the only viable solution. Any serious student studying the criminal justice system must gain a broad-based knowledge of the probation and parole process. (1.2)

CRJU 254 Criminal Investigation
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Introduction to various law enforcement investigation techniques emphasizing crime scene investigation. (1.2)

CRJU 255 Criminal Law
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: COMM 100 and POLS 122
Study of development of the federal Constitution and the history of the Bill of Rights; includes in-depth study of first eight Amendments to the Constitution. (1.1)

CRJU 257 Police Ethics
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: CRJU 109 and COMM 100
A study of ethics as it relates specifically to Law Enforcement, Police Science and the Criminal Justice process. (1.1)

CRJU 271 Internship in Criminal Justice
3 cr. hrs.; 1 lecture hour; 10 lab hours per week.
Provides a supervised work experience in one or more of various agencies in the criminal justice system. (1.2)

CRJU 295 Topics in Criminal Justice
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Topics vary according to student interest and instructor availability. Examples of offerings include: Intro to court systems, policing special populations, police report writing, problem solving/critical thinking. Students may take up to six semester hours if the topic varies. (1.2)

Economics

ECON 150 Consumer Economics
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Study which leads to the understanding of financial management principles relating to individuals. Discusses receipts of income, personal goal setting, and budgeting. Also, individual spending in such areas as shelter, risk coverage, taxes and the investment of discretionary funds to further an individual's asset holdings. (1.1)

ECON 221 Principles of Macro Economics
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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.
IAI: S3 901 (1.1)

ECON 222 Principles of Micro Economics
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Study of the basic micro economic principles of a capitalistic economy emphasizing supply and demand, prices, elasticity, competitive forms in product and resource markets, government and business relationships, poverty, and agriculture. IAI: S3 902 (1.1)

ECON 270 Introduction to International Business
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
This course provides an overview and a basic understanding of current world activities, practices, and governmental aids and barriers to international trade. Exploration of various economic, geographic, political and cultural differences affecting international trade. (1.1)

Education

EDUC 101 Introduction to Education
3 cr. hrs.; 2.5 lecture hours; 1 lab hour per week.
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. (1.1)

EDUC 102 Diversity of Schools and Society
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.1)

EDUC 202 Multicultural/Soc Found of Ed
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
A study of the social, linguistic, and cultural factors that affect the educational experiences, practices, and environments in America. This course broadens students' understanding of the diverse nature of the contexts that either enhance or negate one's educational experiences. (Grade of "C" required for transfer into Ed programs, Field Experience: 10 hours required.) (1.1)

EDUC 210 The Exceptional Child
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
This survey course provides an overview of educational and evidence-based strategies supporting children with exceptional cognitive, social, physical, and emotional needs. Identification, intervention, strategies, methods, and programs to meet the needs of children are presented. Study of applicable federal and state laws and requirements conducted, including: Individuals with Disabilities Education Act, Individualized Family Service Plan, Individualized Educational Programs, and inclusive programming. (1.1)

EDUC 235 Clinical Observation in Education
2 cr. hrs.; 1 lecture hour; 2 lab hours per week.
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. (1.1)

Emergency Medical Services

EMS 100 Emergency Medical Technician Basic
8 cr. hrs.; 6 lecture hours; 4 lab hours per week.
Prerequisite: At least 18 years of age; high school diploma or GED; REA 098, MATH 081 & ENG 091 or appropriate placement score; or approval of EMS program director. Concurrent enrollment in EMS 102.
Prepares individuals to provide basic emergency care at the scene of an accident or illness and to stabilize and transport the patient to a facility providing definitive healthcare. The course will include the treatment of common medical emergencies and trauma injuries as well as the roles and responsibilities of emergency medical technicians (EMT-B). Upon satisfactory completion of the EMS 100 and EMS 102 courses, the student will be eligible to take the state EMT-BT or the National Registry Exam. (1.2)

EMS 102 EMT – Basic Clinical
1 cr. hr.; 0 lecture hours; 2 lab hours per week.
Prerequisite: Concurrent enrollment in EMS 100.
The student in this course will have clinical and field experiences under the direction of experienced preceptors. The student is required to complete a minimum number of hours and patient contacts. This includes twenty-four hours in the Emergency Department and twenty-four hours of ride time with an ambulance service. This course is

designed to augment each phase of the didactic material presented in EMT-Basic (EMS 100). (1.2)

EMS 110 Paramedic Theory I
7 cr. hrs.; 6 lecture hours; 2 lab hours per week.
Prerequisite: EMS 100 & 102 or equivalent; current Illinois EMT Basic License or hold NREMT-Basic certification with eligibility for Illinois EMT Basic License; REA 098, MATH 081 and ENG 091 or appropriate placement score or approval of EMS program director. Concurrent enrollment in EMS 114.
Prepare individuals to complete preparation for paramedic certification. This eight-week course includes the roles and responsibilities of the paramedic, blood borne pathogens, documentation & communication in EMS, medical records & HIPPA policies, Medical/Legal/Ethical considerations, anatomy and physiology of cells, tissues, muscular system, respiratory and cardiovascular systems, techniques for administration of medications and fluid resuscitation and an in-depth look at assessment and interventions for respiratory and cardiovascular conditions. Cardiac electrophysiology and EKG interpretation are also included. (1.2)

EMS 112 Paramedic Theory II
8 cr. hrs.; 7 lecture hours; 2 lab hours per week.
Prerequisite: EMS 110 "C" or better and a current CPR card (Healthcare Provider). Concurrent enrollment in EMS 114.
Prepare individuals to complete preparation for paramedic certification. This eight-week course includes a variety of medical and surgical emergencies as well as emergency conditions related to the cardiac, respiratory, neurological, skeletal and integumentary systems. Advance Cardiac Life Support Certification will be included. Traumatic injuries including assessments, interventions and certification in International Trauma Life Support will be provided. (1.2)

EMS 114 Paramedic Clinical I
3 cr. hr.; 0 lecture hours; 9 lab hours per week.
Prerequisite: Concurrent enrollment in EMS 110 and 112.
The student in this course will have field and clinical experiences under the direction of experienced qualified preceptors. The student is required to complete a minimum number of hours in assigned environments. This includes fifty-two hours in the Emergency Department, sixteen hours in a critical care/intensive care unit, four hours with cardiopulmonary/respiratory therapy staff, and twelve hours in the operating room/surgery, two hours in the Cardiac Cath lab, two hours at the Burn/wound Center and 50 hours of field (ambulance) experience. This course is designed to augment each phase of the didactic material presented in EMS 110: Paramedic Theory I and EMS 112: Paramedic Theory II. (1.2)

EMS 210 Paramedic Theory III
7 cr. hrs.; 6 lecture hours; 2 lab hours per week.
Prerequisite: EMS 110 and EMS 112 "C" or better, EMS 114 with a pass grade, and a current CPR card (Healthcare Provider). Concurrent enrollment in EMS 214.
Prepare individuals to complete preparation for paramedic certification. This eight-week course includes a variety of medical emergencies including assessment and management related to shock & resuscitation, fluid and electrolyte imbalance, hematology & blood disorders, endocrine disorders, immunology/anaphylaxis, gastrointestinal disorders, genitourinary disorders, toxicology/poisoning, infectious diseases, psychiatric/behavioral emergencies, drug and alcohol abuse, obstetrics, and newborn care. (1.2)

EMS 212 Paramedic Theory IV
7 cr. hrs.; 6 lecture hours; 2 lab hours per week.
Prerequisite: EMS 210 "C" or better and concurrent enrollment in EMS 214.
Prepares individuals to complete preparation for paramedic certification. This eight-week course includes a variety of emergency responses and management related to neonatal resuscitation, the care of the pediatric patient, certification in Pediatric Advanced Life Support, adult lifespan development, care of the geriatric patient, sensory impairments, home care, domestic violence, abuse and assault of children and adults, care of patients with special challenges, EMS research, cultural care, hazmat awareness, workforce safety and wellness, stress management, multiple casualty incident, rescue triage, incident management, terrorism and disasters, and summative evaluations. (1.2)

EMS 214 Paramedic Clinical II
4 cr. hrs.; 0 lecture hours; 12 lab hours per week.
Prerequisite: 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, 12 hours in the operating room/surgery, 16 hours in Obstetrics and Neonatal units, 16 hours in the pediatric units, 16 hours in the psychiatric units, and 2 hours in the dialysis center and 50 field hours. This course is designed to augment each phase of the didactic material presented in EMS 110, 112, 210, & 212. This course is also designed to act as a continuum of clinical/field experience from EMS 114. (1.2)

EMS 216 Paramedic Clinical III
5 cr. hrs.; 0 lecture hours; 15 lab hours per week.
Prerequisite: EMS 210 and EMS 212 "C" or better and EMS 214 with a pass grade.
The student in this course will have advanced field level experiences under the direction of qualified, experienced preceptors. During this course the student will continue field hours until a minimum of 300 hours has been reached within the program with an ambulance service under the direction of assigned preceptors. This course is

competency based, and may result in the extension of clock hours to meet all clinical/field competencies & objectives. (1.2)

Engineering Technology

ENGT 100 Engineering Technology Systems
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
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. (1.2)

ENGT 101 Blueprint/Schematic Reading
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Course focuses on basic interpretation and understanding of architectural, electrical, hydraulic and pneumatic, mechanical, and welding drawing/schematics. Studies provide students with basic knowledge to decipher different types of symbols found on prints and schematics. (Class may be broadened to unique and specific fields of study depending on the student preference or career field.) (1.2)

ENGT 102 Introduction to 2D-CAD
2 cr. hrs.; 1 lecture hour; 2 lab hours per week.
This course provides a basic study of drafting terminology and graphic illustration techniques as used in various engineering and technology careers. Students will increase skill development using software such as Mechanical Desktop's graphics, AutoCAD 2002. This course will focus on command/icon skills utilization in designing and modifying graphic illustrations. Students will demonstrate skills that range from basic to intermediate drawing menu/icon commands as used in varied industrial field drawing designs. (1.2)

ENGT 103 Fundamentals of DC Circuits
2 cr. hrs.; 1 lecture hour; 2 lab hours per week.
This course is an introductory course in direct current (DC) circuit concepts. Topics include atomic theory, series, parallel and combination circuits, Ohm's law, capacitance and inductance. (1.2)

ENGT 104 Fundamentals of Machining
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
This course will expose engineering technology students to the activities within a machine shop. An overview of the various machines used in a typical manufacturing process will be discussed and demonstrated. (1.2)

ENGT 105 PC Applications in Technology
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
A course designed for developing computer communicating information skills in an Engineering Technology career environment. Course focuses on needed computer operator skills; usage of current computer operating systems software and utilities; Microsoft's Office application software Word, Excel, and Internet Explorer; Productivity software: Outlook; and Simulation software Automation Studio. (1.2)

ENGT 106 Sustainable Energy Systems I
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: Concurrent enrollment in MATH 123 and ENGT 103.
This course investigates the currently available forms of alternative and sustainable/renewable energies. Power, conversion and efficiency are introduced and applied to solar, hydro, photovoltaic, tidal wind and bio energy generation processes. Integration of alternative energy generation to conventional systems is also included. (1.2)

ENGT 107 Blueprint Reading for Machinists
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
This course presents basic math, lines, multi-view drawings, symbols, various schematics and diagrams, dimensioning techniques, section views, auxiliary views, threads and fasteners, and sketching typical to all shop drawings. (1.2)

ENGT 120 Introduction to Nanomaterials
2 cr. hrs.; 1 lecture hours; 2 lab hours per week.
This is an introductory level course on nanotechnology and nanomaterials. Students learn about the structure and properties relationships, fabrication, applications, current roles in technology, and the future impact on the industry. (1.2)

ENGT 130 Introduction to Biomaterials
2 cr. hrs.; 1 lecture hours; 2 lab hours per week.
An introductory course designed to introduce students to the various classes of materials used in humans and other biological systems, relationships between structure, properties and functional behavior, manufacturing processes and material biocompatibility. (1.2)

ENGT 150 Hydraulics/Pneumatics
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: MATH 123 "C" or better or equivalent or instructor consent.
This course is a study of hydraulic and pneumatic component systems and their use for power transmission and control purposes. (1.2)

ENGT 163 Fundamentals of AC Power
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisites: MATH 123 and ENGT 103.
An intermediate circuit analysis course involving alternating current (AC) electrical concepts. Topics include AC voltage, phase and frequency considerations; transformers, residential and commercial power distribution; three-phase power and loads; power control components and frequency drives. (1.2)

ENGT 168 Logic Systems I
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
An introductory course on integrated and programmed logic components and related systems. Topics include number systems, conversions, Boolean algebra, K-maps, gates and inverters, counters and registers, memory and data acquisition circuits. Multisim software is used to assist the design and analysis of logic circuits. (1.2)

ENGT 170 Engineering Materials
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: MATH 123 "C" or better or equivalent or instructor consent.
A course in basic materials of engineering which includes ferrous and non-ferrous metals, heat treatment of metals, plastics, rubber, and inorganic non-metallic materials used in industry. (1.2)

ENGT 172 AutoCAD I – 2D Graphics
3 cr. hrs.; 1 lecture hour; 4 lab hours per week.
Prerequisites: ENGT 101 and ENGT 102 "C" or better or instructor consent.
A course in graphical illustration applications directed to the intermediate and advanced study of 2D mechanical illustrations, terminology, and techniques using Mechanical Desktop's graphics computer aided drafting software AutoCAD 2002 or newer. Studies progress from basic three view orthographic drawings to more advanced aux views, section views, true shape, and basic descriptive geometry. (1.2)

ENGT 180 Introduction to Machine Shop
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: ENGT 104 "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.

ENGT 186 Introductory CNC
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: ENGT 104 "C" or better or instructor consent.
This is the first course in a three course sequence in computerized numerical control. The principles, techniques, and elementary applications of CNC will be explored. Some programming and laboratory experience will be obtained. Machine safety issues will be addressed. (1.2)

ENGT 187 Basic CNC Operation
1 cr. hr.; 0 lecture hours; 2 lab hours per week.
Prerequisites: ENGT 186 or concurrent enrollment.
This course teaches the basic setup processes involved in the operation of CNC machines which include, among others, the use of wigglers, set blocks, feelers, set bars and other devises to establish the accurate location of the part, changing cutter offsets to accurately modify the machining to hold tight tolerances, the correct use of digital probes for tool setting on a CNC lathe and mill, and the unique safety features on the CNC machines and how and why they can be safely bypassed during setup. (1.2)

ENGT 190 Engineering Tech Practicum
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Prerequisite: Successful completion of first year courses in the electrical engineering track of ENGT.
An internship course to be performed during or between the freshman and sophomore years and upon completion of the first year degree requirements. Students are expected to locate and materially participate in an employment environment related to their chosen field of study. The internship requires periodic discussions of text, student journals, employment experiences and problem-solving concepts. Eighty hours of intern employment equals one academic credit hour. (1.2)

ENGT 206 Sustainable Energy Systems II
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: ENGT 106.
Follow-up course to Sustainable Energy Systems I, Sustainable Energy Systems II investigates alternative renewable energies. Power, conversion and efficiency are reviewed and applied to tidal, wind and geothermal energy processes. Biomass products and processes are explored, and integration of alternative generation to conventional systems is considered. (1.2)

ENGT 210 Mechatronics I
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisites: MATH 123 and ENGT 103.
This course is an introduction to the components and concepts of industrial instrumentation, closed-loop control, engineering mechanisms and measurement of physical variables using conventional and contemporary technologies. Coursework is consistent with preparation for the ISA Certified Control System Technician (CCST) examination. Project and task-oriented lab experiments utilize LabVIEW software. (1.2)

ENGT 215 Experimental Testing Systems
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisites: MATH 123 and ENGT 163.
This course is an investigation into the principles and procedures of experimental testing for function and reliability. Fixture design considerations, sensor specifications, data acquisition hardware integration, measurement system calibration and statistical data analysis topics are included. (1.2)

ENGT 218 Programmable Logic Controllers
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
An advanced logic systems course involving Programmable Logic Controllers (PLCs) for measurement, computation and control. Topics include hardware systems for the purposes of data acquisition, programmable control and micro controlling. (1.2)

ENGT 222 Auto CAD II – 3D Graphics
3 cr. hrs.; 1 lecture hours; 4 lab hours per week.
Prerequisite: ENGT 172 or GE 101 "C" or better or instructor consent.
A course in graphical illustration designed for studies which develop skills in illustrating 3D Mechanical drawings. Studies include intermediate and advanced skill development for 3D mechanical illustration, terminology and techniques using Mechanical Desktop's graphics CAD software AutoCAD 2002 or newer. Studies progress from basic wire frame and surface models to solid modeling and rendering. (1.2)

ENGT 224 Computer Programming
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: MATH 223.
Acquaints students with the use of microcomputers by programming in Visual Basic and Visual C++ languages. Includes problem solving techniques using arrays, branching methods, loops, subprograms, and parameter passing. (1.2)

ENGT 226 3D-CAD Modeling with Creo
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Beginning 3-D Modeling using Creo, covering the areas of constraint based sketching, extruding, feature construction tools, revolved features, drawing and section views. (1.2)

ENGT 231 Lathe Operations
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
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. (1.2)

ENGT 232 Milling Operations
3 cr. hrs.; 2 lecture ours; 2 lab hours per week.
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. (1.2)

ENGT 236 Intermediate CNC
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
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. (1.2)

ENGT 256 Energy Systems Practicum
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Prerequisite: Successful completion of first year sustainable energy certificate courses.
This is an internship course to be performed upon or near graduation form the Sustainable Energy certificate program. Students are expected to locate and materially participate in an employment experience related to alternative or sustainable energy generation. The internship requires periodic discussions of student journals, employment experiences, problem solving experiences and system design or analysis applications. Eighty hours of intern employment equals one academic credit hour. (1.2)

ENGT 260 Mechatronics II
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisites: MATH 223 and ENGT 210.
A continuation of the Mechatronics course offered in the third semester. This course involves a study of close-loop controllers, multi-loop systems, PLC's, and human-machine interfaces. The course focuses upon continuous control mode algorithms, multi-loop configurations and HMI/MMI using commonly available software. Loop analysis, tuning, and troubleshooting is emphasized during task-oriented lab experiments. The ISA-CCST emphasis is also continued from the previous course. (1.2)

ENGT 263 Topics in Engineering Tech
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: Instructor consent.
This is a study of new and evolving technologies in engineering. Current topics include locating and learning new technologies, technological trends, micro-electro-mechanical sensors (MEMS), nano-scale technologies, autonomous systems and alternative energies. (1.2)

ENGT 268 Engineering Technology Project
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisites: Instructor consent.
This is a final semester course involving the design, assembly and testing of an original engineering project. The student is expected to actively participate in a hands-on, team-oriented project design. The course requires a one-hour weekly team meeting. (1.2)

ENGT 270 Statics & Strength of Material
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
Prerequisite: MATH 123"C" or better or equivalent or instructor consent.
Study of static force systems, calculations of centroids, centers of gravity, friction, moments of inertia, sheer moment diagrams, properties of materials. Determining stress and strain of materials when loaded in tension, compression, shear or torsion, and combined loadings. (1.2)

ENGT 272 Advanced 2D-CAD
2 cr. hrs.; 0 lecture hours; 4 lab hours per week.
Prerequisite: ENGT 172 "C" or better.
A projects course in specific and unique graphical illustration applications directed to the advanced study of 2D illustration terminology and techniques using Mechanical Desktop's graphics computer aided drafting software AutoCAD. Areas of studies will be determined by instructor and student depending upon the student's chosen career field of expertise. Course may also be a continuation course for students who have experience in a career-specific field who need further studies in drafting or in their related field. (1.2)

ENGT 274 CAD Design and Modeling Project
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
Prerequisite: ENGT 226 "C" or better.
A projects course in specific and unique graphical illustration applications directed to the advanced study of 3D illustration terminology and techniques using Creo computer aided drafting software. Areas of studies will be determined by instructor and student depending upon the student's chosen career field of expertise. Course may also be a continuation course for students who have experience in a career specific field who need further studies in drafting or in their related field. (1.2)

ENGT 276 Advanced 3D-CAD
3 cr. hrs.; 1 lecture hour; 4 lab hours per week.
Prerequisite: ENGT 226 "C" or better.
The second course in the study of 3D design and modeling with Creo. The course introduces students to some more advanced features, commands and functions in Creo parametric. The topics include sheet metal, sweaps, and blends. (1.2)

ENGT 280 Quality Issues in Machining
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
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. (1.2)

ENGT 283 Advanced Machining Operations
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
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. (1.2)

ENGT 286 Advanced CNC with CAM
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
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. (1.2)

ENGT 290 Engineering Tech Internship
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
An internship course to be performed upon or near graduation from the engineering technology program. Students are expected to locate and materially participate in an employment experience related to their chosen field of study. The internship requires periodic discussions of student journals, employment experiences, problem solving experiences and system design or analysis applications. Eighty hours of intern employment equals one academic credit hour. (1.2)

English

ENG 091 Writing Fundamentals II
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: Appropriate placement score.
ENG 091 emphasizes strategies for organization and development of paragraphs and short essays and focuses on improving grammar and writing skills for academic writing. (1.4)

ENG 100 Academic Writing Conventions
3 cr. hrs; 3 lecture hours; 0 lab hours per week.
Prerequisite: Appropriate placement score; or instructor consent.
English 100 will provide students with the skills necessary for academic writing. The course may also be used by students needing a review for academic writing. The course will focus on grammar, MLA and APA format, and other conventions of academic writing. (1.1)

ENG 101 Composition I
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: Appropriate placement scores in writing; or ENG 091 "C" or better; or ENG 100 "C" or better; or concurrent enrollment in ENG 100; AND appropriate placement score in reading; or REA 103 "C" or better.
The first of two courses in the one-year composition sequence, English 101 introduces students to college-level writing as a process of developing and supporting a thesis in an organized essay. English 101 requires students to read and think critically, and it emphasizes using appropriate style and voice as well as the conventions of standard English and citation. IAI: C1 900 (1.1)

ENG 102 Composition II
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: English 101 "C" or better.
English 102 is the second of two courses in the one-year composition sequence. English 102 continues exposing students to college-level writing by developing and supporting a thesis in persuasive papers. English 102 requires students to read and think critically and to apply

documentation and research skills to a multi-sourced academic research writing assignment. IAI: C1 901R (1.1)

ENG 132 Technical Writing
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: COMM 100 and appropriate placement score; or COMM 100 and COMM 105; or ENG 101 "C" or better; or BE 180 or instructor consent.
ENG 132 includes correspondence, memo reports, formal reports, abstracts, fact sheets, instructions and proposals. (1.1)

ENG 190 Introduction to Literature
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: Appropriate placement score in Reading; or concurrent enrollment in REA 098.
ENG 190 offers an introduction to works of poetry, drama, and fiction in order to develop the reader's interpretive skills. The course is designed to promote an awareness of excellence in literature as well as an appreciation of diversity. As such, it will prepare students for other literature offerings. IAI: H3 900 (1.1)

ENG 205 Studies in Literature
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
ENG 205 is an intensive study of a genre, group of authors, or a single major writer. Images of Women in Literature, Psychology and Literature, Folklore, Science Fiction/Fantasy, Tragedy, Detective Fiction, Dystopian Literature, and Biblical Images in Literature are among the offerings. (1.1)

ENG 206 Minority American Literature
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: ENG 101 "C" or better.
ENG 206 is an introduction to the literary and cultural traditions of two or more United States minority cultures, such as Native American, African American, Asian American, and Hispanic American, and to general issues of cultural marginalization of minorities in the American experience. IAI: H3 910D (1.1)

ENG 207 Introduction to Women Writers
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: ENG 101 "C" or better.
ENG 207 is an examination of various types of literary works in the context of culture, society, and sexuality. Literature of self-definition, identification, protest, and occupation is all included. IAI: H3 911D (1.1)

ENG 208 Introduction to Poetry
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: ENG 101 "C" or better.
ENG 208 is an introductory course designed to expose students to the reading and analysis of poetry of various types and from a variety of periods, including approaches to determining literary meaning, form, and value. IAI: H3 903 (1.1)

ENG 210 Introduction to Fiction
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. IAI: H3 901 (1.1)

ENG 213 American Literature I
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: ENG 101 "C" or better.
ENG 213 is 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. IAI: H3 914 (1.1)

ENG 214 American Literature II
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: ENG 101 "C" or better.
ENG 214 is a survey of representative works illustrating the development of American Literature from the Civil War to the present with an emphasis on major literary movements understood in relation to their intellectual, social, and political contexts. IAI: H3 915 (1.1)

ENG 215 Western Lit in Translation I
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: ENG 101 "C" or better.
English 215 is the first of two literature courses that explores how Western consciousness and literature were established through the influence of religious myths, creative imagination and intellect of the ancient world through the Renaissance. Representative works in translation from ancient civilizations, Greece, Rome, medieval Europe and the New World are discussed and analyzed. IAI: H3 906 (1.1)

ENG 216 Western Lit in Translation II
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: ENG 101 "C" or better.
ENG 216 includes reading and analysis of representative works of Western Civilization from Neoclassicism through symbolism and the modern school, from Moliere through Camus. IAI: H3 907 (1.1)

ENG 217 African and Caribbean Literature
3 cr. hrs.; 3 lecture hours; 0 lab hours.
Prerequisite: ENG 101 "C" or better.
ENG 217 is an introduction to the literature in English by writers from non-Western cultures- Africa and the Caribbean - with an emphasis on the intellectual, social and political contexts of their works. IAI: H3 908N (1.1)

ENG 218 Latin American Literature in Translation
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: ENG 101 "C" or better.
ENG 218 is an introduction to the literatures in translation of Latin American countries, including at least three of the following: Mexico, Peru, Colombia, Argentina, Puerto Rico, Cuba, Uruguay, Chile and Brazil. The course

emphasizes literature as an expression of culture, and it satisfies the non-Western requirement. IAI: H3 908N (1.1)

ENG 219 Eastern Literatures in Translation
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: ENG 101 "C" or better.
ENG 219 includes reading and analysis of representative works of Eastern Literatures. It emphasizes one or more of these areas: Asia, The Asian Subcontinent, the Middle East, and it satisfies the non-western requirement. IAI: H3 908N (1.1)

ENG 221 British Literature I
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: ENG 101 "C" or better.
ENG 221 is 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. IAI: H3 912 (1.1)

ENG 222 British Literature II
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: ENG 101 "C" or better.
ENG 222 is 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. IAI: H3 913 (1.1)

ENG 223 Introduction to Shakespeare
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: ENG 101 "C" or better.
ENG 223 is an introduction to Shakespeare's works by genre (comedy, history, tragedy and non-dramatic poetry). The course will focus on Shakespeare's work in the context of his own time as well as our own. IAI: H3 905 (1.1)

ENG 231 Fiction Writing
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
ENG 231 explains the structure and elements of fiction and the writing process, has students produce fully-developed works of fiction, and demonstrate an understanding of the critical terminology of the creative writer. (1.1)

ENG 232 Poetry Writing
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
ENG 232 will explore the structure and elements of poetry and the writing process; students will produce fully-developed works of poetry, and demonstrate an understanding of the critical terminology of the creative writer. (1.1)

ENG 240 Children's Literature
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: ENG 101 "C" or better.
ENG 240 is a study of formal and thematic elements of several genres of children's literature (fables, fairy tales, nursery rhymes, poetry, picture books, plays, novels, etc.). IAI: H3 918 (1.1)

ENG 250 Film as Literature
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: ENG 101 "C" or better.
ENG 250 is a study of formal, thematic, and/or historical relationships between literary and cinematic forms, including examination of adaptations and influences that demonstrate the strengths of each artistic medium. IAI: HF 908 (1.1)

English as a Second Language

ESL 051 Foundations I
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
This course is intended for the student who has limited ability in understanding and speaking English. Students will learn to function actively in situations involving daily life transactions. These will also include basic interactions that they will need to perform within the academic setting. All listening, and speaking activities will be taught in the context of situations. Students will also learn to pronounce correctly the basic vowel and consonant sounds of English. The material in this course will be correlated with the material taught in Foundations II. (1.4)

ESL 053 Foundations II
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
This course is intended for the student who has limited proficiency in reading and writing English. Since the course takes the reading to write approach, the reading provides the ideas, vocabulary and language structure that students will use when they write. Basic reading comprehension, vocabulary skills and dictionary skills will be taught. The themes of the readings will progress from the everyday world of the student to the world in general. Students will learn to write sentences and guided and unguided paragraphs. (1.4)

ESL 061 Basic Sentence Structure
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
Prerequisite: ESL Program Coordinator consent.
This course given an overview of the structure of the simple English sentence; it concentrates on the noun phrase and the verb phrase. This course will help students understand the system of the English language and the rules that govern the system. Grammar will be taught in a holistic context. In other words, each grammar point will be taught within a thematic unit; students will learn the vocabulary associated with the theme and practice the grammar through a series of written and oral projects that form part of each unit. (1.4)

ESL 062 Intermediate Grammar
1-4 cr. hrs.; 1-3 lecture hours; .5-2 lab hours per week.
Prerequisite: ESL Program Coordinator consent.
This course gives an overview of the structure of the simple English sentence; it concentrates on the noun

phrase and the verb phrase. This course will help students understand the system of the English language and the rules that govern the system. Grammar will be taught in a holistic context. In other words, each grammar point will be taught within a thematic unit; students will learn the vocabulary associated with that them and practice the grammar through a series of written and oral projects that form part of each unit. (1.4)

ESL 062A Intermediate Grammar Online
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Prerequisite: ESL Program Coordinator consent.
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. (1.4)

ESL 063 Reading I
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
Prerequisite: ESL Program Coordinator consent.
This course is designed to develop vocabulary and reading skills at the intermediate level. Students will improve 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. (1.4)

ESL 064 Intermediate Reading
1-4 cr. hrs.; 1-3 lecture hours; .5-2 lab hours per week.
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. (1.4)

ESL 064A Intermediate Reading Online
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
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. (1.4)

ESL 065 Writing I
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
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. (1.4)

ESL 066 Intermediate Writing
1-4 cr. hrs.; 1-3 lecture hours; .5-2 lab hours per week.
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. (1.4)

ESL 066A Intermediate Writing Online
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
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. (1.4)

ESL 067 Listening/Speaking I
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
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. (1.4)

ESL 068 Intermediate Oral Skills
1-4 cr. hrs.; 1-3 lecture hours; .5-2 lab hours per week.
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. (1.4)

ESL 069 Pronunciation and Conversation
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
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. (1.4)

ESL 070 Communication Skills
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
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. (1.4)

ESL 070A Communication Skills Online
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
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 websites each week. They will prepare for conversations and speaking assignments through exploration of websites and online library resources. They will participate in online discussions through the course discussion board. May be repeated three times. (1.4)

ESL 071 Complex Sentence Structure
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
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. (1.4)

ESL 072 Advanced Grammar
1-4 cr. hrs.; 1-3 lecture hours; .5-2 lab hours per week.
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. (1.4)

ESL 072A Advanced Grammar Online
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
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. (1.4)

ESL 073 Reading II
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.

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. (1.4)

ESL 074 Advanced Reading
1-4 cr. hrs.; 1-3 lecture hours; 0.5-2 lab hours per week.
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. (1.4)

ESL 074A Advanced Reading Online
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
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. (1.4)

ESL 075 Writing II
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
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. (1.4)

ESL 076 Advanced Writing
1-4 cr. hrs.; 1-3 lecture hours; .5-2 lab hours per week.
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. (1.4)

ESL 076A Advanced Writing Online
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Prerequisite: ESL Program Coordinator consent.
This is the online component associated with ESL 076 Advanced Writing. This course is in conjunction with ESL 076 prepares the student to write at the College level. Students will write well-organized essays that are mostly free of errors typical of non-native speakers of English. Students will learn how to work through the writing process. In addition, students will learn how to write a research paper and to become proficient in word processing. Students will also use Internet resources to practice editing skills and to work through the drafting process. This course may be repeated three times. (1.4)

ESL 077 Listening/Speaking II
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
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, videotaping of activities and guest speakers. Students will continue to work on pronunciation. (1.4)

ESL 078 Advanced Oral Skills
1-4 cr. hrs.; 1-3 lecture hours; 0.5-2 lab hours per week.
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, videotaping of activities and guest speakers. Students will continue to work on pronunciation. (1.4)

ESL 078A Advanced Oral Skills Online
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Prerequisite: ESL Program Coordinator consent.
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. (1.4)

Equine

EQ 101 Introductory Equine Seminar
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
A study of equine industry. Special reports on select current topics. Part of class time will be utilized by visiting lecturers. Occasionally a dinner meeting may be held. Required of full-time equine students. (1.2)

EQ 102 Horse Science Work Experience Seminar
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Continuation of EQ 101 with special emphasis on developing the work-education experience program. (1.2)

EQ 109 Equine Work Experience
1-8 cr. hrs.; 0 lecture hours; 40 lab hours per week.
Prerequisites: Completion of 22 semester hours in Equestrian/Horse Science curriculum (that includes EQ 161 & EQ 151) 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. (1.2)

EQ 120 Western Show Team I
2 cr. hrs.; 1 lecture hour; 2 lab hours per week.
Prerequisite: EQ 161 "C" or better; or instructor consent.
A continuation of technical development of western horsemanship skills for competitions in Intercollegiate Horse Show Association events. Emphasis will be on Regional through National Level competitions. (1.2)

EQ 151 Horse Production & Management
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
An introductory course on equine reproduction. Emphasis will be on dentistry, genetics, stallion and mare reproductive anatomy and physiology, foaling and foal care and general breeding farm management. (1.2)

EQ 152 Farm Machinery Operations
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
This course is designed to provide individual machinery operation instruction to students that desire to increase their knowledge and improve their skills operating machinery commonly used on a horse farm/ranch. (1.2)

EQ 154 Horse Equipment & Facilities
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Students will learn principles of planning for equine facilities, design and construction. Students will also learn to recognize, evaluate and select a variety of horse equipment. (1.2)

EQ 158 Horse Evaluation I
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Provides students an opportunity to gain experience in evaluating horses. There will be time spent on developing and presenting oral reasons. (1.2)

EQ 159 Horse Evaluation II
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Prerequisite: EQ 158 or instructor consent.
Provides students an opportunity to gain experience in evaluating horses. Time will be spent on developing and presenting oral reasons. Continuation of EQ 158. (1.2)

EQ 161 Western Horsemanship
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
Prerequisite: Consent of instructor.
The principles and methods of western horsemanship will be studied including developing communication between rider and horse, proper positioning of the rider, process of aids and cues, and equitation guidelines. (1.2)

EQ 167 Colt Training
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: Satisfactory completion of 15 credit hours in horse/Horse Science curriculum or instructor consent.
Fundamentals of horse handling and training will be covered, including stall maintenance and daily care, grooming, ground work, principles of breaking, and basic training techniques under saddle. (1.2)

EQ 168 Horsemanship Lessons
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Prerequisites: EQ 161 and instructor consent.
Small group riding lessons developed to improve horse and rider communication, balance, strength, and relaxed concentration. (1.2)

EQ 201 Adv Horse Sci Work Exper Semin
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Prerequisite: EQ 102 and 109.
A study of equine industry. Special reports on select current topics. Part of class time will be utilized by visiting lecturers. Occasionally a dinner meeting may be held. Required of full-time equine students. Special emphasis on preparing for advanced training for final supervised work-education experience and career planning. (1.2)

EQ 209 Adv Horse Science Work Experi
5 cr. hrs.; 0 lecture hours; 48 lab hours per week.
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. (1.2)

EQ 220 Western Show Team II
2 cr. hrs.; 1 lecture hour; 2 lab hours per week.
Prerequisite: EQ 161 "C" or better or instructor consent.
A continuation of technical development of western horsemanship skills for competitions in Intercollegiate Horse Show Association events. Emphasis will be on Regional through National Level competitions. (1.2)

EQ 253 Horse Health Care
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
A study of the methods of prevention and control of typical equine diseases and parasites. Also included will be treatment of common injuries and congenital disorders. (1.2)

EQ 254 Stable Management
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
A study of 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. (1.2)

EQ 258 Horse Evaluation III
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Prerequisites: EQ 158 and 159.
Provides students an opportunity to gain experience in evaluating horses. Time will be spent on developing and presenting oral reasons. (1.2)

EQ 259 Horse Evaluation IV
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Prerequisites: EQ 158 and 159.
Provides students an opportunity to gain experience in evaluating horses. Time will be spent on developing and presenting oral reasons. (1.2)

EQ 261 Western Horsemanship II
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
Prerequisite: EQ 161 or instructor consent.
A second level course in western horsemanship. Students will advance their foundation horsemanship skills by incorporating dressage and advanced riding maneuvers into event specific disciplines in the western horse industry. (1.2)

EQ 262 English Equitation
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
Prerequisite: EQ 161 or instructor consent.
The principles and methods of hunt seat equitation will be studied including developing communication between rider and horse, proper positioning of rider, process of aids and cues, and equitation guidelines. (1.2)

EQ 263 Methods Teaching Horsemanship
2 cr. hrs.; 1 lecture hour; 2 lab hours per week.
Prerequisites: EQ 161 or 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 covered. (1.2)

EQ 264 Show Horse Training
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
Prerequisites: EQ 161, EQ 262, instructor consent.
Students will use procedures learned in all previous equitation courses to select, prepare, train and compete on a horse in Horse Show events. (1.2)

EQ 266 Horse Show Preparation and Management
2 cr. hrs.; 1 lecture hour; 2 lab hours per week.
Prerequisite: EQ 161 or instructor consent.
Complete preparation of the horse for the show ring, consisting of grooming, mane pulling, braiding mane and tail, clipping and bandaging. Basic leather care and correct appointments will also be explained. (1.2)

EQ 267 Farrier Science
2 cr. hrs.; 1 lecture hour; 2 lab hours per week.
A study of equine industry. Special reports on select current topics. Part of class time will be utilized by visiting lecturers. Occasionally a dinner meeting may be held. Required of full-time equine students. Comprehensive study of the horse's foot, its function, anatomy, care, shoeing, related problems and techniques of corrections. (1.2)

EQ 268 Intermediate Horse Training & Develop
3 cr. hrs.; 2 lecture hours; 2 lab hours.
Prerequisites: EQ 161 and 262 or instructor consent.
The study of early training of a horse beginning with groundwork and translating it into riding. Emphasis is placed on developing a knowledge and use of transition training and developing the horse through body control and resistance free training. (1.2)

EQ 269 Performance Horse Training
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
Prerequisite: EQ 161, EQ 262, or instructor consent.
Students will use procedures learned in all previous equitation courses to select, train and compete in performance events. (1.2)

Fire Service Officer

FSO 112 Command Officer Management I
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Acquaints student with the role of Company Officer and provides an introduction to basic management theories, practices, and functions. (1.2)

FSO 114 Fire Prevention Principles
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Course is designed to meet the needs of individuals who are expanding their knowledge about fire department operations, specifically fire prevention. (1.2)

FSO 115 Tactics and Strategies I
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.

Introduction to basic principles and methods associated with fire ground tactics and strategy as required of the Fire Service Company Officer. (1.2)

FSO 118 Fire Service Instructor I
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Course provides basic information about human relations in the teaching-learning environment, methods of teaching, and proper method of writing lesson plans. (1.2)

FSO 212 Command Officer Management II
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: FSO 112 or instructor consent.
Presents the principles of communication and group dynamics as they relate to the Company Officer. (1.2)

FSO 215 Fire Fighting Tactics and Strategies II
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

FSO 218 Fire Service Instructor II
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: FSO 118 or instructor consent.
Continuation of Instructor I; human relations, methods of teaching, and method of writing lesson plans. (1.2)

FSO 224 Command Officer Management III
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

FSO 225 Command Officer Management IV
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

French

FREN 101 Elementary French I
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
FREN 101 is the first course of a two-semester sequence in elementary French with emphasis upon speaking, listening comprehension, reading, writing, and understanding culture. (1.1)

FREN 102 Elementary French II
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
Prerequisite: One year of high school French "C" or better; or one semester of college French "C" or better; or instructor consent.
FREN 102 is the second course of a two-semester sequence in elementary French with emphasis upon speaking, listening comprehension, reading, writing, and understanding culture. (1.1)

FREN 201 Intermediate French I
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
Prerequisite: Two years of high school French "C" or better; or two semesters of college French "C" or better; or instructor consent.
FREN 201 is the first course of a two-semester sequence in intermediate French with emphasis upon oral proficiency, grammar review, composition, literary readings, and study of Francophone culture and civilization.(1.1)

FREN 202 Intermediate French II
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
Prerequisite: Three years of high school French "C" or better; or three semesters of college French "C" or better; or instructor consent.
FREN 202 is the 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. IAI: H1 900 (1.1)

General Engineering

GE 101 Engineering Graphics and Geometry
3 cr. hrs.; 1 lecture hour; 4 lab hours per week.
Prerequisite: Math 124 or concurrent enrollment in Math 118, or instructor consent.
Introduction to basic graphing concepts including use of equipment, orthographic projection, geometric construction, and pictorial representation. Applications of orthographic projection of the engineering design process, introduction to computer-aided graphing using personal computers. IAI: EGR 941 (1.1)

GE 201 Analytical Mechanics Statics
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: MATH 124 and PHYS 201; or instructor consent.
Vector and calculus approach to principles of statics.
IAI: EGR 942 (1.1)

GE 202 Analytical Mechanics Dynamics
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: GE 201.
Vector and calculus study of the displacement velocity and acceleration of particles and rigid bodies. IAI: EGR 943 (1.1)

GE 205 Elementary Mechanics of Deformable Bodies
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: GE 201.
The study of the stress and strain of deformable bodies due to external loading. Such stresses include tension, compression torsion, transverse buckling, bending, combined loading and deflection. IAI: EGR 945 (1.1)

GE 271 Electrical Circuits
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
Prerequisite: Phys 202 and Math 226
An introduction to engineering circuit analysis and design including basic laws and concepts of linear circuits, the resistor, the capacitor and inductor, AC circuits, and the operational amplifier. (1.1)

General Technology

GT 200 Independent Study
1-3 cr. hrs.; 0 lecture hours; 3-9 lab hours per week.
Prerequisites: Sophomore standing and permission of instructor.
Experiences in open laboratory setting. Development of peer teaching, technical communication, and lab analysis skills. (1.2)

Geography

GEOG 101 Physical Geography
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
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.
IAI: P1 909L (1.1)

GEOG 102 Physical Geography
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
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. IAI: P1 909L (1.1)

GEOG 105 Introductory Regional Geography
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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.
IAI: S4 900N (1.1)

GEOG 106 Introductory Meteorology
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Introduction to atmospheric science leading to a better understanding of day-to-day weather, including frontal systems and severe storms. IAI: P1 905 (1.1)

Geology

GEOL 101 Physical Geology
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
The study of the earth's composition and forces which affect it; minerals, rocks, weathering, erosion, volcanism, structure, earthquakes and plate tectonics. IAI: P1 907L (1.1)

GEOL 102 Historical Geology
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
Study of the origin and evolution of the earth as interpreted from the evidence in rock sequences and fossils.
IAI: P1 907L (1.1)

German

GERM 101 Elementary German I
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
GERM 101 is the first course of a two-semester sequence in elementary German with emphasis upon speaking, listening comprehension, reading, writing, and understanding culture. (1.1)

GERM 102 Elementary German II
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
Prerequisite: One year of high school German "C" or better; or one semester of college German "C" or better; or instructor consent.
GERM 102 is the second course of a two-semester sequence in elementary German with emphasis upon speaking, listening comprehension, reading, writing, and understanding culture. (1.1)

GERM 201 Intermediate German I
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
Prerequisite: Two years of high school German "C" or better; or two semesters of college German "C" or better; or instructor consent.
GERM 201 is the 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. (1.1)

GERM 202 Intermediate German II
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
Prerequisite: Three years of high school German "C" or better; or three semesters of college German "C" or better; or instructor consent.
GERM 202 is the 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.
IAI: H1 900 (1.1)

Health

HEAL 102 Living in a Changing World
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Focuses on wise health practices and consumer health service information. (1.1)

HEAL 123 Drug Use and Abuse
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
A comprehensive and in-depth study of the use and abuse of drugs in our society. (1.1)

HEAL 200 First Aid
1-3 cr. hrs.; .5-2 lecture hours; 1-2 lab hours per week.

Methods and skills of emergency care for the ill or injured victim. May be repeated twice. Variable credit as follows: 1.0-Cardio-Pulmonary Resuscitation and Standard First Aid; 3.0-Cardio-Pulmonary Resuscitation, Advanced First Aid and Emergency Care Red Cross certification upon successful completion of course. (1.2)

Health Information Management

HIM 147 Medical Assisting Clinical Techniques I
4 cr. hrs.; 2 lecture hours; 4 lab hours per week.
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). (1.2)

HIM 148 Beginning Medical Transcription
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
Prerequisite: BE 141 or equivalent skill.
Introduction to transcription of medical reports. (1.2)

HIM 156 Introduction to Health Insurance
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Introduce students to health insurance industry; present step-by-step procedures for generating, processing, and submitting health insurance claims to commercial, private, and governmental health insurance programs. (1.2)

HIM 200 Advanced Medical Terminology
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: BIOL 150 "C" or better.
Building a strong medical vocabulary, emphasis on extensive medical specialties- anatomy, diagnostic and treatment procedures, progress of student from word recognition to usage in medical reports. (1.2)

HIM 245 Medical Scribe Procedures
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Prerequisite: HIM 200 and HIM 252
Medical scribes are individuals trained in medical documentation who assist a physician. This course will provide students with an understanding of the daily procedures performed by a medical scribe. (1.2)

HIM 247 Medical Assisting Clinical Techniques II
4 cr. hrs.; 2 lecture hours; 4 lab hours per week.
Prerequisite: HIM 147 "C" or better.
This course presents advanced Medical Assisting skills including urinalysis, electrocardiography, basic blood collection methods (syringe, vacuum tube, capillary puncture). (1.2)

HIM 249 Management of Health Info
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Create an understanding of management principles as they apply to various health information management settings. The student will see the health information manager job as that of a broker-including data capture, analysis, integration, and information dissemination in the health information area. Each major management function is addressed: planning, organizing, leading, and controlling. (1.2)

HIM 250 Advanced Medical Transcription
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
Prerequisites: BIOL 150, HIM 148, and BE 141 "C" or better.
Machine transcription of medical reports. Emphasis on punctuation, spelling, and proofreading. (1.2)

HIM 251 Medical Office Procedures
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: BIOL 150 "C" or better; or instructor consent.
Administration of the medical office; insurance, professional and business records. (1.2)

HIM 252 Pharmacology Terminology
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Emphasis is on spelling, abbreviations, pronunciation, drug names and references and bodily effects of drugs. Drug classifications. (1.2)

HIM 254 Law Liability and Medical Ethics
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
A careful examination of health legislation and health policy implementation. Student will become aware of legal aspects of handling information and ethics involved in management of medical information. Case studies will be used to provide problem solving. (1.2)

HIM 255 Management of Electronic Health Records
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Administration of the medical office work flow using electronic medical record simulation. Hands on computer experience with simulated electronic medical record applications via internet access. Students will gain knowledge and understanding of how accounts receivable, billing, collections and medical office work flow are electronically performed. (1.2)

HIM 257 Procedure and Diagnosis Coding I
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: BIOL 150 or concurrent enrollment.
Coding (CPT-4) (ICD-10) is the translation of diagnoses, procedures, services and supplies into numeric/ alphanumeric components for statistical reporting and reimbursement. (1.2)

HIM 258 Procedures & Diagnosis Coding II
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: HIM 257 "C" or better; or instructor consent.

Advanced coding (CPT-4) (ICD-10) including surgical, in-patient, out-patient, multiple diagnoses, and procedures. (1.2)

HIM 259 Procedures & Diagnosis Coding III
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: HIM 257 and HIM 258
Coding (CPT-4, ICD-10 and HCPCS) is the translation of diagnoses, procedures, services, and supplies into numeric/alphanumeric components for statistical reporting and reimbursement. This course will address APC and DRG coding for the inpatient setting. (1.2)

HIM 261 Seminar
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Prerequisite: Instructor consent and concurrent enrollment in HIM 265.
Discussion of internship activities, challenges, team opportunities and problems. (1.2)

HIM 265 Internship
3 cr. hrs.; 0 lecture hours; 40 lab hours per week.
Prerequisites: Instructor consent and concurrent enrollment in HIM 261.
Supervised field program, providing work experience in offices for students enrolled in Health Information Management. (1.2)

History

HIST 105 History of the United States to 1877
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Surveys the history of the United States from the discovery of America through 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. IAI: S2 900 (1.1)

HIST 106 History of the United States Since 1877
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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.
IAI: S2 901 (1.1)

HIST 125 Western Civilization I
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Surveys the foundations of Western civilization in the ancient near east and the Greco-Roman world, and traces the transmission of ideas from these early cultures to the Medieval world, from the first feudal monarchies to the Protestant Reformation. Among the cultures studied are those of Mesopotamia, Egypt, Greece, Rome, North Africa, the Middle East and Europe. IAI: H2 901 (1.1)

HIST 127 Western Civilization II
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: HIST 125 not required for enrollment.
Surveys expansion of Western civilization since the 17th 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 20th century. Particular emphasis is given to the spread of Western ideas and institutions throughout the world.
IAI: H2 902 (1.1)

HIST 141 History of Asia to 1500
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Surveys the foundations of 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. IAI: S2 908N (1.1)

HIST 142 History of Asia since 1500
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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 20th century. Among the cultures studied are those of India, China, and Japan.
IAI: S2 909N (1.1)

HIST 151 History of the Middle East Since 1700
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Surveys Middle Eastern civilization with an emphasis on the period between 1700 and the present. Includes an examination of political, economic, social and religious development and the current condition of the Middle East.
IAI: S2 919N (1.1)

HIST 190 A History of American Labor
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
This course is a survey of the lives and work of American working people, form the colonial era to the present, and includes an examination of the origins and development of labor unions in the United States. (1.1)

HIST 200 African American History
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: HIST 105 or HIST 106 recommended.
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. (1.1)

HIST 205 Topics in History
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Intensive study of particular topics in history. Topics will vary and will be announced in advance: history of presidential greatness, survey of crime and punishment, the holocaust, Vietnam conflict. This course may be repeated once (up to 6 hrs.) provided that different topics are considered. (1.1)

HIST 210 Directed Study in History
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Prerequisite: Instructor consent.
Offers serious student an opportunity to probe more deeply into an area of history in which there is a particular interest. Offered in conjunction with a regularly scheduled class and meets for one additional hour per week. (1.1)

HIST 222 Comparative Religions
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
This course compares and contrasts the great religions of the world from the scholarly point of view as they emerged in Asia and developed throughout the world; the course focuses on their beliefs, practices, and work of inspiration. IAI: H5 904N (1.1)

HIST 231 History of England to 1688
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.1)

HIST 232 History of England Since 1688
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.1)

HIST 253 American Revolution
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.1)

HIST 254 American Civil War
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: HIST 105 recommended.
A survey of the political, social, economic and military events associated with the American Civil War. (1.1)

HIST 255 History of Illinois
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.1)

HIST 256 American Westward Expansion
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Study of westward expansion and the influence of the frontier in American history from colonial times to the end of the 19th century. (1.1)

HIST 265 World War II
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Surveys the origins, development, and consequences of World War II from the end of World War I to the establishment of the Cold War. (1.1)

Horticulture

HORT 190 ID of Landscape Plant
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

HORT 191 Beginning Floral Design
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
The principles of design using flowers and foliage are discussed with emphasis on how these principles of design impact everyday life. (1.2)

HORT 192 Landscape Design
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
The basic appearance, presentation, and placement of ornamental horticulture plants in the landscape. Concepts of balance, form, harmony, and focal points as they relate to commercial and home landscape are emphasized. (1.2)

HORT 193 Trees/Arboriculture
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
The identification, care and use of nature and introduced trees. Special emphasis on techniques such as cabling and pruning. (1.2)

HORT 194 Ident. of Horticultural Plants
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
This course includes the study of structures, physiology, reproduction and the identification of common horticulture plants. Basic horticultural practices are emphasized. (1.2)

HORT 195 Vegetable Production
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Designed to give the garden grower general knowledge regarding common vegetable crops. Emphasis is on growing conditions and proper care of vegetables. (1.2)

HORT 196 Perennials and Ground Cover
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Provides a working knowledge of herbaceous perennials such as irises, peonies, lilies, and many others with respect to diseases, insects, propagation, and design. (1.2)

HORT 198 Turf and Lawn Management
1-3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

HORT 203 Hort Research Internship
.5-2 cr. hrs.; 0 lecture hours; 2.5-10 lab hours.
Study of special problems or research in the areas of horticulture. Experience of facilities such as the Quad City Botanic Garden. (1.2)

HORT 210 Horticulture Work Experience
5 cr. hrs.; 0 lecture hours; 40 lab hours per week.
Eight weeks of supervised training in an approved horticulture business. Reports by the student and job satisfactory performance required for credit. (1.2)

HORT 284 Intro to Horticultural Science
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
An introduction to the principles and practices involved in the development, production and use of horticultural crops (fruits, vegetables, greenhouse, turf, nursery, floral and landscape). IAI: AG 905 (1.1)

HORT 292 Greenhouse Crops
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Designed for study of major greenhouse crops normally produced in the fall/spring or year around. Light, water, fertilization, disease and insect control, use of chemical growth regulators, crop scheduling and cost accounting, and marketing theory are emphasized. (1.2)

HORT 293 Small Fruits and Viticulture
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

HORT 294 Greenhouse Management
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Emphasis on greenhouse equipment, maintenance, installation and design. Special topics include: fertilizer injectors; pesticide spraying equipment; steam sterilization systems; and heating, cooling, and CO_2 units. Methods of energy conservation in the greenhouse, crop fertilization and watering practices. (1.2)

HORT 295 Landscape Const Maint & Op.
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
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. (1.2)

HORT 296 Horticulture Business Mgt.
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
The study of retail and wholesale horticulture business management. Field trips include local nurseries, greenhouses, garden centers, seed and equipment dealers. Emphasis is on financing, tax records, land purchase, and purchase, advertising, ownership and small business practices. The course will include a case-study of a horticulture related business of student interest. (1.2)

HORT 298 Golf Course Management
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Designed to provide advanced establishment skills of turf areas pertaining to golf courses. Additional study of irrigation systems, equipment maintenance, tees, and bunker development. Strong emphasis on fertilization, drainage, mowing and control of weeds, diseases and insects. (1.2)

Humanities

HUM 101 Humanities I
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. IAI: HF 900 (1.1)

HUM 102 Humanities II
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. IAI: HF 901 (1.1)

Independent Study

INDEPENDENT 299 Independent Study
1-4 cr. hrs.; 1 lecture hour; 10 lab hours per week.
Prerequisites vary among departments.
Designed to serve as a capstone for an instructional program for students with unusual interests and abilities and to include special educational projects that cannot normally be obtained in another course or in the classroom. Students work individually with a faculty member to plan and carry out a project that requires self-directed study. Enrollment requires prior permission. (1.1)

International Studies

IS 205 Topics in International Studies
.5-5 cr. hr.; 0.5-5 lecture hour; 0 lab hours per week.
Independent study or group study designed to fit the needs of an individual student or a group of students. (1.1)

IS 215 Topics/Issues in Business
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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.) (1.1)

IS 220 Global Issues
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. IAI: S5 904 (1.1)

IS 250 American Culture and Civilization
1-3 cr. hrs.; 1-3 lecture hours; 0 lab hours per week.
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. (1.1)

Information Technology Support

ITS 110 Basic Electronics
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
A course in basic electronics for students pursuing the Computer Information Technology degree or IT support Technician AAS degree or Certificate. Includes fundamental DC and AC concepts, common electronic components and basic circuits, with an emphasis on their application in PCs and peripherals.

ITS 112 Operating Systems
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
This is a course on Computer Operating Systems. The two operating systems of focus are Windows and Linux. Each will be explored independently in a comparative fashion with a primary focus on the usage of the command-line interfaces. (1.2)

ITS 116 Computer Hardware
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
This course is an introduction to computer hardware components, from a technician's perspective. Content includes motherboard, CPU, memory, storage devices, and I/O devices, etc. Emphasis is on installation and repair, as well as hardware/software interaction. Not an A+ Certification prep course, but provides a foundation for future pursuit of this credential. (1.2)

ITS 118 Computer Troubleshooting
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: ITS 116 "C" or better.
This course provides an introduction to computer support, troubleshooting methodologies, and routine computer maintenance and repair. (1.2)

ITS 124 Internship
1-3 cr. hrs.; 0 lecture hours; 5-15 lab hours per week.
Prerequisites: ITS 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. Designed to reinforce and supplement second semester coursework. May be repeated 2 times. (1.2)

ITS 125 IT Professional Skills
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
This course is designed to enhance students' professional skills, especially those of value in the Information Technology field. Topics include discussion of workplace issues, development of job-seeking strategies, and enhancement of interpersonal skills. (1.2)

ITS 180 Desktop Application Support
3 cr. hr.; 2 lecture hours; 2 lab hours per week.
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. Students should be familiar with current Microsoft operating systems, basic network operation, and desktop applications from a user standpoint. (1.2)

ITS 216 Advanced PC Hardware/A+ Prep
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisites: ITS 116 and ITS 112 and NETW 120 or instructor consent.
An advanced capstone course in computer hardware installation, troubleshooting and repair, with an emphasis on preparing the student to take the CompTIA A+ Certified Technician certification exams. Students will take the CompTIA exams as a requirement for course completion. (1.2)

Journalism

JOUR 221 Introduction to Mass Communications
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
JOUR 221 provides an overview of the nature, functions, and responsibilities of the mass communication industries (including newspaper, magazines, books, radio, television, and motion pictures) in a global environment with an emphasis on the media's role in American society. IAI: MC 911 (1.1)

JOUR 222 Beginning Reporting
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: ENG 101 "C" or better; or instructor consent.
JOUR 222 is an instruction in the mechanics of reporting and writing a news story. (1.1)

JOUR 225 Advanced Reporting
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: JOUR 222 "C" or better.
JOUR 225 provides experience in more difficult assignments and stories. It includes principles and practices of developing interpretative articles, features, and editorials for the news media. (1.1)

JOUR 230 Newspaper Production
2 cr. hrs.; 0 lecture hours; 6 lab hours per week.
JOUR 230 uses laboratory experience in the design, assembly and publishing of the college newspaper. This course is designed to give instruction and experience in all phases of production: editing procedures, rewriting, composition, heading, and cutting. (1.1)

Liberal Studies

LIB 240 Prior Learning Portfolio
1 cr. hr.; 1 lecture hours; 0 lab hours per week.
Prerequisites: Competence in basic writing skills and instructor consent.
Survey of the history, theory, and processes of experiential learning and writing, documentation, and self-assessment techniques necessary for student preparation of a portfolio for the assessment of prior experiential learning. Each student prepares a portfolio. Intended for adults with significant life or work experience. (1.1)

LIB 250 Field Study
1-4 cr. hrs.; 0.5-2 lecture hrs; 2.5-18 lab hrs per week.
Prerequisite: Instructor consent.
For the student with a special interest or educational need that is related to a job or a work setting and who wishes to complete a practicum within the area. A weekly seminar meeting is included. (1.1)

LIB 260 Internship
2-5 cr. hrs.; 2 lecture hours; 20 lab hours per week.
Prerequisite: Instructor consent.
For the student with a special interest or educational need that is related to a job or a work setting and who wishes to complete supervised work experience in preparation for future employment. (1.1)

Logistics and Warehousing

LW 100 Beginning Logistics/Warehousing
2.5 cr. hrs.; 2.5 lecture hours; 0 lab hours per week.
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. (1.2)

LW 105 Plant Safety in Warehousing
2.5 cr. hrs.; 2.5 lecture hours; 0 lab hours per week.
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. (1.2)

LW 110 Warehousing Workplace Skills
2.5 cr. hrs.; 2.5 lecture hours; 0 lab hours per week.
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. (1.2)

LW 115 Logistics/Warehousing Technology
2.5 cr. hrs.; 2.5 lecture hours; 0 lab hours per week.
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). (1.2)

Manufacturing Technology

MT 114 Basic Precision Measurement
2 cr. hrs.; 1 lecture hour; 2 lab hours per week.
Measuring techniques required for machine operations in industry. (1.2)

Materials Science Technology

MAST 101 Intro to Materials Science
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
This is an introductory course to materials science and technology involving the basic science and demonstration of the characteristics of solids, atomic structure and arrangement of atoms, classification of materials into metals, ceramics and polymers, and differences in the structures and properties of different materials. (1.2)

MAST 102 Metal Casting Technology
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: MAST 101 and concurrent enrollment in or successful completion of CHEM 101 or instructor consent.
The course introduces student to the theory and practice in metal casting principles using green sand, shell,

permanent, investment, centrifugal, and loss foam processes. Students will learn the principles of pattern design, molding, melting, filling and process analysis using a variety of materials and production techniques. (1.2)

MAST 105 Heat Treatment of Metals
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: MAST 101 or instructor consent.
The purpose of this course is to provide learners with knowledge of the relationship between the structure and properties of metals. It introduces students to physical and mechanical properties, strengthening methods, failure modes, and structure modification through thermal processing in ferrous and non-ferrous alloys. (1.2)

MAST 201 Ceramics and Glass Technology
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: MAST 101 or instructor consent.
This is an introductory course to the structures and properties of ceramics and glasses. Students also learn the applications and manufacturing processes used for ceramics and glass products. (1.2)

MAST 203 Ferrous and Non-ferrous Metals
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: MAST 101 or instructor consent.
The course introduces students to some of the important engineering alloys in terms of their compositions, properties, applications and fabrication techniques. Students learn about the ferrous and non-ferrous alloys, their mechanical properties, strengthening methods, and heat-treatment processes. (1.2)

MAST 204 Metallurgy of Casting/Welding
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: MAST 101 and MAST 102 or instructor consent.
The course introduces students to the metallurgical concepts involved with metal solidification in casting and welding processes. Students learn the basic theory of metal solidification, microstructures in castings and welded joints, casting and welding defects, and their remedies. (1.2)

MAST 205 Polymer & Plastics Technology
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: MAST 101 and concurrent enrollment in or successful completion of CHEM 101 or instructor consent.
This course develops an understanding of the molecular and crystal structures of polymers. Students learn the relationships between structure and some of the physical and chemical properties, along with typical applications and forming methods. (1.2)

MAST 206 Composite Materials Technology
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: MAST 205 or instructor consent.
This course introduces students to the structures, properties and processing of composites materials. The topics cover particle-reinforced composites, fiber-reinforced composites and structural composites. (1.2)

MAST 207 Statistical Quality Control
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: ENGT 105 and MATH 223 or instructor consent.
The course involves the application of quality concepts to manufacturing environment using statistics, sampling techniques, probability, and control charts. Students learn how to develop and use statistical techniques to collect and analyze data to control quality and produce meaningful conclusions about processes. (1.2)

MAST 209 Failure Analysis and Corrosion
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: MAST 101 or instructor consent.
This course introduces students to the principles of corrosion and failure analysis which includes electrochemistry nature of corrosion, types of corrosion, corrosion rates, corrosion behavior of ferrous and non-ferrous metals, high-temperature corrosion, corrosion testing and control, methodology of materials failure analysis, common types of metallic failures, and failure analysis case studies. (1.2)

MAST 220 Electronic Materials Tech.
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: MAST 101 or instructor consent.
The course introduces students to the science of electronic materials. Students learn about the relationships between the internal structure, chemistry and physics of semiconductors, magnetic, and photonic materials to their electronic and optical properties, applications, and methods of device fabrication. (1.2)

MAST 230 Non-destructive Testing
2 cr. hrs.; 1 lecture hours; 2 lab hours per week.
Prerequisite: MAST 101 or instructor consent.
Students are introduced to the methods, procedures, and equipment associated with non-destructive testing of materials. The course will include the principles involved in visual inspection, dye-penetrant testing, magnetic flux testing, ultrasonic testing, radiographic testing, and eddy current testing techniques. (1.2)

Mathematics

MATH 070 Topics in Developmental Math
1-5 cr. hrs.; 1-5 lecture hours; 0 lab hours per week.
This course is for mathematical remediation. Designed to allow students the structured opportunity to review arithmetic through algebra topics with the intent of placing into a higher level of math and ideally a college level math course. (1.4)

MATH 074 Arithmetic
3 cr. hr.; 3 lecture hours; 0 lab hours per week.
This course is designed as a review of basic computational skills including operations with fractions, decimals, and real numbers. Instruction will provide students with needed mathematical techniques and also enable students to reason and make the connections that are involved in the learning of mathematics.

MATH 078 Pre-Algebra
3 cr. hr.; 3 lecture hours; 0 lab hours per week.
Prerequisite: Appropriate placement test score.
This course is designed as a review of the basic operations of arithmetic and an introduction to algebra. This course should be a transitional course from a course that involves only arithmetic operations to the first course in Algebra. It will provide students with needed techniques and also enable students to reason and make the connections that are involved in the learning of mathematics. It will emphasize the connections between verbal, numerical, symbolic, and graphical representations. (1.4)

MATH 080 Basic Mathematical Skills
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.4)

MATH 081 Basic Algebra
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: Appropriate placement score or MATH 078 "C" or better.
Introductory algebra includes: properties of real numbers; operations with rational numbers; monomials and polynomials; solving first degree equations and an introduction to linear functions and their graphs. (1.4)

MATH 085 Plane Geometry
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: Appropriate placement score or MATH 081, 086 or 094 "C" or better.
Includes construction techniques, congruency, angles and triangles, similar polygons, parallel lines and planes, areas and volume, logic, and formal proofs. (1.4)

MATH 086 Fundamentals of Algebra
5 cr. hrs.; 5 lecture hours; 0 lab hours per week.
Prerequisite: Appropriate placement score or MATH 078 "A".
This is a combination of elementary and intermediate algebra. Topics covered include real number concepts, linear equations and inequalities, exponents and polynomials, factoring rational expressions, linear systems, roots and radicals, and quadratic functions. (1.4)

MATH 090 Intermediate Algebra
5 cr. hrs.; 5 lecture hours; 0 lab hours per week.
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. (1.4)

MATH 091 Intermediate Algebra Review
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
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. (1.4)

MATH 092 Math Literacy for College I
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: Appropriate placement score or MATH 078 "C" or better.
This is the first of two courses that are designed to be an alternative developmental mathematics path for students who plan to take general education mathematics and/or general education statistics. This course focuses on developing mathematical maturity through problem solving, critical thinking, data analysis, and the writing and communication of mathematics. (1.4)

MATH 094 Math Literacy for College II
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: Appropriate placement score or MATH 081 or MATH 092 "C" or better.
This is the second of two courses that are designed to be an alternative developmental mathematics path for students who plan to take general education mathematics and/or general education statistics. This course focuses on developing mathematical maturity through problem solving, critical thinking, data analysis, and the writing and communication of mathematics. (1.4)

MATH 100 Math for Elementary Teachers I
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
Prerequisite: An appropriate algebra placement score, or MATH 086, 090, or 091 "C" or better and MATH 085 "C" or better or appropriate geometry placement score.
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, proportions, percents, real numbers, and mathematical reasoning. General education credit given only to students in curricula leading to state certifications for elementary teachers and/or special education teachers. (1.1)

MATH 103 Essentials of Technical Math
5 cr. hrs.; 5 lecture hours; 0 lab hours per week.
Prerequisite: Appropriate placement score.
This course includes a thorough review of arithmetic, an in-depth study of plane geometry concepts, an introduction to the metric system, and an introduction to trigonometry. (1.2)

MATH 108 Statistics for General Education
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: Appropriate placement score or MATH 086, 090, 091 or 094 "C" or better.
Statistics for General Education focuses on mathematical reasoning and the solving of real-life problems, rather than on routine skills. This course consists of descriptive methods (frequency distributions, graphing, measures of location, and measures of variation), basic probability theory (sample spaces, counting, factorial rule, combinations, permutations, and probability laws), probability distributions (normal, binomial, and the Poisson distributions), statistical inference (interval estimation and hypothesis testing), correlation, simple linear regression, and analysis of variance. IAI: M1 902 (1.1)

MATH 110 Mathematics for General Education
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: Appropriate placement score or MATH 086, 090, 091 or 094 "C" or better.
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. IAI: M1 904 (1.1)

MATH 112 College Algebra
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
Prerequisites: Appropriate initial placement score (within the last 6 months) or MATH 086 or 090 or 091 "C" or better and MATH 085 "C" or better.
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. Maximum credit for students taking any combination of Math 112, 116 and 118 is 7 credit hours. (1.1)

MATH 113 Technical Algebra and Geometry
5 cr. hrs.; 5 lecture hours; 0 lab hours per week.
Prerequisite: MATH 103 "C" or better or technical math assessment.
Topics include a review of basic algebraic operations, geometric concepts, functions and graphs, trigonometric functions, systems of linear equations, factoring polynomials, and quadratic equations. (1.2)

MATH 116 Trigonometry
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: Appropriate placement score or MATH 086, 090 or 091 "C" or better. 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. Maximum credit for students taking any combination of Math 112, 116 and 118 is 7 credit hours. (1.1)

MATH 118 Precalculus
5 cr. hrs.; 5 lecture hours; 0 lab hours per week.
Prerequisites: Appropriate placement score or MATH 086 090 or 091 "C" or better. Note: If a student has not previously completed a course in trigonometry, enrollment in the separate courses MATH 112 and MATH 116 is recommended.
Includes field axioms, polynomial, rational, exponential, logarithmic, and circular functions with graphing, analytic trigonometry, polar coordinates, conics, systems of equations, matrices, complex numbers, and mathematical induction. Maximum credit for students taking any combination of Math 112, 116 and 118 is 7 credit hours. (1.1)

MATH 123 Technical Algebra/Trigonometry
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
Prerequisite: MATH 103 "C" or better or appropriate placement score.
Review of basic algebra and geometric relationships, graphing functions, trigonometric definitions, linear equations with solutions, factoring and fraction manipulations, vector relationships, and practical analytic solutions to problems. (1.2)

MATH 124 Calculus I with Analytic Geometry
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
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. IAI: M1 900-1; MTH 901 (1.1)

MATH 131 Finite Mathematics
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: Appropriate placement score or MATH 112 "C" or better.
This course applies the concepts of algebra to problems found in economics, business, and non-physical sciences. The emphasis is on applications. Topics include linear systems and programming, matrix algebra, mathematics of finance, and an introduction to probability and Markov Chains. IAI: M1 906 (1.1)

MATH 132 Calculus for Bus/Soc Sciences
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
Prerequisite: Appropriate placement score or MATH 112 "C" or better.
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. IAI: M1 900-B (1.1)

MATH 161 Discrete Mathematics
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: Appropriate placement score or MATH 112 "C" or better.
Includes the study of sets, functions, relations, logic and proof, mathematical induction, counting techniques, graph theory, trees, networks and recurrence relations.
IAI: M1 905; CS 915 (1.1)

MATH 200 Math for Elementary Teachers II
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
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 constructing geometric figures. General education credit given only to students in curricula leading to state certification as elementary teachers and/or special education teachers. IAI: M1 903 (Must take Math 100 and Math 200 for IAI use.) (1.1)

MATH 210 Math for Teaching and Learning
4 cr. hrs.; 4 lecture hours; 0 lab hours per week
Prerequisite: Appropriate placement score; or MATH 112 "C" or better.
A mathematics course for elementary and middle school teachers examining numeric, algebraic, geometric reasoning, and measurement; featuring problem solving, applications, and concrete and visual representations. This course is designed for students pursuing a degree in education. (1.1)

MATH 223 Technical Calculus
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
Prerequisite: MATH 123 "C" or better or appropriate placement score.
Graphs of trigonometric functions, exponents and radicals, exponential and logarithmic functions, complex numbers, plane analytical geometry, limits, and differential and integral calculus with emphasis on applications in science, engineering, and technology. (1.2)

MATH 225 Calculus II with Analytic Geometry
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
Prerequisite: MATH 124 "C" or better.
Second semester calculus. Includes applications of the definite integral, transcendental functions, techniques of integration, sequences and series, polar coordinates and parametric equation. IAI: M1 900-2, MTH 902 (1.1)

MATH 226 Calculus III with Analytic Geometry
5 cr. hrs.; 5 lecture hours; 0 lab hours per week.
Prerequisite: MATH 225 "C" or better.
Third semester calculus. Includes vectors and vector-valued functions, surfaces in 3-space differential and integral calculus of multivariate functions, vector fields, line and surface integrals.
IAI: M1 900-3, MTH 903 (1.1)

MATH 228 Probability and Statistics
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: Appropriate placement score or MATH 112 "C" or better.
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. IAI: M1 902, BUS 901 (1.1)

MATH 230 Linear Algebra
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: MATH 225 "C" or better.
Study of vector spaces with an emphasis on mathematical structure via definitions, theorems, and proofs. Topics include matrix representation of linear systems of equations, matrix equations and their solution space, linear transformations, inverses of matrices, dimensions and rank, vector spaces and subspaces, eigenvalues and eigenvectors, and orthogonality. IAI: MTH 911 (1.1)

MATH 235 Differential Equations
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: MATH 225 "C" or better.
A study of ordinary differential equations, existence and uniqueness of solutions and related theorems. Topics include: linear equations of the first order, the general linear equation, linear equations with constant coefficients, variations of parameters, undetermined coefficients, linear independence, the Wronskian, exact equations, separation of variables, systems of linear differential equations, solution of Laplace transforms and applications. IAI: MTH 912 (1.1)

Mechanics

MECH 102 Brake and Hydraulic Systems
1-4 cr. hrs.; 2 lecture hours; 4 lab hours per week.
Study of brake systems including anti-lock brake systems. An introduction to hydraulic systems will also be covered. (1.2)

MECH 103 Electrical Systems I
4 cr. hrs.; 2 lecture hours; 4 lab hours per week.
Theoretical and practical aspects of electrical systems and components used on vehicles. Batteries, cranking, charging, ignition, accessory components and circuit wiring will be emphasized. (1.2)

MECH 104 Electrical Systems II
1-4 cr. hrs.; 2 lecture hours; 4 lab hours per week.
Prerequisite: MECH 103 or Instructor consent.
Study of electronics, regulation systems, ignition systems, components and accessories. Circuit understanding, troubleshooting, repair and service will be emphasized. (1.2)

MECH 105 Fuel Control Systems
4 cr. hrs.; 2 lecture hours; 4 lab hours per week.
Basic fuel system principles of operation, (electronic feedback carburetion principles), and electronic fuel injection systems will be covered. (1.2)

MECH 108 Hydraulic Transmissions
1-3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
The study of theory, operation, service and repair of hydraulic power and shift transmissions. Emphasis will be placed on current use transmissions. Student skill development in analysis and repair procedures will be stressed. (1.2)

MECH 109 Power Trains
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
A working knowledge of the functions, designs, construction and service of various power trains. Course emphasis to be on various types of clutches, multi-speed manual transmissions, drive lines, rear axles and differentials. (1.2)

MECH 111 Engine Repair I
4 cr. hrs.; 2 lecture hours; 4 lab hours per week.
An introductory course for the application principles of the operation of modern engines. Emphasis placed on measurement, engine machining, engine repair, and general service to engines used in modern vehicles. (1.2)

MECH 112 Air Conditioning
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Fundamentals of operation and service of air conditioners and cooling units used on auto and agricultural applications. (1.2)

MECH 211 Engine Repair II
4 cr. hrs.; 2 lecture hours; 4 lab hours per week.
Prerequisite: MECH 111 or instructor consent.
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. (1.2)

MECH 213 Business Management
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
A course specially designed for Automotive Technology students, centering on organization and management of dealerships with emphasis on parts and service department operating procedures. (1.2)

MECH 215 Advanced Service I
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
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. (1.2)

MECH 219 Diesel Engines
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
A study of diesel engine systems. Emphasis will be given to service of the fuel systems and engine components peculiar to the diesel engine. (1.2)

MECH 290 Work Experience Internship Seminar
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
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. (1.2)

Montessori

MEC 100 Montessori Hist & Phil.
3 cr. hr.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

MEC 101 Montessori Child Growth & Dev.
3 cr. hr.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

MEC 102 Montessori Infant/Toddler Activ & Prog
3 cr. hr.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

MEC 103 Montessori Program Leadership and Dev.
3 cr. hr.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

MEC 104 Montessori Early Childhood Activ & Prog
3 cr. hr.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

Music

MUSC 101 Instrumental Ensemble
1 cr. hr.; 0 lecture hours; 2 lab hours per week.
Standard instrumental literature as well as chamber music and other material as required. No auditions required. No more than 4 credit hours will apply toward a degree. (1.1)

MUSC 102 Jazz Ensemble
1 cr. hr.; 0 lecture hours; 3 lab hours per week.
Preparation, exploration, and performance of jazz literature from a variety of stylistic eras. No more than 4 credit hours will apply toward a degree. (1.1)

MUSC 103 Instrumental Chamber Ensemble
1 cr. hr.; 0 lecture hours; 2 lab hours per week.
Performance of selected chamber music according to the group instrumentation. No more than 4 credit hours will apply toward a degree. (1.1)

MUSC 105 Vocal Ensemble: Opera
1 cr. hr.; 0 lecture hours; 3 lab hours per week.
Open to singers and accompanists. Opera production from musical standpoint is emphasized, climaxed by semester production. (1.1)

MUSC 107 Choir
1 cr. hr.; 0 lecture hours; 3 lab hours per week.
Rehearsal and performance of sacred and secular choral literature from early Renaissance to the 21st Century. No audition required. No more than 4 credit hours will apply toward a degree. (1.1)

MUSC 109 Chamber Singers
1 cr. hr.; 0 lecture hours; 2 lab hours per week.
Rehearsal and performance of vocal literature suitable for a chamber ensemble. A cappella music is emphasized. Auditions required first week of class. No more than 4 credit hours will apply toward a degree. (1.1)

MUSC 110 Fundamentals of Music
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Musical notation, scales and intervals, triads, seventh chords, sight-singing and fundamental keyboard skills. Recommended for music majors, elementary teaching majors, and other interested students. (1.1)

MUSC 111 Theory of Music
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
Prerequisite: MUSC 110 or placement examination or instructor consent.
Structure of music, notation, scales, intervals, harmonic progression, part writing, sight-singing, keyboard skills and composition. (1.1)

MUSC 112 Theory of Music
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
Prerequisite: MUSC 111 or instructor consent.
A continuation of MUSC 111, with an emphasis on part writing, harmonic progression, form, aural skills and keyboard proficiency. (1.1)

MUSC 113 Exploring Music Literature
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: MUSC 110 and MUSC 111 or instructor consent.
Study of representative vocal and instrumental works illustrative of the principal forms and styles from the Medieval period to the present. (1.1)

MUSC 114 Class Piano I
1 cr. hrs.; 0 lecture hours; 2 lab hours per week.
Group piano instruction for non-keyboard music majors and MICP candidates. This is the first course in a four-semester sequence for non-keyboard music majors designed to develop the fundamental keyboard skills that will complement music major studies in music theory and provide a foundation for performance in professional musical settings. Skills learned will directly correlate with those required to pass the piano proficiency exam. (1.1)

MUSC 116 Class Piano II
1 cr. hrs.; 0 lecture hours; 2 lab hours per week.
Group piano instruction for non-keyboard music majors and MICP candidates. This is the second course in a four-semester sequence for non-keyboard music majors designed to develop the fundamental keyboard skills that will complement music major studies in music theory and provide a foundation for performance in professional musical settings. Skills learned will directly correlate with those required to pass the piano proficiency exam. (1.1)

MUSC 118 Elements of Conducting
2 cr. hrs.; 1 lecture hour; 2 lab hours per week.
Prerequisites: MUSC 110 and MUSC 111 or instructor consent.
Designed to develop the basic techniques for conducting music ensembles through baton use, understanding rehearsal techniques, score reading, listening projects, and observations. (1.1)

MUSC 121 Elementary Voice
1-2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Individualized applied lessons available to all general students and non-vocal emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)

MUSC 123 Elementary Piano
1-2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Individualized applied lessons available to all general students and non-piano emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)

MUSC 125 Voice
1-3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Individualized applied major lessons available to all vocal-emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)

MUSC 127 Piano
1-3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Individualized applied lessons in piano available to all piano-emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)

MUSC 129 Organ
1-3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Individualized applied lessons in organ available to all students and organ-emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)

MUSC 131 Brass Instrument
1-3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Individualized applied brass lessons available to all brass-emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)

MUSC 133 Woodwind Instrument
1-3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Individualized applied woodwind lessons available to woodwind-emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)

MUSC 135 String Instrument
1-3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Individualized applied lessons on a string instrument available to all string-emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)

MUSC 137 Percussion Instrument
1-3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Individualized applied percussion lessons available to all percussion-emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)

MUSC 141 Elementary Brass Instrument
1-2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Individualized applied brass lessons available to all general students. Students will be required to pay a lesson lab fee. (1.1)

MUSC 143 Elementary Woodwind Instrument
1-2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Individualized applied woodwind lessons available to all general students. Students will be required to pay a lesson lab fee. (1.1)

MUSC 145 Elementary String Instrument
1-2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Individualized applied lessons on a string instrument available to all general students and non-string emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)

MUSC 147 Elementary Percussion Instrument
1-2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Individualized applied percussion lessons available to all general students. Students will be required to pay a lesson lab fee. (1.1)

MUSC 153 Music Appreciation
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.1)

MUSC 154 Music Appreciation
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
For non-music majors only. Study of literature of music emphasizing important composers and prevailing styles of various eras. Outside listening is required. IAI: F1 900 (1.1)

MUSC 158 Introduction to Non-Western Music
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Introduction to non-western culture through the study of music. IAI: F1 903N (1.1)

MUSC 207 Music for Young Children
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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 full-time faculty. (1.1)

MUSC 211 Theory of Music
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
Prerequisite: MUSC 112 or instructor consent.
Continuation of sight-singing, ear-training and dictation, with review of tonal harmony. Emphasis in harmony on analysis and composition in tonal harmonic styles using musical examples to the late 19th century. (1.1)

MUSC 212 Theory of Music
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
Prerequisite: MUSC 211 or instructor consent.
Continuation of MUSC 211. Late 19th century and 20th century harmonic practices. (1.1)

MUSC 214 Electronic Music I
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Introduction to electronic music with emphasis on digital synthesis, microcomputer applications and music

instrument digital interface (MIDI) standard. Includes principles of sound synthesis, digital recording and specialty designed computer software. (1.1)

MUSC 215 Electronic Music II
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: MUSC 214 or instructor consent.
A continuation of electronic music applications with emphasis on advanced topics in digital synthesis, microcomputer applications and musical instrument digital interface. Includes more involved methods of sound synthesis, digital recording and specially designed computer software. (1.1)

MUSC 216 Class Piano III
1 cr. hrs.; 0 lecture hours; 2 lab hours per week.
Prerequisite: MUSC 116 "C" or better.
Group piano instruction for non-keyboard music majors. This is the third course in a four-semester sequence for non-keyboard music majors designed to develop the fundamental keyboard skills that will complement music major studies in music theory and provide a foundation for performance in professional musical settings. Skills learned will directly correlate with those required to pass the piano proficiency exam. (1.1)

MUSC 217 Class Piano IV
1 cr. hrs.; 0 lecture hours; 2 lab hours per week.
Prerequisite: MUSC 216 "C" or better.
Group piano instruction for non-keyboard music majors. This is the fourth course in a four-semester sequence for non-keyboard music majors designed to develop the fundamental keyboard skills that will complement music major studies in music theory and provide a foundation for performance in professional musical settings. Skills learned will directly correlate with those required to pass the piano proficiency exam. (1.1)

MUSC 221 Elementary Voice
1-2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Prerequisite: MUSC 121 or instructor consent.
Continuation of MUSIC 121 in the sophomore year. Individualized applied lessons in voice available to all general students and non-vocal emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)

MUSC 223 Elementary Piano
1-2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Prerequisite: MUSC 123 or instructor consent.
Continuation of MUSC 123 in the sophomore year. Individualized applied lessons available to all general students and non-piano emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)

MUSC 225 Voice
1-3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: MUSC 125 or instructor consent.
Continuation of MUSC 125 in the sophomore year. Individualized applied lessons in voice available to all vocal-emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)

MUSC 227 Piano
1-3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: MUSC 127 or instructor consent.
Continuation of MUSC 127 in the sophomore year. Individualized applied lessons in piano available to all piano-emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)

MUSC 229 Organ
1-3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: MUSC 129 or instructor consent.
Continuation of MUSC 129 in the sophomore year. Individualized applied lessons in organ available to all students and organ-emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)

MUSC 231 Brass Instrument
1-3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: MUSC 131 or instructor consent.
Continuation of MUSC 131 in the sophomore year. Individualized applied brass lessons available to all brass-emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)

MUSC 233 Woodwind Instrument
1-3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: MUSC 133 or instructor consent.
Continuation of MUSC 133 in the sophomore year. Individualized applied woodwind lessons available to all woodwind-emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)

MUSC 235 String Instrument
1-3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: MUSC 135 or instructor consent.
Continuation of MUSC 135 in the sophomore year. Individualized applied lessons on a string instrument available to all string-emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)

MUSC 237 Percussion Instrument
1-3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: MUSC 137 or instructor consent.
Continuation of MUSC 137 in the sophomore year. Individualized applied percussion lessons available to all percussion-emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)

MUSC 241 Elementary Brass Instrument
1-2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Prerequisite: MUSC 141 or instructor consent.
Continuation of MUSC 141 in the sophomore year. Individualized applied brass lessons available to all general students. Students will be required to pay a lesson lab fee. (1.1)

MUSC 243 Elementary Woodwind Instrument
1-2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Prerequisite: MUSC 143 or instructor consent.
Continuation of MUSC 143 in the sophomore year. Individualized applied woodwind lessons available to all general students. Students will be required to pay a lesson lab fee. (1.1)

MUSC 245 Elementary String Instrument
1-2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Prerequisite: MUSC 145 or instructor consent.
Continuation of MUSC 145 in the sophomore year. Individualized applied lessons on a string instrument available to all general students and non-string emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)

MUSC 247 Elementary Percussion Instrument
1-2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Prerequisite: MUSC 147 or instructor consent.
Continuation of MUSC 147 in the sophomore year. Individualized applied percussion lessons available to all general students. Students will be required to pay a lesson lab fee. (1.1)

MUSC 256 Introduction to American Music
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
The study of the varied musical landscape of American music. Styles include: folk, bluegrass, country western, pop, jazz, rock, commercial, musical theatre, native American, ragtime, tin-pan alley, Latin, sacred and secular art music 17-19th century, concert music (late 19-21st century), cajun, zydeco, blues, gospel. Outside listening is required. IAI: F1 904 (1.1)

Natural Science

NSCI 101 Environmental Science I
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Introduce scientific concepts underlying environmental processes and policies. This course will include topics such as methods of science, biological and physical science concepts and the history of environmentalism. Students wishing to use NSCI 101 as a general education science course must also complete NSCI 102. IAI: LP 900 (1.1)

NSCI 102 Environmental Science II
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
Prerequisite: NSCI 101.
Extension of NSCI 101. Covers ecology and biodiversity, food and soil resources, air pollution and climate change, water cycles and water pollution, and energy resources. IAI: LP 901L (1.1)

Networking

NETW 251 SharePoint Administration
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: NETW 120 or NETW 125 "C" or better; or instructor consent.
This is a course in the basic installation, configuration and maintenance of Microsoft SharePoint, from the administrator perspective.

Nursing

NURS 105 Principles of Nursing/Self Enrichment
1 cr. hr.; 0 lecture hours; 40 lab hours per week.
Prerequisite: NURS 112 or RN status.
Offered during summer session only. This elective course is designed for the student desiring additional supervised clinical experience as a team member. This course does not fulfill the requirement of elective indicated in the curriculum path. (1.2)

NURS 112 Nursing Concepts 1
10 cr. hrs.; 8 lecture hours; 6 lab hours per week.
Prerequisite: Admission to the Associate Degree Nursing Program.
Nursing Concepts 1 is an introductory course focusing on the study and practice of principles and skills basic to the nursing of all ages. The nursing process is introduced as the basis for nursing care. Human needs basic to all individuals will be identified with an emphasis on the nursing process as it is used to assist persons to meet basic needs they are unable to meet themselves. Principles of assessment and care as they relate to concepts of stress, pain, immobility, infection and inflammation and pharmacology are also included. (1.2)

NURS 112P LPN Transitions
8 cr. hrs.; 8 lecture hours; 0 lab hours per week.
Prerequisite: Current LPN license with 1,000 practice hours and admission the Associate Degree Nursing Program.
LPN Transitions course aligns with Nursing Concepts 1. This is an introductory course focusing on the study and practice of principles and skills basic to the nursing of all ages. The nursing process is introduced as the basis for nursing care. Human needs basic to all individuals will be identified with an emphasis on the nursing process as it is used to assist persons to meet basic needs they are unable to meet themselves. Principles of assessment and care as they relate to concepts, stress, pain, immobility, infection and inflammation and pharmacology are also included. (1.2)

NURS 122A Psychosocial Nursing Concepts
5 cr. hrs.; 3.5 lecture hours; 4.5 lab hours per week.
Prerequisites: NURS 112 or NURS 112P, NURS 138, and BIOL 146 "B" or better.
Psychosocial Nursing Concepts is designed to assist students in developing clinical reasoning skills as they utilize the nursing process and nursing skills to plan and provide care for selected clients. This course will include the nursing care and management of pediatric, adolescent and adult patients with a focus on the nurse's role in the care of individuals who experience difficulty with psychosocial adaptation. (1.2)

NURS 122B Physiological Nursing Concepts
5 cr. hrs.; 3.5 lecture hours; 4.5 lab hours per week.
Prerequisites: NURS 112 or NURS 112P, NURS 138, and BIOL 146 "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 clinical reasoning skills as they utilize the nursing process and nursing skills to plan and provide care for selected patients. This course will include the nursing care and management of adult patients with fluid/electrolyte and acid/base imbalances, diabetes, peripheral vascular disease, cancer and problems of the immune system. (1.2)

NURS 130 Test Strategies for Nursing
.5 cr. hrs.; 0.5 lecture hours; 0 lab hours per week.
Prerequisites: NURS 112 or NURS 112P
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. (1.2)

NURS 138 Intro to Professional Nursing
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Prerequisites: Concurrent enrollment in NURS 112 or NURS 112P and BIOL 146. For transfer students, concurrent enrollment in NURS 122A, NURS 122B or NURS 216.
Introduction to Professional Nursing provides the Associate in Applied Science Degree Nursing students with a foundation for future classes and professional practice through increased understanding of the role and responsibilities of the Professional Registered Nurse and the current and projected practice environment. This course serves to synthesize prerequisite knowledge, and to prepare students for the rigors of the Associate Degree Nursing Program and practice subsequent to graduation and successful completion of the NCLEX-RN examination. (1.2)

NURS 142 Nurse Success Strategies
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Prerequisite: Below appropriate score for nationally-normed entrance exam for AAS-RN program or instructor consent.
This course is designed to remedy any learning deficiencies in skills that are essential for success in the Associate Degree Nursing program or Practical Nursing program which are identified through nationally-normed standardized tests. This course focuses on the nursing-specific and pre-requisite content necessary for success in the program. Much learning will necessary for success in the program. Much learning will be individualized to address each student's specific areas for improvement. (1.2)

NURS 150 Dosage Calculations
1 cr. hr.; 1 lecture hours; 0 lab hours per week.
Prerequisites: Admission into the Associate Degree Nursing program.
This course is designed to remedy any learning deficiencies in skills that are essential for success in the Associate Degree Nursing program or Practical Nursing program which are identified through nationally-normed standardized tests. This course focuses on the nursing-specific and prerequisite content necessary for success in the program. Much learning will be individualized to address each student's specific areas for improvement. (1.2)

NURS 152 Nursing Pharmacology Concepts
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Prerequisite: Instructor consent.
Nursing Pharmacology Concepts focuses on the common classifications of medications that nurses will use in clinical practice. This course has a major emphasis on specific considerations related to the pharmacological principles, therapeutic uses of medications, and adverse reactions. In addition, this course provides students with the theoretical basis for specific nursing safety precautions, assessments, and interventions related to the classifications of the medications.

The online course will meet on two occasions. The first course date will provide the course objectives and information. There will also be a medication safety fair, in which students will present the information they accumulated throughout the course to teach their peers about their specific medication classification. (1.2)

NURS 153 Clinical Reasoning in Nurs Sim
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Prerequisites: NURS 112 or NURS 112P or PN 111 and PN 112 "C" or better.
A nursing course designed to incorporate the nursing process, QSEN (Quality and Safety in Education for Nurses), and clinical reasoning in a simulation environment. This course will allow students to practice in a "safe" environment, clinical skills and clinical reasoning. (1.2)

NURS 216 Nursing Concepts 3
10 cr. hrs.; 6 lecture hours; 12 lab hours per week.
Prerequisites: NURS 122A, NURS 122B, BIOL 261, ENG 101 and PSYC 200 "C" or better.
Nursing Concepts 3 focuses on the nurse's role in the care of infants, children, and adolescents; pregnant, laboring, or postpartum women, their newborn(s) and significant other(s); and individuals who experience difficulty with aging, chronic illness and/or disability. The student will utilize the nursing process within the nurse-patient relationship in assisting patients and their families achieve or maintain their optimal level of wellness. This course is designed to assist students in developing critical thinking skills as they utilize the nursing process and nursing skills

to plan and provide care for selected patients. This course will include the nursing care and management of patients during pre-pregnancy, antepartum, intrapartum, and postpartum; who are younger than 18 years; and across the lifespan who are coping with altered nutritional, mobility, or sensory status; gastrointestinal conditions; chronic conditions; and age related changes. (1.2)

NURS 226 Nursing Concepts 4
10 cr. hrs.; 6 lecture hours; 12 lab hours per week.
Prerequisites: NURS 216 and SOC 264 "C" or better.
Nursing Concepts 4 focuses on the nurse's role in the care of individuals who experience difficulty with oxygenation, fluid and electrolytes, mobility, sensation, cognition, regulation and metabolism, trauma and care coordination. Learning experiences are designed to foster increased depth and understanding of altered homeostasis and its effect on the client and their family. Emphasis is placed on experiences to enhance utilization of the nursing process and develop clinical reasoning techniques as they apply to the more seriously ill patient. Prototypes of health problems will be used to represent the selected concepts. (1.2)

NURS 230 Transition into Practice
1 cr. hrs.; 1 lecture hours; 0 lab hours per week.
Prerequisites: NURS 216 and SOC 264 "C" or better.
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. (1.2)

NURS 250 Nursing Practice Update
6 cr. hrs.; 4 lecture hours; 6 lab hours per week.
Prerequisite: Active RN licensure
Nursing 250 provides an overview of recent developments in nursing and health care. A review of basic skills will be provided. Nursing diagnosis and physical assessment skills will be discussed. The nursing process will be utilized by the student during their clinical experience while the student is caring for patients who have a variety of health needs. (1.6)

NURS 270 Health Assessment
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
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. (1.6)

NURS 286 Train the Trainer for RNs
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: Registered Nurse, at least one year of applicable experience and two years licensure.
This lecture-format class prepares learners for employment as Illinois CNA instructors. The Alzheimer's component is included. An IDPH Evaluator workshop will be offered in conjunction with some sessions. (1.6)

NURS 295 Special Topics in Nursing
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: RN or instructor consent.
Designed to meet the special needs or interests of registered and student nurses. Topics will vary, but examples of course offerings include new concepts in diabetes care, fluid and electrolyte imbalances in hospitalized patients, cultural diversity in health care, and fetal monitoring. (1.2)

Nursing Assistant

NA 100 Basic Nurse Assistant Training Program
8 cr. hrs.; 7 lecture hours; 3 lab hours per wk. (40 hours clinical)
Prerequisite: Must be at least 16 years old and at least an 8th grade education.
This course provides the nurse assistant students with knowledge, understanding and skills to function as a responsible member of the health team. Students combine theory with practical application to various health care situations. Additional emphasis has been incorporated regarding the aging process, problems of the aged, and death and dying. (1.2)

Orientation

OR 100 Introduction to College
1-3 cr. hrs.; 1-3 lecture hours; 0 lab hours per week.
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. (1.1)

OR 101 Becoming a Master Student
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.1)

OR 110 Career Management for Everyone
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
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. (1.1)

Patient Care Assistant

PCA 100 Intro to the Human Body
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
This is a basic anatomy course. The course will introduce the vocabulary and basic knowledge of anatomy for students in the Patient Care Assistant Program. (1.2)

PCA 101 Med Term for Health Professions
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
This is a basic introductory course in medical terminology. This will give an overview of medical terms to support other coursework in health care. (1.2)

PCA 102 Health Care Professional Skills
1 cr. hr.; 1 lecture hours; 0 lab hours per week.
This is an introductory course for health care professionals which will provide an overview of professional communication, appearance and behaviors within the health care setting. (1.2)

PCA 200 Phlebotomy Skills
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
This class will train the student in the basic blood drawing procedures for both venipuncture and dermal puncture techniques. Upon successful completion of the course, students will have an understanding of the skills, knowledge, and level or responsibility required to perform professionally and competently as entry-level phlebotomy/lab personnel. (1.2)

Philosophy

PHIL 100 Logic
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
PHIL 100 introduces the student to formal and informal logic and examines logical fallacies that are found in everyday arguments as well as the basics of symbolic logic. IAI: H4 906 (1.1)

PHIL 101 Introduction to Philosophy
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: Appropriate writing placement score or ENG 091 "C" or better; and appropriate reading placement score or REA 098 "C" or better.
PHIL 101 covers the basic problems of philosophy including a consideration of some of the great philosophical systems dating from Socrates to the present. IAI: H4 900 (1.1)

PHIL 103 Ethics
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: Appropriate writing placement score or ENG 091 "C" or better; and appropriate reading placement score or REA 098 "C" or better.
PHIL 103 covers an introduction to moral problems in society with an emphasis on concepts and systems. IAI: H4 904 (1.1)

PHIL 205 Studies in Philosophy
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: Appropriate writing placement score or ENG 091 "C" or better; and appropriate reading placement score or REA 103 "C" or better; and 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. (1.1)

PHIL 206 Philosophy of Religion
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: Appropriate writing placement score or ENG 091 "C" or better; and appropriate reading placement score or REA 103 "C" or better.
PHIL 206 covers intellectual problems of the religious experience. IAI: H4 905 (1.1)

Physical Education

PE 101-122 Varsity Sports
1 cr. hr.; 0 lecture hours; 2 lab hours required per week
Prerequisite: Instructor consent.

PE 101 Golf (Freshman) (1.1)

PE 102 Golf (Sophomore) (1.1)

PE 103 Cross Country (Freshman) (1.1)

PE 104 Cross Country (Sophomore) (1.1)

PE 107 Basketball (Freshman) (1.1)

PE 108 Basketball (Sophomore) (1.1)

PE 113 Volleyball (Freshman) (1.1)

PE 114 Volleyball (Sophomore) (1.1)

PE 115 Softball (Freshman) (1.1)

PE 116 Softball (Sophomore) (1.1)

PE 119 Baseball (Freshman) (1.1)

PE 120 Baseball (Sophomore) (1.1)

PE 125 Physical Fitness I
1 cr. hr.; 0 lecture hours; 2 lab hours per week.
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 endurance. Universal equipment is used in the laboratory phase of the course to develop more effectively one's level of physical fitness. (1.1)

PE 126 Physical Fitness II
1 cr. hr.; 0 lecture hours; 2 lab hours per week.
Prerequisite: PE 125 or instructor consent.
This physical education course is a continuation of PE 125 and is open to all students who have successfully completed PE 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. Free weight and universal equipment will be used in the laboratory phase to develop one's level of fitness. (1.1)

PE 127 Physical Fitness III
1 cr. hr.; 0 lecture hours; 2 lab hours per week.
Prerequisite: PE 125 and PE 126 or instructor consent.
This physical education course is a continuation of PE 126 and is open to all students who have successfully completed PE 125 & PE 126. It is designed to accommodate each student's needs. Emphasis is placed on advanced levels of physical fitness, strength, flexibility and cardiovascular endurance. Free weight and universal equipment is used in the laboratory phase to develop more effectively advanced levels of physical fitness. (1.1)

PE 128 Physical Fitness IV
1 cr. hr.; 0 lecture hours; 2 lab hours per week.
Prerequisite: PE 127 or instructor consent.
This physical education course is a continuation of PE 125, 126 and PE 127 and is open to all students who have completed PE 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. Free weights and universal equipment will be used in the laboratory phase of the course to develop more effectively advanced levels of physical fitness. (1.1)

PE 130 Soccer
.5-1 cr. hr.; 0 lecture hours; 1-2 lab hours per week.
Analysis and learning of movement skills involved in soccer. (1.1)

PE 131 Touch Football
.5-1 cr. hr.; 0 lecture hours; 1-2 lab hours per week.
Analysis and learning of movement skills involved in touch football. (1.1)

PE 132 Volleyball
.5-1 cr. hr.; 0 lecture hours; 1-2 lab hours per week.
Analysis and learning of movement skills involved in volleyball. (1.1)

PE 133 Basketball I
.5-1 cr. hr.; 0 lecture hours; 1-2 lab hours per week.
Analysis and learning of movement skills involved in basketball. (1.1)

PE 134 Softball
.5-1 cr. hr.; 0 lecture hours; 1-2 lab hours per week.
Analysis and learning of movement skills involved in softball. (1.1)

PE 135 Conditioning
.5-4 cr. hr.; 0 lecture hours; 1-8 lab hours per week.
Methods of attaining and maintaining physical fitness. Sections include figure control, weight training, Kosama, Pilates, yoga, jogging, swimming and other specific activities. (1.1)

PE 139 Beginning Skiing
.5-1 cr. hr.; 0 lecture hours; 1-2 lab hours per week.
Analysis and learning of movement skills involved in skiing. (1.1)

PE 142 Martial Arts
.5-1 cr. hr.; 0 lecture hours; 1-2 lab hours per week.
Judo, Karate, Tae Kwon Do, or Tai Chi Chuan martial arts. Special course may be offered for special populations such as women or seniors in specific techniques of self-defense. May be repeated three (3) times. (1.1)

PE 143 Fitness Assessment I
1 cr. hr.; 0 lecture hours; 2 lab hours per week.
Introduction to an exercise program incorporating knowledge of exercise beneficial to the health of the individual. (1.1)

PE 144 Fitness Improvement II
1 cr. hr.; 0 lecture hours; 2 lab hours per week.
Prerequisite: PE 143 or instructor consent.
Guided experiences in aerobic activities to improve physical well-being of the individual. May be repeated three (3) times. (1.1)

PE 145 Fitness Maintenance III
1 cr. hr.; 0 lecture hours; 2 lab hours per week.
Prerequisite: PE 144 or instructor consent.
Guided experiences in aerobic activities to maintain selected level of health and fitness. May be repeated three (3) times. (1.1)

PE 148 Bicycling
1 cr. hr.; 0 lecture hours; 2 lab hours per week.
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. (1.1)

PE 151 Archery
.5-1 cr. hr.; 0 lecture hours; 1-2 lab hours per week.
Study of movement skills, rules and etiquette of target and field archery. (1.1)

PE 152 Golf
.5-1 cr. hr.; 0 lecture hours; 1-2 lab hours per week.
Study of movement skills, rules and etiquette of golf. Driving range and green fees are the responsibility of the student. (1.1)

PE 153 Fencing
.5-1 cr. hr.; 0 lecture hours; 1-2 lab hours per week.
Study of movement skills, rules and etiquette of foil fencing. (1.1)

PE 155 Weight Training
.5-1 cr. hr.; 0 lecture hours; 1-2 lab hours per week.
Proper design of weight training program and use of equipment for body development. (1.1)

PE 156 Social Dance
1 cr. hr.; 0 lecture hours; 2 lab hours per week.
Students will learn different methods of Social Dance, which will enhance their ability develop their rhythmic movement. (1.1)

PE 157 Fundamentals of Basketball
1 cr. hr.; 0 lecture hours; 2 lab hours per week.
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. (1.1)

PE 160 Bowling
.5-1 cr. hr.; 0 lecture hours; 1-2 lab hours per week.
The purpose of this class is to acquaint students with the basic knowledge to participate in the game of bowling. It is essential that the student learn the fundamentals of bowling and consideration of basic skills, rules and strategies necessary for individual satisfaction. Fee: $6 facility and shoe use. (1.1)

PE 162 Tennis
.5-1 cr. hr.; 0 lecture hours; 1-2 lab hours per week.
Study of movement skills, rules and etiquette of beginning tennis. Student must furnish own equipment. (1.1)

PE 166 Intermediate Golf
.5-1 cr. hr.; 0 lecture hours; 1-2 lab hours per week.
Prerequisite: PE 152 or instructor consent.
Advanced skills, rules and etiquette of golf. Equipment, driving range and green fees are responsibility of student. (1.1)

PE 167 Intermediate Tennis
.5-1 cr. hr.; 0 lecture hours; 1-2 lab hours per week.
Advanced skills, rules and etiquette of tennis. Equipment is responsibility of student. (1.1)

PE 168 Advanced Weight Training
.5-2 cr. hrs.; 0 lecture hours; 1-4 lab hours per week.
Prerequisite: PE 155 or instructor consent.
Advanced skills and techniques of body building. (1.1)

PE 173 Skiing II
1 cr. hr.; 0 lecture hours; 2 lab hours per week.
Prerequisite: PE 139 or instructor consent.
Advanced instructional program for the intermediate to advanced skier. (1.1)

PE 190 Beginning Swimming
.5-1 cr. hr.; 0 lecture hours; 1-2 lab hours per week.
Introduction to movement skills of aquatic activities for the non-swimmer and beginning swimmer. May be repeated three (3) times. (1.1)

PE 191 Intermediate Swimming
.5-1 cr. hr.; 0 lecture hours; 1-2 lab hours per week.
Analysis and practice of the five basic swimming strokes. May be repeated three (3) times. (1.1)

PE 193 Lifeguard Training
1 cr. hrs.; 0.5 lecture hours; 1 lab hour per week.
Prerequisites: Must be at least 15 years old and successfully complete the pre-course session.
Lifeguard training provides entry-level lifeguard participants with the knowledge and skills to prevent, recognize and respond to aquatic emergencies and to provide care for breathing and cardiac emergencies, injuries and sudden illnesses until emergency medical services (EMS) personnel take over. (1.1)

PE 194 Water Safety Instructor
1 cr. hrs.; 0.5 lecture hour; 1 lab hour per week.
Prerequisites: Must be 16 years old and successfully complete the pre-course session.
Train instructor candidates to teach water safety, including the Basic Water Rescue and Personal Water Safety course, six levels of Learn-to-Swim, three levels of Preschool Aquatics and two levels of Parent and Child Aquatics. (1.1)

PE 203 Sports Officiating
1 cr. hr.; 0.5 lecture hours; 1 lab hour per week.
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. Repeatable 4 times. (1.1)

PE 210 Intro to Sports Management
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
This course will help students pursuing sport-related careers determine their interest in academic or professional sport management by providing a broad overview of the field. Topics will include the history of sports

management; social, behavioral, organizational and managerial foundations of sports management; and selected functions of the field such as marketing, public relations, finance, and others. (1.1)

PE 211 Introduction to Community Recreation
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Provides beginning student with background, development, scope and status of community recreation, its organization and management. (1.1)

PE 212 Introduction to Physical Educa
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
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. (1.1)

PE 213 Horseback Riding I
1 cr. hr.; 0 lecture hours; 2 lab hours per week.
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. (1.1)

PE 215 Leadership in Leisure Activity
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: PE 211 recommended.
Examines all forms of leadership in the field of recreation and sport. (1.1)

PE 216 Selected Topics in Phys Ed
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Prerequisite: PE major or instructor consent.
PE 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. (1.1)

PE 217 Current Issues in Sports
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.1)

PE 220 Sports Anatomy and Physiology I
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Anatomical and anthropometrical components of human movement as they relate to exercise. (1.1)

PE 221 Sports Anatomy and Physiology II
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: PE 220.
Physiological components of human movement. (1.1)

PE 230 Intramural Management
2 cr. hrs.; 1 lecture hour; 2~~-4~~ lab hours per week.
Studies the organization and management of intramural and recreational activities. Each student is required to assist in officiating, supervising, and planning of activities. (1.1)

PE 241 Theory of Coaching
3 cr. hrs.; 3 lecture hour; 3 lab hours per week.
This course is a comprehensive introduction to the coaching profession. Emphasis is placed on sport at the high school and serious club levels. Consideration is also given to coaching at other levels, such as youth, recreation, and intercollegiate sport programs. (1.1)

PE 251 Psychology of Sport
3 cr. hrs.; 3 lecture hour; 3 lab hours per week.
This course takes an in-depth look at the principles of psychology that drive the emotions, motivation, expectations, self-worth, and relationships of athletes in order to better understand how athletes learn and how coaches teach them. (1.1)

PE 260 Physical Education, Grades 1-6
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: Education or Physical Education majors or instructor consent.
Activities, materials and techniques for teaching physical education on the elementary school level. (1.1)

PE 270 Internship: Sports Management
3 cr. hrs.; 0 lecture hours; 15 lab hours per week.
Prerequisite: PE 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. (1.1)

Physical Science

PS 101 Introduction to Physical Science
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
A conceptual overview of physical science intended for non-science majors, including elementary education. Topics will include the fundamentals of chemistry, physics, geology, astronomy, and meteorology. IAI: P9 900L (1.1)

PS 205 Issues in Science, Technology and Society
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
An interdisciplinary course which considers the impact of science, technology and society. It will help the student understand the relevance of science, and technology as they relate to ethical, political, economic and historical decisions. The course will provide an introduction to the fundamental behavior of matter and relate topics in physical science to events taking place in our changing world. IAI: P9 900 (1.1)

Physical Therapist Assistant

PTA 100 Introduction to PTA
3 cr. hrs.; 3 lecture hour; 0 lab hours per week.
Prerequisite: Admission to PTA program.
Study of historical background, professional 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. (1.2)

PTA 113 Physical Agents I
2 cr. hrs.; 1 lecture hour; 2 lab hours per week.
Prerequisite: Admission to PTA program.
Study of indications, contraindications and application of cold and heat such as ultraviolet, paraffin, hot/cold packs, ice, whirlpool, contrast baths, ultrasound, short wave diathermy, and phonophoresis. (1.2)

PTA 201 Kinesiology
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
Prerequisites: Admission to the PTA program.
Study of analysis of force systems and mechanics of muscle action, and production of movement. (1.2)

PTA 202 Physical Rehabilitative Techniques
3 cr. hrs.; 1.5 lecture hours; 3 lab hours per week.
Prerequisite: PTA 201 "C" or better.
Study of basic rehabilitative techniques, such as goniometric measuring, patient positioning, range of motion exercise, transfer techniques, gait training, and chest physical therapy. (1.2)

PTA 203 Pathology
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Prerequisites: PTA 100, PTA 113, PTA 201, BIOL 145 "C" or better.
Study of the fundamental basis of disease. Emphasis on conditions treated through physical therapy procedures. (1.2)

PTA 204 Practicum I
3 cr. hrs.; 1 lecture hour; 6 lab hours per week.
Prerequisites: PTA 100, PTA 113, PTA 201, BIOL 145 "C" or better.
Practice of routine physical therapy assisting procedures with selected patients in a closely supervised clinical setting. (1.2)

PTA 205 Physical Therapy Science
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Prerequisite: PTA 201 "C" or better.
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. (1.2)

PTA 207 Massage
1 cr. hr.; 0.5 lecture hour; 1 lab hour per week.
Prerequisites: PTA 100, PTA 113, PTA 201, BIOL 145 "C" or better.
Study of scientific principles, indications, contra-indications, and application of a variety of massage techniques. (1.2)

PTA 208 Therapeutic Exercise I
3 cr. hrs.; 2 lecture hours; 3 lab hours per week.
Prerequisite: PTA 202 "C" or better.
Study of fundamentals of exercise, theory and practice of basic exercises for individual muscles or muscle groups, breathing and postural exercises, manual muscle testing, and gait analysis. (1.2)

PTA 209 Therapeutic Exercise II
4 cr. hrs.; 2 lecture hours; 4 lab hours per week.
Prerequisites: PTA 205, PTA 208, PTA 214 "C" or better.
Study of scientific principles of therapeutic exercise, including use of equipment, orthopedic and neurological exercise techniques. (1.2)

PTA 213 Physical Agents II
3 cr. hrs.; 2 lecture hours; 3 lab hours per week.
Prerequisite: PTA 208 "C" or better.
Study of physiological effects, indications, contra-indications, and application of a variety of modalities including electrical stimulation devices, traction, and mechanical compression. (1.2)

PTA 214 Practicum II
3 cr. hrs.; 1 lecture hour; 6 lab hours per week.
Prerequisite: PTA 201 "C" or better.
The student will practice previously learned skills in a clinical setting, supervised by a physical therapist. The student will produce documentation pertinent to patient caseload at clinic site but not limited to daily notes, progress notes, and Medicare documentation. (1.2)

PTA 280 Clinical Internship I
4 cr. hrs.; 0 lecture hours; 40 lab hours per week.
Prerequisites: PTA 209 and PTA 213 "C" or better.
One of the final learning experiences in selected health care facilities with hands-on application of treatment techniques and theories. (1.2)

PTA 281 Clinical Internship II
4 cr. hrs.; 0 lecture hours; 40 lab hours per week.
Prerequisite: PTA 280 "C" or better.
A final learning experience in selected health care facilities with hands-on application of treatment techniques and theories and progression of patient care skills learned in Clinical Internship I. (1.2)

PTA 290 Clinical Seminar
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Prerequisite: PTA 208 "C" or better.

The course is designed to provide the students the opportunity to evaluate internship experience. It will also include a series of topics presented by experts in special techniques and subjects related to physical therapy. (1.2)

Physics

PHYS 101 College Physics I
5 cr. hrs.; 4 lecture hours; 3 lab hours per week.
Prerequisite: MATH 112 or MATH 123; or instructor consent.
Algebra and trigonometry based presentation of mechanics, thermodynamics and waves. Develop problem solving techniques involving vectors, Newton's laws, energy, momentum, heat and thermodynamics, sound and waves. Intended for students majoring in engineering technology and health related fields.. IAI: P1 900L (1.1)

PHYS 102 College Physics II
5 cr. hrs.; 4 lecture hours; 3 lab hours per week.
Prerequisite: PHYS 101.
Theory of magnetism, electricity, light and topics from atomic and nuclear physics. Graduation credit not permitted for both PHYS 102 and 202. (1.1)

PHYS 110 Introduction to Physics
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
Basic principles of many branches of physics. Credit for this course will not be counted toward graduation if the student also completes PHYS 101 or 201 equivalent.
IAI: P1 900L (1.1)

PHYS 115 Concentrated General Physics
6 cr. hrs.; 5 lecture hours; 3 lab hours per week.
Prerequisite: MATH 091 or equivalent or instructor consent.
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.) (1.1)

PHYS 120 Energy and Society
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
For non-science majors. A non-mathematical lecture-discussion course covering both finite and alternate energy sources. (1.1)

PHYS 140 Practical Physics
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
For non-science majors. Presents in a conceptual format the basic principles of physics including motion, force, energy, electricity, and magnetism. IAI: P1 900 (1.1)

PHYS 200 Technical Physics
1-4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
A class designed to help the student understand the physical laws that affect the machinery they deal with daily. (1.2)

PHYS 201 General Physics
5 cr. hrs.; 3 lecture hours; 4 lab hours per week.
Prerequisite: MATH 124 or concurrent enrollment in MATH 124.
For students preparing to major in engineering, physics, chemistry or mathematics. Analytical study of the theory of mechanics, heat and sound. Graduation credit will not be permitted for both PHYS 101 and 201. IAI: P2 900L; PHY 911 (1.1)

PHYS 202 General Physics
5 cr. hrs.; 3 lecture hours; 4 lab hours per week.
Prerequisite: PHYS 201.
For students preparing to major in engineering, physics, chemistry or mathematics. Analytical study of the theory of electricity, magnetism, and optics. Graduation credit will not be granted for both PHYS 102 and 202.
IAI: PHY 912 (1.1)

PHYS 214 General Physics (Quantum)
2 cr. hrs.; 1 lecture hours; 2 lab hours per week.
Prerequisites: PHYS 201 and PHYS 202.
For student preparing to major in engineering, physics, chemistry or mathematics. Analytical study of the theory of light, photons and quantum phenomena. (1.1)

Political Science

POLS 101 Introduction to Political Science
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. IAI: S5 903 (1.1)

POLS 122 American National Government
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Examines the development and operation of the U.S. national system of government; evolution of the Constitution; the organization, powers, and functions of the three branches of government; the practice and limitations of American politics; and the interrelationships with state and local governments. IAI: S5 900 (1.1)

POLS 200 Introduction to Political Thought
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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.
IAI: PLS 913 (1.1)

POLS 252 State and Local Government
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Examines the organization and functions of state and local governments with an evaluation of their roles in the U.S. federal system of government. IAI: S5 902 (1.1)

POLS 258 Selected Studies in Political Science
1-3 cr. hrs.; 1-3 lecture hours; 0 lab hours per week.
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. (1.1)

POLS 261 Intro to Comparative Govt: European
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Comparative analysis of selected European governmental systems emphasizing the similarities and differences between the selected European governments and the government of the United States. IAI: S5 905 (1.1)

POLS 262 Intro to Comparative Govt: Non-European
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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.
IAI: S5 906N (1.1)

POLS 271 International Relations
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Examines the basic principles and systems that govern relationships among nation-states as they attempt to cope with problems of the contemporary world. (1.1)

Practical Nursing

PN 105 Pharmacology in Practical Nursing I
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Prerequisites: Admission to Practical Nursing Program.
Basic mathematics as it applies to medication administration is reviewed. The study of drugs and the techniques of medication administration are begun. (1.2)

PN 106 Pharmacology in Practical Nursing II
1 cr. hr.; 1 lecture hour; 0 lab hours per week.
Prerequisites: PN 105 and PN 112 "C" or better.
Drug classifications are studied through the structure of the nursing process. (1.2)

PN 110 Basic Anatomy and Physiology
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: REA 098 or appropriate placement score.
Basic concepts of human anatomy and physiology. (1.2)

PN 111 Foundations of Practical Nurs.
8 cr. hrs.; 6 lecture hours; 6 lab hours per week.
Prerequisites: Admission to Practical Nursing Program.
Within the framework of the nursing process, the course teaches the concepts basic to practical nursing. Dimensions of nursing, basic needs and special procedures are covered. With guidance, the nursing process is used in the care of patients with simple health problems. (1.2)

PN 112 Older Adult Nursing
8 cr. hrs.; 6 lecture hours; 6 lab hours per week.
Prerequisite: PN 111 "C" or better.
This course covers normal aging and age-related changes in the older adult. It includes problems of mobility and circulation. It also includes concepts of mental health nursing and therapeutic communication. (1.2)

PN 113 Adult Health Nursing
8 cr. hrs.; 6 lecture hours; 6 lab hours per week.
Prerequisites: PN 105 and PN 112 "C" or better.
Within the framework of the nursing process, theories of nursing care for patients with acute medical-surgical problems are discussed. (1.2)

PN 114 Intergenerational Nursing
8 cr. hrs.; 6 lecture hours; 6 lab hours per week.
Prerequisites: PN 105 and PN 113 "C" or better.
Care of families through child-bearing, well children, ill children, and all family members through the lifespan. Concepts of growth and development, effects of illness on families, and care of clients in the hospital are also discussed. (1.2)

PN 140 Licensure Review
1-5 cr. hrs.; 1-5 lecture hours; 0 lab hours per week.
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. (1.2)

PN 160 LPN Refresher
6 cr. hrs.; 3 lecture hours; 7 lab hours per week.
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. (1.6)

PN 180 Intravenous Therapy
1 cr. hrs.; 0.5 lecture hours; 1.5 lab hours per week.
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. (1.6)

Psychology

PSYC 101 Introduction to Psychology
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: Appropriate reading placement score or REA 098, and SBS 100 with a "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. IAI: S6 900 (1.1)

PSYC 105 Career Exploration and Planning
1-2 cr. hrs.; 1-2 lecture hours; 0 lab hours per week.
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. (1.1)

PSYC 110 Human Relations
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Focuses on interpersonal relationships and the skills necessary to build and maintain them (e.g., assertion, active listening, conflict resolution). No psychology background necessary. (1.2)

PSYC 119 Understanding Human Sexuality
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.1)

PSYC 199 Psychology of Women
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: Appropriate reading placement score or REA 103 "C" or better.
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. (1.1)

PSYC 200 Human Growth and Development
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: PSYC 101 "C" or better, or formal admission into the Black Hawk College ADN program.
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. IAI: S6 902 (1.1)

PSYC 201 Industrial Psychology
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: PSYC 101 "C" or better.
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. (1.1)

PSYC 210 Personality Theories
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: PSYC 101 "C" or better.
Detailed analysis of major personality theorists in psychology from Freud to the present, emphasizing the examination of common threads in the evolution of personality theory as well as decided differences between and among individual theorists. The relationship between empirical and theoretical investigation and the reading of personality research are stressed. (1.1)

PSYC 212 Experimental Psychology
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: PSYC 101 "C" or better.
This course introduces students to scientific inquiry in psychology. Students will gain an understanding of the research process in psychology by exploring the history and ethics of research and by reviewing and critically evaluating empirical literature. They will also gain experience formulating testable hypotheses, using various research methods and designs, and collecting and analyzing data using descriptive and inferential statistics. (1.1)

PSYC 220 Applied Psychology
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: PSYC 101 "C" or better.
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). (1.1)

PSYC 230 Social Psychology
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: PSYC 101 "C" or better.
A systematic introduction to theory and research on the ways social factors influence individual and group behavior. Examines attitudes, social perception, the establishment of norms, conformity, leadership, group dynamics, and research methods, emphasizing their effects on the individual. IAI: S8 900; PSY 908 (1.1)

PSYC 250 Abnormal Psychology
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: PSYC 101 "C" or better.
An introduction to abnormal behavior, psychodiagnostic methods, theories of causation, specific pathologies, and modes of treatment. IAI: PSY 905 (1.1)

PSYC 260 Adolescent Psychology
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: PSYC 101 "C" or better.
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. (1.1)

PSYC 262 Child Psychology
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: PSYC 101 "C" or better.
Introduces theory and research on biological, physical, social, and cognitive development of the human child from conception through late childhood. Topics may include genetic factors, prenatal development, sensory and perceptual changes, motor system development, language acquisition, social learning, gender differences, atypical development, and such influences as the family, school, and sociocultural context. IAI: S6 903 (1.1)

PSYC 264 Social Psychology of Aging
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: PSYC 101 "C" or better.
Process and consequences of aging; interplay between social and psychological forces and the aging population; psychological dimensions of aging. IAI: S6 905 (1.1)

PSYC 266 Adult Development and Aging
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: PSYC 101 "C" or better.
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. (1.1)

PSYC 285 Cross-Cultural Women's Studies
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: Appropriate Reading placement score or REA 103 "C" or better.
This course examines the position of women across the globe from an interdisciplinary perspective. Special attention will be paid to women's experiences of globalization, social class, sexuality, race, ethnicity, and gender-based discrimination. (1.1)

PSYC 290 Educational Psychology
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: PSYC 101 "C" or better.
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. (1.1)

PSYC 295 Special Topics in Psychology
1-3 cr. hrs.; 1-3 lecture hours; 0 lab hours per week.
Prerequisite: Instructor consent.
Topics vary according to student interest and instructor availability. Examples of course offerings include: gerontology, psychology in literature, an internship experience, psychology of religion, and dream working. Students may take up to six credit hours if the topic varies. (1.1)

Reading

REA 098 Academic Reading
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: Appropriate placement score.
REA 098 focuses on reading skills to prepare students for college-level reading. The course emphasizes vocabulary, critical reading, and comprehension, especially in social science and natural science reading. Certain career programs may also require this course. (1.4)

REA 103 Advanced Academic Reading
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: Appropriate placement score or REA 098 "C" or better.
Reading 103 refines the reading skills necessary for success in college-level textbooks and related reading, focusing on vocabulary, comprehension, critical reading, rate flexibility and study strategies. (1.4)

Social & Behavioral Studies

SBS 100 Social & Behavioral Sciences
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.1)

SBS 200 Psychology & Societies: Asia
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
An interdisciplinary sociological and psychological examination of selected societies and psychologies of Asia. (1.1)

Sociology

SOC 101 Principles of Sociology
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: Appropriate placement score 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. IAI: S7 900 (1.1)

SOC 102 Contemporary Social Problems
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Analysis of contemporary social problems and investigation of theories on social organization and conflict. Explores the genesis, significance, and amelioration of social problems. IAI: S7 901 (1.1)

SOC 210 Contemporary Urban Institution
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: SOC 101 or instructor consent.
A survey of the structure and functions of urban communities. (1.1)

SOC 222 Introduction to Social Work
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: SOC 101 or instructor consent.
Introductory survey of social work in the context of the social welfare services and policies, including their historical origins, conceptual framework, and contemporary foci. Overviews principal social work values, codes of ethics, practice methods, research considerations, and policy issues. Emphasizes the unique experiences of diverse and at-risk population groups facing various social challenges. (1.1)

SOC 230 Sociology of Sex and Gender
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: SOC 101 or instructor consent.
Provides a framework for understanding the sources and consequences of gender and sex role in the economy, family, education, and other social institutions. (1.1)

SOC 250 Minority Relations
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. IAI: S7 903D (1.1)

SOC 251 Sociology of Families
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Survey of the contemporary family in historical and cross-cultural perspectives. Includes trends in mate selection, marriage, child-rearing, employment, gender roles, and communication within the family. IAI: S7 902 (1.1)

SOC 255 Social Statistics
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: SOC 101 or PSYC 101; Math 086 or 091 or college level math placement score.
Application and interpretation of basic statistics used in the behavioral sciences including descriptive statistics and an introduction to inferential statistics. (1.1)

SOC 261 Deviant Behavior
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
The sociological study of the origins, causes, control and definitions of deviance and deviant behavior. Includes criminality, mental disorders, drug use, and sexuality. (1.1)

SOC 264 Social Psychology of Aging
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Process and consequences of aging; interplay between social and psychological forces and the aging population; psychological dimensions of aging. IAI: S6 905 (1.1)

SOC 270 Sociology of Health
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.1)

SOC 290 Studies in Sociology
1-3 cr. hrs.; 1-3 lecture hours; 0 lab hours per week.
Focuses on selected topics from a sociological perspective, including such topics as child maltreatment, addictions, juvenile justice, family violence, death and dying, and field studies. (1.1)

Spanish

SPAN 101 Elementary Spanish I
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
First course of a two semester sequence in elementary Spanish with emphasis on speaking, listening comprehension, reading, writing and culture. (1.1)

SPAN 102 Elementary Spanish II
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
Prerequisite: One year of high school Spanish "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. (1.1)

SPAN 103 Spanish for Near-Native Speakers
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Review formal structure and sound system of Spanish for near-native speakers with emphasis on accurate, fluent, and effective oral and written expression. (1.1)

SPAN 201 Intermediate Spanish I
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
Prerequisite: Two years of high school Spanish "C" or better or two semesters of college Spanish "C" or better or 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. (1.1)

SPAN 202 Intermediate Spanish II
4 cr. hrs.; 4 lecture hours; 0 lab hours per week.
Prerequisite: Spanish 201 "C" or better or equivalent.
Continuation of Spanish 201 with additional work on oral proficiency, grammar review, composition, literary readings, and study of the Hispanic culture and civilization. IAI: H1 900 (1.1)

SPAN 253 Advanced Spanish I
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. IAI: H1 900 (1.1)

SPAN 254 Advanced Spanish II
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. IAI: H1 900 (1.1)

Speech

SPEC 101 Principles of Speech Communication
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
The oral communication course combines communication theory with the practice of oral communication skills. The oral communication course: (1) develops awareness of the communication process; (2) provides inventional, organizational, and expressive strategies; (3) promotes understanding of and adaptation to a variety of communication contexts; and (4) emphasizes critical skills in listening, reading, thinking and speaking. IAI: C2 900 (1.1)

SPEC 111 Business and Professional Communication
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Promotes awareness and development needed to communicate competently within professional organizations. Focus is on interviewing, management styles, inter-office communication and professional presentations. (1.1)

SPEC 114 Interpersonal Communication
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Examines skills needed in informal face-to-face communication; emphasizes self-concept and interaction with others. (1.1)

SPEC 175 Intercultural Communication
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
This course examines how culture influences the communication process including values, beliefs, norms, linguistic and nonverbal differences between cultures, cultural bias, ethnocentrism, globalization, and cultural adjustment. The course will review major theories of intercultural communication and the practical approaches to communicating more effectively with personas from other cultures. Promotes awareness, knowledge, and skills for communicating among persons of differing cultural backgrounds. Focuses on cultures with whom U.S. Americans interact. IAI: MC 904 (1.1)

SPEC 200 Communication Experiences
3 cr. hrs.; 1-3 lecture hours; 0 lab hours per week.
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. (1.1)

SPEC 210 Public Speaking
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.1)

Surgical Technology

ST 100 Central Services
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: Entrance into Surgical Technology program.
This course is designed to provide the student with the basic knowledge of the central services department. Emphasis will be placed on learning the care and handling for surgical instrumentation, as well as processing. (1.2)

ST 110 Surgical Technologist I
5 cr. hrs.; 2.5 lecture hours; 5 lab hours per week.
Prerequisite: ST 100, and PN 110 or BIOL 145 or BIOL 146 "C" or better.
This course is designed to provide the student with the basic knowledge necessary to perform the duties of the

surgical technologist in an operating room. Emphasis will be placed on learning the basics of surgical technology and applying them in the operating room. Theory instruction will include aseptic technique, basic equipment and supplies, instrumentation, suture, needles and operating room department policies. Techniques learned in classroom will be practiced within the lab setting. (1.2)

ST 112 Surgical Pharmacology
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Prerequisite: Appropriate placement score or Math 081.
This course is a self-study course designed to assist the student with learning the principles of pharmacology within surgery. Rational for commonly used medications used intraoperatively will be discussed, along with side effects and how they may alter the surgical intervention. The course will also include rationale behind labeling medications. (1.2)

ST 212 Surgical Tech Clinical II
6 cr. hrs.; 0 lecture hours; 12 lab hours per week
Prerequisite: ST 110 and ST 112 "C" or better.
This is a clinical course that aligns with ST 213. Students will attend assigned clinical rotations and apply knowledge gained from ST 213. (1.2)

ST 213 Surgical Technologist II
6 cr. hrs.; 6 lecture hours; 0 lab hours per week.
Prerequisite: ST 110 and ST 112 "C" or better.
This course builds on the basic surgical technology knowledge obtained from ST 110. Students will gain knowledge on specific techniques used in surgery as well as specific types of surgical procedures. (1.2)

ST 214 Surgical Technologist III
6 cr. hrs.; 6 lecture hours; 0 lab hours per week
Prerequisite: ST 212 and ST 213 "C" or better.
This is the final didactic course for the Surgical Technology program. This course continues to build on knowledge obtained in previous ST courses. Included are specific surgical procedures. This course aligns with the clinical course ST 215 and should be taken at the same time. (1.2)

ST 215 Surgical Tech Clinical III
6 cr. hrs.; 0 lecture hours; 12 lab hours per week
Prerequisite: ST 212 and ST 213 "C" or better.
This is a clinical course that aligns with ST 214. Students will attend assigned clinical rotations and apply knowledge gained from ST 214. (1.2)

Technical Math

TMAT 101 Technical Math I
1-3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.2)

Television

TV 212 History & Appreciation of the Motion Picture
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Traces origin and development of the motion picture through lectures, reading and viewing of pertinent films. IAI: F2 909 (1.1)

Theatre

THEA 111 Introduction to Theatre Arts
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
An introductory survey of theatre/drama as a performing art form that includes the student and analysis of historical, social, aesthetic and technical aspects of traditional and contemporary theatrical/dramatic expression. This course is designed to introduce students to theatre as a major fine art form and to examine the contributions of playwrights, actors, directors, designers, and technicians. IAI: F1 907 (1.1)

THEA 210 Fundamentals of Acting
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
This course concentrates on the fundamentals of acting: concentration, observation, playing action, voice and other basics are introduced through acting exercises, improvisations, and scene study. Major acting approaches will be used as the basis for helping the actor acquire craft to create believable characters. IAI: TA 914 (1.1)

THEA 211 Acting Styles
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
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. (1.1)

Veterinary Assisting

VA 147 Vet Asst Clinical I
4 cr. hrs.; 2 lecture hours; 4 lab hours per week.
Prerequisite: VT 100 or concurrent enrollment.
This course presents a basic introduction to the profession of veterinary assisting and to the healthcare environment. Specifically, this course will present aseptic technique, animal restraint, physical examination, anesthesiology, grooming, nutrition, and dentistry. (1.2)

VA 247 Vet Asst Clinical II
4 cr. hrs.; 2 lecture hours; 4 lab hours per week.
Prerequisite: VA 147 or instructor permission.
This course presents advanced veterinary assistant skills and knowledge, including the pathogenesis/physiology of canine diseases, feline diseases, common treatments, parasites and treatments, urinalysis, blood collection, IV therapy, and vaccinations. (1.2)

VA 261 Seminar
1 cr. hrs.; 1 lecture hours; 0 lab hours per week.
Prerequisite: Concurrent enrollment in VA 265.
Discussion of internship activities, challenges, team opportunities and problems. (1.2)

VA 265 Internship
3 cr. hrs.; 0 lecture hours; 40 lab hours per week.
Prerequisite: Consent of instructor and concurrent enrollment in VA 261.
Supervised field program, providing work experience in offices for students enrolled in Veterinary Assisting. (1.2)

Veterinary Technology

VT 100 Intro to Veterinary Technology
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
This course is an introduction to a profession in veterinary technology. Topics include the history of veterinary medicine, basic responsibilities and duties of veterinary technicians, veterinary hospital procedures and veterinary medical terminology. Students will be able to read and interpret medical charts and records as they develop a working knowledge of the verbal and written language of veterinary medicine. (1.2)

VT 102 Interpersonal Communication
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: Enrollment in the veterinary assistant program.
This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is on the communication process with clients and peers; issues addressed include perception, listening, self-disclosure, ethics, conflict management and nonverbal communication. Topics include understanding the human-animal bond and dealing with client and personal bereavement, and developing essential skills to open discussion lines, educate clients, negotiate during job hunting, resume building, and interview preparedness. (1.2)

VT 110 Vet Tech Anatomy & Physiology I
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
Prerequisite: Enrollment in the veterinarian assistant or veterinary technology program.
Principles of normal systematic animal anatomy and physiology are studied. All major systems of the body are discussed with focus directed towards comparisons of organ systems of various domesticated small animals. (1.2)

VT 111 Vet Tech Anatomy & Physiology II
4 cr. hrs.; 3 lecture hours; 2 lab hours per week.
Prerequisite: VT 110 "C" or better; or instructor consent.
As a continuation of VT 110 Vet Tech Anatomy & Phys I, the principles of normal systematic animal anatomy and physiology are studied. All major systems of the body are discussed with focus directed towards comparisons of organ systems of various domesticated large animals, birds, amphibians and reptiles. (1.2)

VT 115 Small Animal Health Care I
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: Enrollment in the Veterinarian Assistant or Veterinary Technology program.
An introduction to the management, husbandry and basic veterinary needs and care of small animal species, with emphasis on the dog and cat. Housing, sanitation and basic dietary requirements of small animals are discussed. Techniques for proper handling and restraint, administering medications, and specimen collection are included. (1.2)

VT 116 Small Animal Health Care II
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: VT 115 "C" or better or instructor consent.
Provides instruction of common diseases that occur in small animals. Studies will include disease processes, preventative medicine and vaccination practices. Topics also covered: triaging emergencies, fluid therapy, blood transfusion medicine, dentistry and grooming. (1.2)

VT 123 Vet Tech Math
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: Enrollment in the veterinary assistant or veterinary technology program.
Focuses on understanding the mathematics required for veterinary technology. Topics include algebraic concepts and procedures (equations, ratios, proportions, percentage problems, formulas), geometric concepts and procedures (systems of measurements and conversions, area, volume), problem-solving techniques (dosage calculations, flow-rate calculations, angle measurements) and an introduction to statistical methods and procedures (measures of central tendency, range, standard deviation, constructing and interpreting graphs). (1.2)

VT 130 Repro, Nutrition & Production
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: VT 110 or VA 147 "C" or better; or instructor consent.
Investigates genetics, reproduction and breeding soundness of common domestic animals. Basic food nutrients, nutritional requirements and ration formulation (small animal commercial products, special veterinary only diets, manufacturer marketing tools, large animal feedstuffs). This course will explore nutritional effect on reproduction and production of various domestic species. (1.2)

VT 140 Microbiology & Parasitology
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: Enrollment in the veterinary assistant or veterinary technology program.
This course is a survey of major characteristics and life functions of common bacteria, viruses, prions, fungi, and other organisms in veterinary medicine. Emphasis will be on disease causing entities and zoonosis will be discussed where applicable using problem based scenarios. General and diagnostic parasitology will be covered. Common

parasites in companion animals, livestock and humans will be studied. (1.2)

VT 150 Lab & Exotic Animal Care
3 cr. hrs.; 2.5 lecture hours; 1 lab hours per week.
Prerequisite: VT 115 "C" or better; or instructor consent.
Students will study the basic anatomy and diseases of laboratory and exotic animal species. Focus in on developing skills in identifying, handling, collection of specimens, medical and surgical treatments. Facilities for laboratory and some exotic species will be discussed. (1.2)

VT 160 Vet Tech Pharmacology
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: VT 123 "C" or better or instructor consent.
Discussion of drug groups, mechanism of action and side effects. This course covers the regulations for prescribing, ordering, and dispensing pharmaceuticals; appropriate methods of drug administration and dispensing in a clinical setting; log book and lock box requirements for scheduled drugs; and overview of commonly used products in private and community practices. (1.2)

VT 166 Clinical Preceptorship
Prerequisite: 33 VT Hours "C" or better; or instructor consent.
2 cr. hrs.; 4 lecture hours; 0 lab hours per week.
A preceptorship is a mentoring program, 4 weeks in length, intended to provide personal and professional instruction, training, and supervision to students during their first year of the veterinary technology program. This rotation consists of 160 hours in which the student works with a practicing veterinarian and a certified veterinary technician (CVT, RVT or equivalent) in a clinical setting. The student will apply previous course work and experience to a work environment while gaining new skills. (1.2)

VT 170 Anesthesia & Surgical Prep
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Prerequisite: VT 116 "C" or better; or instructor consent.
As an introduction to anesthetic principles and patient response, students will gain insight into inducing and anesthetizing patients, the ABCs (airway, breathing and cardiovascular) of monitoring, equipment uses and maintenance, sterile fields, and preparation of surgical candidates. (1.2)

VT 202 Veterinary Office Practices
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: 40 VT Hours with "C" or better; or instructor consent.
Introduces the student to computer software commonly used in veterinary practices. Students will learn to create and maintain individual client/patient records as well as the filing and management of veterinary documents. Students will become proficient in scheduling, admitting, and discharging patients, as well as ordering and inventory control. (1.2)

VT 203 Vet Ethics and Critical Thinking
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Prerequisite: Enrollment in the veterinary assistant program.
This course reviews current topics in veterinary medicine and surgery, and large animal production practices. Designed to assist students in developing life-long learning skills, participants will critically evaluate the internet and other reference media as a source of information (peer-reviewed or refereed information versus non-peer-previewed materials). Emotions, opinions, debates and a brief introduction to laws and ethics in veterinary practice and animal agriculture will be explored. (1.2)

VT 204 Advanced Vet Office Management
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Prerequisite: Enrollment in the veterinary technology program.
Covering many tools necessary to become proficient in managing patient flow in a hospital, clinic or animal care facility, this course utilizes case-based studies. Participants will be taking a lead role in designing inventory control and OSHA compliant practices. Students will learn to hire, educate, and evaluate employees as they begin to learn the steps required to run a successful veterinary team and manage a veterinary practice. (1.2)

VT 210 Vet Tech Diagnostic Imaging
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: VT 111 "C" or better; or instructor consent.
This course is the study of radiological techniques, exposure and corrections, various film processing systems, film labeling and storage, contrast methods and digital technology. Students will be guided through ultrasound technology and safety protocols as well. (1.2)

VT 215 Large Animal Health Care
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: VT 116 "C" or better; or instructor consent.
This course introduces students to large animals (horses, cows, goats, sheep, pigs). Students learn about restraint and handling of large animals with an emphasis on safety. Various aspects of large animal medicine and surgery are covered, including common diseases, genetic abnormalities, plant toxicities, gastrointestinal issues, immunology, preventative medicine and dentistry. Hands-on laboratory will include basic nursing care (collecting and recording vital signs, medicating, bandaging, sample collection). Students will familiarize themselves with the large animal setting (farms, barn, stocks, chutes) in addition to various supplies, tools and techniques utilized in large animal medicine. (1.2)

VT 216 Advanced Large Animal Tech
2 cr. hrs.; 1.5 lecture hours; 1 lab hours per week.
Prerequisite: VT 215 "C" or better; or instructor consent.
Covering many tools necessary to become proficient in managing patient flow in a hospital, clinic or animal care

facility, this course utilizes case-based studies. Participants will be taking a lead role in designing inventory control and OSHA compliant practices. Students will learn to hire, educate, and evaluate employees as they begin to learn the steps required to run a successful veterinary team and manage a veterinary practice. (1.2)

VT 222 National Board (VTNE) Review
2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Prerequisite: 40 VT Hours "C" or better; or instructor consent.
This course reviews topics covered in the Veterinary Technician National Examination (VTNE) and addresses test taking skills. (1.2)

VT 240 Clin Path & Lab Procedures I
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: VT 140 "C" or better; or instructor consent.
Introduces the methods and theory of testing various blood and fluid components of the body. Students will utilize laboratory procedures, including wellness profiles and expected changes caused by disease. Serum chemistry profiles and complete blood counts are covered in depth. Blood typing and coagulation profiles will be discussed and performed. (1.2)

VT 241 Clin Path & Lab Procedures II
3 cr. hrs.; 2 lecture hours; 2 lab hours per week.
Prerequisite: VT 240 "C" or better; or instructor consent.
As a continuation of VT 240, this course covers the methods and theory of testing various cellular and fluid components of the body. Students will perform in depth skin and ear evaluations and urinalysis. Cytology, using fine needle aspirates, taps (spinal, marrow, joint), and impression smears will be introduced. Necropsy with sample collection, preservation techniques, proper packaging and shipping to reference laboratories will be applied. (1.2)

VT 266 Vet Tech Clinical Internship
4 cr. hrs.; 0 lecture hours; 9 lab hours per week.
Prerequisite: 47 VT Hours "C" or better; or instructor consent.
This internship is a mentoring program, 8 weeks in length, intended to provide personal and professional instruction, training, and supervision to students upon completion of their coursework in the veterinary technology program. This rotation consists of 320 hours in which the student works with a practicing veterinarian and a certified veterinary technician (CVT, RVT or equivalent) in a clinical setting. The student will apply previous course work and experience to a work environment while gaining new skills. (1.2)

VT 270 Vet Tech Surgery & Nursing
5 cr. hrs.; 4 lecture hours; 2 lab hours per week.
Prerequisite: VT 170 "C" or better; or instructor consent.
A clinical extension of Anesthesia and Surgical Prep course, students will apply previous course work and clinical experience in a laboratory setting with small and large animals. Facilitating the veterinary surgeon under sterile techniques, practical use of monitoring equipment (ECG, PO2, blood pressure), dental cleanings, and post-operative care: various bandage applications, casting, pain assessment and management will be covered in detail. (1.2)

Welding

WLD 101 Introduction to Arc Welding
.5 cr. hrs.; 0 lecture hours; 1 lab hour per week.
The study of arc welding processes that are most widely used in lead industry. Students will learn about shop equipment, safety, and housekeeping. Electrode selection and identification will be studied. These types of weld joints are thoroughly discussed. (1.2)

WLD 102 Basic Arc Welding Flat Position
.5 cr. hrs.; 0 lecture hours; 1 lab hour per week.
Prerequisite: WLD 101.
This course is a continuation of WLD 101. Using the flat position, the student will weld three beads, tee-joints, butt joints, and outside corner to specifications given by the instructor. Shop safety will be stressed. (1.2)

WLD 103 Arc Welding Flat & Horizontal Posit
2 cr. hrs.; 0 lecture hours; 4 lab hours per week.
Prerequisite: WLD 102.
This course is a continuation of WLD 102, using the flat position and horizontal welding position. Student will weld using various electrode grades. A v-groove test must be passed. Shop safety will be employed. (1.2)

WLD 105 Oxy-acetylene Welding & Cutting
2 cr. hrs.; 1 lecture hour; 2 lab hours per week.
An introduction to gas welding, and cutting with emphasis on obtaining manipulative skills in each area. (1.2)

WLD 109 Blueprint Reading for Welders
2 cr. hrs.; 1 lecture hour; 2 lab hours per week.
Reading welding prints using mathematics, interpreting welding symbols, gauges and inspection techniques. (1.2)

WLD 110 Welding Testing and Preparation
1 cr. hrs.; 1 lecture hours; 0 lab hours per week.
This course prepares students for industry weld testing. Students review how to prepare coupons, select rod sizes, gases, and amperage; learn how to manage test anxiety by understanding mental preparation; create an ordered punch list; identify potential testing pitfalls; and visually identify needed weld corrections prior to test completion. (1.2)

WLD 111 Welding Processes
3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
An introduction to the history and roles played by welding. All major welding processes and their related skills are explained. Types of power supplies are also studied with emphasis on the proper selection for each job. (1.2)

WLD 117 Arc Welding in Vertical Position
2 cr. hrs.; 0 lecture hours; 4 lab hours per week.
Prerequisite: WLD 103.
This course is a continuation of WLD 103 using the vertical and overhead welding positions. Students will weld using various electrode grades. A V-groove test must be passed. Shop safety will be emphasized. (1.2)

WLD 118 Arc Welding in Overhead Position
1 cr. hr.; 0 lecture hours; 2 lab hours per week.
Prerequisite: WLD 117.
This course is a continuation of WLD 117 using the overhead welding position. Students will weld using various electrode grades on various materials. A V-groove test must be passed. Shop safety will be emphasized. (1.2)

WLD 120 Introduction to GMAW
1 cr. hr.; 0 lecture hours; 2 lab hours per week.
This course is designed to cover production methods and techniques in gas metal arc welding. This process will include spray transfer, short arc transfer and cored wires. Machine set-up, handling the gun, weld size, gun angle, wire feed, and gas quantities will be studied. Good housekeeping practice and safety will be emphasized. (1.2)

WLD 121 GMAW with Spray Arc Process
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
Prerequisite: WLD 120.
This course provides theory and welding experience in the flat, horizontal and vertical positions using various joint designs. Various fillet sizes and material thickness will be the welding lab experiences. Shop safety will be emphasized. (1.2)

WLD 122 GMAW Short Circuit & Spray Arc
2 cr. hrs.; 0 lecture hours; 4 lab hours per week.
Prerequisite: WLD 121.
Students will learn when welding with consumable wire electrodes that transfer of metal is achieved by three methods. The type of metal transfer that occurs will depend on electrode wire size, shielding gas, arc voltage, and welding current. Various lab exercises employ different processes with different joint types and various welding positions. Shop safety and housekeeping will be emphasized. (1.2)

WLD 125 GTAW
2 cr. hrs.; 1 lecture hour; 2 lab hours per week.
This course will introduce gas tungsten arc welding (GTAW or TIG). Students will learn how to properly set up machine and weld in various positions with ferrous and non-ferrous material. A weld joint test will be passed. The student will learn how to regulate oxygen and acetylene for the oxyacetylene welding process. Student will weld various material thickness in different positions and pass a weld joint test. Shop safety will be emphasized. (1.2)

WLD 151 Shielded Metal Arc Welding I
3 cr. hrs.; 0 lecture hours; 6 lab hours per week.
Students will study shielded metal arc welding processes that are most widely used in industry including electrode selection and identification and types of weld joints. Using the flat position, the student will weld three beads, tee-joints, butt joints, and outside corner to specifications given by the instructor. Students will also weld in horizontal welding position. Student will weld using various electrode grades. Students will learn about shop equipment, safety, and housekeeping. A V-groove test must be passed. (1.2)

WLD 152 Shielded Metal Arc Welding II
5 cr. hrs.; 0 lecture hours; 10 lab hours per week.
Prerequisite: WLD 151 or WLD 103.
This course is a continuation of WLD 151, using the vertical and overhead welding positions. Students will weld using various electrode grades on various materials. Also introduces gas welding, bronze welding, and cutting with emphasis on obtaining manipulative skills in each area. Shop safety will be emphasized in the course. A V-groove test must be passed. (1.2)

WLD 210 Professional Seminar
1 cr. hrs.; 1 lecture hour; 0 lab hours per week.
Discussion of workplace issues, development of job-seeking strategies, and enhancement of interpersonal skills. (1.2)

WLD 251 Introduction to GMAW
4 cr. hrs.; 0 lecture hours; 8 lab hours per week.
This course covers product methods and techniques in gas metal arc welding (informally known as MIG). This process will include spray transfer, short arc transfer and cored wires. This will be done by studying machine set-up, handling the gun, weld size, gun angle, wire feed and gas quantities. In addition, theory and welding experience over the flat, horizontal and vertical positions using various joint designs is covered. Various fillet sizes and material thickness will be the welding lab experiences. Good housekeeping practice and safety will be emphasized.
(1.2)

Board of Trustees

There are seven (7) trustees on the Black Hawk College Board elected at large from the Community College District #503 representing Rock Island, Henry, Mercer, Whiteside, Knox, Bureau, Stark, Marshall and Henderson counties. They are elected during the general election to six-year terms (April to April). A student trustee is elected each year by the student bodies of the Quad Cities Campus and the East Campus alternating every other year. Board meetings are held monthly alternating between the Quad Cities Campus to the East Campus.

Black Hawk College operates under the guidelines of the Illinois Community College Board and the Higher Learning Commission (aka North Central Association) and adheres to federal and state civil rights laws, including Affirmative Action and Equal Opportunity. The responsibility for the governance, administration and operation of the college is vested in the elected Board of Trustees of Community College District #503. The Board of Trustees delegates responsibility to the administration, faculty and staff for the practices and procedures that accomplish the mission of the college. The legal statutes guiding the operation for Black Hawk College are found in the *Illinois Public Community College Act*. The Illinois Community College Trustees Association (ICCTA) keeps community colleges abreast of pertinent legislation.

David L. Emerick, Jr.
Rock Island
Chair

Richard P. Fiems
Port Byron
Vice Chair

Dorothy W. Beck
Rock Island
Secretary

Tim A. Black
Galva

Fritz W. Larsen
Moline

Doug Strand
East Moline

Joseph B. Swan
Colona

As of April 1, 2017

Executive Administration

Dr. Bettie A. Truitt
President

Dr. Amy Maxeiner
Vice President for Instruction and Student Services

Mr. Steven Frommelt
Vice President for Finance and Administration

Dr. Betsey Morthland
Executive Dean

Administration

(Administrators are defined by the Board of Trustees as President, Vice Presidents, Deans, and Directors)

President/Vice Presidents
Dr. Bettie A. Truitt, President
Dr. Amy Maxeiner, Vice President for Instruction and Student Services
Steven Frommelt, Vice President for Finance and Administration

Deans
Luis Moreno, Dean of Student Services
Dr. Betsey Morthland, Executive Dean
Dr. Glenda Nicke, Dean of Adult & Continuing Education

Directors
Heather Bjorgan, Registrar
Liz Breedlove, Executive Director of the Black Hawk College East Foundation
Stacey Cary, Director of Human Resources
Shawn A. Cisna, Chief of Police
Barb Courville, Director of Professional and Continuing Education
Sandra J. Cox, Co-Chief Information Officer and Manager of Administrative Systems
Maureen Dickinson, Executive Director of BHC QC Foundation
Joanna Dye, Director of Financial Aid
Julie Gelaude, Director, Business Training Center
Gary Huber, Director of Athletics
Ray Jacobs, Director of Operations (EC)
Kathy Malcolm, Director of Planning and Institutional Effectiveness
Robert McChurch, Superintendent of Facilities (QC)
John Meineke, Director of Marketing and Public Relations
Andrew Olson, Director of Teaching Learning Center and Online Learning
Kaye Quick, Director of Risk Management
Bianca Sola-Perkins, Director of Adult Education
Darcie Stearns, Director of Academic Advisement
Dr. Bruce Storey, Director of Educational Services
Ashtin Trimble, Director of Library Services
Ryan E. White, Co-Chief Information Officer and IT Systems Manager

Faculty

Alan Abbott (1999)
Professor
Ph.D., University of Minnesota
Biochemistry

Dianne Abels (2005)
Professor
M.S., University of Osteopathic Medicine and Health Sciences
Physical Therapist Assistant

Matlub Ahmad (1994)
Professor
Ph.D., Pennsylvania State University
Engineering and Physical Sciences

Christopher Appuhn (2012)
Assistant Professor
M.S., University of Illinois
Mathematics

Diana Badur (1991)
Professor
Ph.D., University of Wisconsin
English

Cheryl Ballantyne (2006)
Professor
B.S.N, Northeast Missouri State
Nursing

Nicole Banks (2009)
Associate Professor
M.A., Western Illinois University
English

Karin Barrett (2008)
Associate Professor
M.S.N., St. Ambrose University
Associate Degree Nursing

Marilynn R. Bartels (2002)
Professor
M.S., Oregon State University
Biology

Allison L. Beck (2012)
Assistant Professor
Ph.D., University of Chicago
Biology

Cynthia Becker (2007)
Associate Professor
M.S.N., University of Iowa
Associate Degree Nursing

Jodi Becker (2014)
Instructor
M.S., Ed., Western Illinois University
Child Development

Darryl Beckett (1998)
Professor
M.S., Northern Illinois University
Biological Science

Krisann Bergo-Brown (2006)
Associate Professor
M.A., University of Kansas
Psychology/Sociology

Ewelina Bergert (2012)
Assistant Professor
M.B.A., St. Ambrose University
Management/Marketing

Lee Blackmon (2013)
Assistant Professor
B.S., Bradley University
Engineering Technology

Wendy Bock (1999)
Professor
M.S., University of Wisconsin
Counselor

Rachel Horner Brackett (2013)
Assistant Professor
Ph.D., University of Iowa
Anthropology/Archaeology

Theresa Bries (2012)
Associate Professor
M.A., Ohio University-Athens
ESL (Adult Education)

Aaron Callahan (1998)
Professor
B.S., West Texas A&M University
Equestrian

Debra Collins (1999)
Professor
M.S., Franklin University
Computer Science

Xixuan Collins (2004)
Associate Professor
Ph.D., Iowa State University
Biology

Drew Cotton (2009)
Associate Professor
M.S., University of Florida
Horse Science

Edgar Crockett (1992)
Professor
Ph.D., University of Iowa
Music

Angela Czubara (2012)
Assistant Professor
B.S.N., University of Illinois
Practical Nursing

Douglas Davidson (1999)
Professor
Ph.D., University of Washington
Physics

Traci Davis (2004)
Professor
PSY.D., Argosy University
Psychology/Sociology

Marcella Davis (2017)
Program Director/Instructor
M.S.N., Kaplan University
Surgical Technologist

Nina DeBisschop (2010)
Assistant Professor
M.A., Southern Illinois University
English as a Second Language

Carrie Delcourt (2000)
Professor
M.S., Western Illinois University
Computer Science Applications

William Desmond (1989)
Professor
M.A., Ohio State University
Philosophy

Thomas Domino (2015)
Instructor
M.A., Western Illinois University
Adult Education

Brigette Dorrance (2012)
Associate Professor
Ph.D., University of Kentucky
Psychology/Sociology

Gary Drew (1987)
Professor
M.B.A., St. Ambrose University
Management/Marketing

Kathy Dusthimer (2004)
Professor
M.S.N., Ball State
Licensed Practical Nursing

Acie B. Earl (1990)
Professor
M.A., Central Michigan University
Management/Marketing

Mark Esposito (2001)
Professor
Ph.D., West Virginia University
History/Political Science

Donald Gano (2010)
Assistant Professor
M.A., Eastern Illinois University
Law Enforcement

Daniel Garcia (2012)
Assistant Professor
M.S.N., Graceland University
Nursing

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

Kora Gould (2011)
Assistant Professor
Ph.D., Syracuse University
Philosophy

Tyler Gradert
Instructor
B.S., Western Illinois University
Agriculture

Jason Grice (2009)
Associate Professor
A.A.S., Black Hawk College
ASE Certifications Auto Mechanics

Deborah Hantz (2003)
Professor
M.S., University of Illinois
Associate Degree Nursing

Richard Harwood (1994)
Professor
M.S., Northern Arizona University
Earth Science

Jeffry Hawes (2006)
Professor
Ph.D., Michigan State University
Horticulture/Agriculture

Melissa Hebert-Johnson (2004)
Professor
M.A., Northern Illinois University
Art History

Jamie D. Hill (2000)
Professor
M.S., Marycrest
Networking

Dan Hoge (1970)
Professor
M.S., University of Illinois
Animal Science

Andrew Hoogheem (2012)
Instructor
M.A., Western Illinois University
English

Fred Ingold (1989)
Associate Professor
M.A., Western Illinois University
English

Donna Irvin (1990)
Professor
B.S., Penn State University
Equestrian Science

James Johnson (1990)
Professor
M.A., University of Missouri
Economics

Katie Johnson (2012)
Assistant Professor
M.S., Illinois State University
Speech

Michelle Johnson (1992)
Professor
M.A., University of Iowa
Speech/Rhetoric

Constance Kappas (1997)
Professor
M.A., Northeastern Illinois University
Adult Basic Education

Amy Kolker (1999)
Professor
Ph.D., University of Kansas
English

Valerie Koster (2002)
Professor
M.S., University of Utah
Associate Degree Nursing

Mary Beth Kwasek (1997)
Professor
M.A., University of Nebraska
English

James Larrabee (2007)
Associate Professor
M.Phil., Trinity College
History/Political Science

Andrew Larson (1998)
Professor
M.S., University of Illinois
Agronomy

Bruce LeBlanc (1991)
Professor
Ed.D., University of Sarasota
Psychology and Sociology

Emily Lehman (2006)
Associate Professor
Ph.D., Case Western Reserve University
Biology

Charles Leland (1999)
Professor
M.S., Pennsylvania State University
Chemistry

Galen Leonhardy (2002)
Professor
M.A., Eastern Washington University
English

Amy Levins-Smith (2001)
Professor
M.B.A., Western Illinois University
Business Information Technology

Jody Lindstrom (2012)
Assistant Professor
M.S.N., Walden State University
Practical Nursing

Todd Linscott (2004)
Professor
Ph.D., University of Idaho
Biology

Paul Lockard (1994)
Professor
Ph.D., University of Massachusetts
Economics

Kimberly Hurley (2011)
Assistant Professor
M.S., University of Phoenix
Nursing

Connie McLean (2001)
Professor
M.A., University of Iowa
Developmental Mathematics

Robyn McVey (2009)
Assistant Professor
M.S., University of Iowa
Mathematics

Andrew Mansheim (2014)
Instructor
M.S., Western Illinois University
Mathematics

David Miller (2012)
Assistant Professor
M.S., Western Illinois University
Mathematics

Briana Mills (2013)
Assistant Professor
M.S., Portland State University
Mathematics

Marcella Miner (2014)
Instructor
B.S.N., Trinity College of Nursing and Health Sciences
Emergency Medical Services

Lisa Miotto (1997)
Professor
M.A., University of Chicago
English as a Second Language

Sarah Morrison (2013)
Instructor
M.A., SIU-Edwardsville
Psychology/Sociology

Richard Morthland (2013)
Assistant Professor
M.A., Spring Arbor University
Speech

Donald Mosier, Jr. (2000)
Professor
A.A.S., Scott Community College
Networking

David Murray (2000)
Professor
MFA, Southern Illinois University
Art

Sarah Nelson (2014)
Instructor
M.A., Illinois State University
Psychology

Kenneth Nickels
Associate Professor
M.S., Illinois State University
Mathematics

Torria Norman (1999)
Professor
M.A., Bradley University
English

Jonathan Palomaki (1995)
Professor
M.M., University of Northern Iowa
Music

Jay Pearce (2001)
Professor
Ph.D., University of Texas, Arlington
History/Political Science

Melette Pearce (2011)
Assistant Professor
M.S., Western Illinois University
Office Careers

Charlotte Powell (2009)
Associate Professor
M.S.N., St. Ambrose University
Associate Degree Nursing

James Riessen
Instructor
M.S., Illinois Institute of Technology
Chemistry

Jodie Robinson (2012)
Assistant Professor
B.S.N., Chamberlain College of Nursing
Nursing Assistant

Katie Rushing-Anderson (2010)
Assistant Professor
M.S., Western Illinois University
Biology

Karen Scwerbrock
Program Director/Instructor
B.S., Purdue University
Veterinary Sciences

Sharon Smith (2010)
Assistant Professor
M.A., University of Montevallo
English

Toni Smith (2002)
Professor
M.A., Western Illinois University
English

Laura Snook (2000)
Professor
M.S., Southern Illinois University
Mathematics

Albert Stacy (2007)
Associate Professor
M.S., Western Illinois University
Mathematics

Trudy Starr (2006)
Professor
M.S.N., University of Iowa
Associate Degree Nursing

Michael Staub (2011)
Assistant Professor
M.S., Northwestern State University
Psychology/Sociology

Isaac Stewart (2015)
Instructor
M.S., University of Illinois Urbana-Champaign
Biology

Zaiga Thorson (1999)
Professor
M.F.A., Northern Illinois University
Art

Mark Washburn (2012)
Instructor
CWS Educator Cert., American Welding Society
Welding

Gary Werkheiser (2005)
Associate Professor
B.S., Illinois State University
Mechanics

Jodee Werkheiser (2000)
Professor
M.S., Western Illinois University
Computer Science Applications

Jenni Wessel-Fields (2006)
Professor
M.S., Western Illinois University
Reading

Amanda Woodruff
Instructor
M.A. University of Iowa
Teaching, Foreign Language Education

Verity Whitley (1964)
Associate Professor
M.S., University of Illinois
English

Black Hawk College

www.bhc.edu

Improving Life Through Learning

Quad-Cities Campus
6600 34th Avenue
Moline, Illinois 61265
309-796-5000

East Campus
26230 Black Hawk Road
Galva, Illinois 61434
309-854-1700