



Catalog Supplement 2018-2019

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Course Descriptions

(New or revised only)

Please see the 2018-2019 Academic Catalog or www.bhc.edu/academics/catalog for course descriptions not listed below.

~~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 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 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)~~

~~ASTR 101 Descriptive Astronomy Astronomy: The Solar System~~

~~4 cr. hrs.; 3 lecture hours; 2 lab hours per week.~~

For non-science majors. The solar system: structure and motions of the planets, comets, meteors, and origin and evolution of the solar system. IAI: P1 906L (1.1)

~~ASTR 102 Descriptive Astronomy Astronomy: Stars and Galaxies~~

~~4 cr. hrs.; 3 lecture hours; 2 lab hours per week. For non-science majors. Stars: distances, motions, dimensions, structure, origin, and evolution. Structure of the Milky Way and other galaxies. Structure and origin of the universe. IAI: P1 906L (1.1)~~

~~BIOL 100 Introduction to Biology~~

~~4 cr. hrs.; 3 lecture hours; 2 lab hours per week. Introductory biology course intended intended for non-science majors. This course provides an introduction to important biological principles including: (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. chemistry of life, molecular biology, cell structure and function, cell division, cell metabolism, genetics and heredity, organismal structure and function, diversity, evolution and ecology. IAI: L1 900L (1.1)~~

~~BIOL 101 General Human Biology~~

~~4 cr. hrs.; 3 lecture hours; 2 lab hours per week. Introductory biology course intended for non-science majors. Current biological principles are stressed, using the human as the primary organism of study. Topics include scientific literacy, cell and molecular biology, human structure and function, human genetics and heredity, diseases of the human, human development, evolution and ecology. 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 (as determined by appropriate placement score or other assessment) or concurrent enrollment in Math 103 or higher and English 101 or higher. ~~courses (100-level or greater). 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 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. *Diversity and interdependence of living organisms will be viewed as they relate to microorganisms and humans.* The changes brought about by ~~man~~ *humans* 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. Biological concepts including cell and molecular biology, microbial structure and function, microbial genetics and heredity, evolution and ecology will be covered. IAI: L1 903 (1.1)

BIOL 200 Environmental Bio-Human Impact

3 cr. hrs.; 3 lecture hours; 0 lab hours per week.

An introduction to scientific principles in ecology and environmental biology. Topics include population growth, biodiversity,

evolution, ecosystems, human demographics, and food production, with an emphasis on humans' impact on the biosphere and the health of organisms within the biosphere. IAI: L1 905 (1.1)

BIOL 201 Environmental Biology-II Bio-Diversity

3 cr. hrs.; 3 lecture hours; 0 lab hours per week.

An introduction to scientific principles in ecology and environmental biology. Topics include evolution, biodiversity, ecosystem structures, *impact of human population on ecosystems*, habitat destruction, extinction, pesticides, and energy use. IAI: L1 905 (1.1)

BIOL 207 Selected Topics in Biology

1-2 cr. hrs.; 1-2 lecture hours; 0-2 lab hours per week.

This course is designed to satisfy specific needs or interests of students in the biological sciences. This course can be taken to: (1) provide students with library research skills on topics of special interest; (2) provide students an opportunity to obtain college credit for structured biological field trips with a qualified instructor and (3) provide students with the chance to study selected biological topics. The course may be repeated for a maximum of ~~four~~ *six* credit hours if the topic varies. All offerings must be approved in advance by the majority of the tenured faculty of the Biological Sciences Department. Repeatable 2 times. (1.1) ~~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 *cell and molecular biology, plant structure and function, plant physiology and growth, plant genetics and heredity, plant classification and life cycles, evolution, and ecology. 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. *Cell and molecular biology, biotechnology, Genetic technology, genetic diseases and genetic counseling are also discussed covered.* 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 *cell and molecular biology, chromosome structure and function, inheritance, population genetics and evolution, DNA structure and function, bioinformatics and biotechnology.* Completion of or concurrent enrollment in BIOL 250 is required. IAI: L1 906L (1.1)

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 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 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 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 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 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)~~

BUSN 247 Business Management Internship

3 cr. hrs.; 0 lecture hours; 15 lab hours per week. *Prerequisite: Department Chair consent.*

A supervised work experience providing on-the-job training in a business firm for students enrolled in various business career curricula. of the Department of Business and Technology (QCC) or Department of Business and Technology (EC). (1.2)

BUSN 249 Business Management Seminar

1 cr. hr.; 1 lecture hour; 0 lab hours per week.

Prerequisite: Concurrent enrollment in BUSN 247. Designed exclusively for Business Management and Marketing Interns enrolled in BUSN 247. Provides intensive review and evaluation of on-the-job experience. (1.2)

BUSN 260 Business Financial Mgmt + Management

3 cr. hrs.; 3 lecture hours; 0 lab hours per week.

Prerequisites: ACCT 170 and ACCT 171.

Introductory course in financial management, stressing an understanding of business finance, allocation of funds within a business and raising of funds. (1.2)

BUSN 266 Business Policy & and Ethics

3 cr. hrs.; 3 lecture hours; 0 lab hours per week.

An introduction to ethical decision making in business. Special attention is given to making informed ethical decisions on a daily basis. Models of ethical and unethical decision making are analyzed. (1.2)

CES 100 College Experience and Success

~~3~~ **1-3 cr. hrs.;** 1-3 lecture hours; 0 lab hours per week.

This course is a general elective intended to serve students who wish to better understand the college systems which promote academic success. In addition, this course is designed to help students improve study skills and gain confidence in the areas of information retention, written expression and test taking. Finally, students will explore choices they need to make which impact college success, and assist in improving their personal motivation toward scholastic endeavors. (1.1)

CS 090 Basic Computer Skills-Basic Computer Orientation

~~1-3~~ **1 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)~~

Students will explore and develop an understanding of the key components of technology that affect both in-class and online student achievements. The course also facilitates the development of basic proficiency in the use of Canvas, the BHC online learning management system. (1.4)

ECE 100 Intro to Early Childhood

3 cr. hrs.; 3 lecture hours; 0 lab hours per week.

Prerequisites: REA 098 and ENG 091 "C" or better; or appropriate placement score.

This course provides a general overview of the history, the present and future outlook of early childhood education. Students study types of early childhood programs, develop techniques and observational skills for working with young children and families, and investigate early childhood career paths. 10 hours of observation in a licensed early childhood setting are required. *A current physical, TB test, background check and/or fingerprinting may be required.*

ECE 115 Infant/Toddler Development

3 cr. hrs.; 3 lecture hours; 0 lab hours per week.

Prerequisites: REA 098 and ENG 091 "C" or better; or appropriate placement score. This course focuses on the physical, social, emotional, cognitive, language, and literacy development of infants and toddlers. Knowledge of typical and atypical development is fundamental for implementing best practices in infant-toddler care and education. 10 hours of observation in a licensed early childhood setting are required. *A current physical, TB test, background check and/or fingerprinting may be required. (1.2)*

ECE 200 Growth & Devel of Young Child

3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: REA 098 and ENG 091 "C" or better; or appropriate placement score.

A foundation course in theory and principles of the developmental continuum*, including an in depth study of physical, social/emotional, cognitive, language, and aesthetic development; an examination of current research and major developmental theories.
**Encompassing birth through age eight and may include pre-adolescents. IAI: ECE 912 (1.1)*

ECE 201 Health, Safety & Nutrition

3 cr. hrs.; 3 lecture hours; 0 lab hours per week
Prerequisites: REA 098 and ENG 091 "C" or better; or appropriate placement score.

This course is a study of a variety of informal and formal observation and assessment techniques used in early childhood classrooms and how to use the information to inform the instructional process. Legal, ethical and external factors on assessment will be covered along with appropriate strategies for engaging families in the assessment process. 60 hours of lab work will be required in a licensed early childhood setting. *A current physical, TB test, background check, and/or fingerprinting may be required. This course provides an overview of the health, safety and nutritional needs of young children and early childhood practices to ensure children's health and well-being in group*

settings. Content includes roles and responsibilities of adults in meeting children's diverse needs, the promotion of healthy life style practices, understanding common childhood illnesses and injuries, meeting health, nutrition and safety standards, and planning culturally and nutritionally appropriate meals in a variety of early childhood settings. (1.2)

ECE 202 ~~Observ/Guid/Assesmt Y.C.~~ Observ/Assessment Y.C.

3 cr. hrs.; 1 lecture hours; 4 lab hours per week.
Prerequisite ; ECE 200 "C" or better.

~~This course 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. 60 hours of lab work in a licensed early childhood setting is required. A current physical, TB test, background check, and/or finger printing may be required.~~

This course is a study of a variety of informal and formal observation and assessment techniques used in early childhood classrooms and how to use the information to inform the instructional process. Legal, ethical and external factors on assessment will be covered along with appropriate strategies for engaging families in the assessment process. 60 hours of lab work will be required in a licensed early childhood setting. *A current physical, TB test, background check, and/or fingerprinting may be required. (1.2)*

ECE 203 Curricu for Early Child Prog

3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: REA 098 and ENG 091 "C" or better; or appropriate placement score.

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)

ECE 205 Lang Dev & Activ for Young Chi

3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: REA 098 and ENG 091 "C" or better; or appropriate placement score.

This course studies the techniques and methods of encouraging communication skills in young children. Overview of language development, children's literature and developmentally appropriate language activities in the early childhood setting. (1.2)

ECE 215 Infant/Toddler Curriculum

3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: REA 098 and ENG 091 "C" or better; or appropriate placement score.

This course details how to organize a high-quality early childhood program for infants and toddlers including: routines, activities, learning environment, guidance, health/safety issues, families, and assessment. 10 hours of supervised experience in a licensed early childhood program will be required during the semester. A current physical, TB test, background check and/or finger printing may be required. (1.2)

ECE 220 Admin/Sup/EC Prog

3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: REA 098 and ENG 091 "C" or better; or appropriate placement score.

This course examines the management processes of planning, staffing, record keeping, budgeting, purchasing, and monitoring for quality. Formulation of policy statements, philosophy, programming, planning, evaluation and working with parents will be included. Students will become familiar with computer usage, licensing standards, accreditation,

community resources and professional organizations for early childhood programs. (1.2)

ECE 222 Child, Family, and Community

3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: REA 098 and ENG 091 "C" or better; or appropriate placement score.

This course focuses on the child in the context of family, school and community. The course will examine the interplay of diverse cultures, lifestyles, language and communication with the role of school and other community institutions. Students will gain an understanding of their professional role in supporting practices that strengthen respectful family/child relationships through effective use of community and family resources. (1.2)

ECE 224 Methods of Guiding Child Behav

3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: REA 098 and ENG 091 "C" or better; or appropriate placement score.

An exploration of guidance strategies for promoting prosocial behaviors in young children. Emphasis will be on positive guidance principles and techniques along with cultural influences and family involvement. Observation in an early childhood education setting may be required. A current physical, TB test, background check and/or fingerprinting may be required. (1.2)

ECE 225 Math & Science for Young Child

3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisites: REA 098 and ENG 091 "C" or better; or appropriate placement score.

This course introduces the theory and practice related to the curricular areas of math and science for young children. Emphasis will be placed on the development and evaluation of developmentally appropriate activities and instructional materials. (1.2)

EDUC 210 The Exceptional Child

3 cr. hrs.; 3 lecture hours; 0 lab hours per week.

Prerequisites: REA 098 and ENG 091 "C" or better; or appropriate placement score.

This survey course provides an overview of educational and evidence-based strategies supporting children with exceptional cognitive, social, physical, and emotional needs. Identification, intervention, strategies, methods, and programs to meet the needs of children are presented. Study of applicable federal and state laws and requirements conducted, including: Individuals with Disabilities Education Act, Individualized Family Service Plan, Individualized Educational Programs, and inclusive programming. (1.1)

ESL 051 Foundations I

4 cr. hrs.; 3 4 lecture hours; 2 0 lab hours per week.

Prerequisite: ESL Program Coordinator consent and concurrent enrollment in ESL 051A.

~~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.~~

This course lays the foundations for the reading, writing, grammar and listening/speaking/ skills that students need to do well in academic and vocational programs. Students learn the grammar of the simple sentence and learn to write sentences and paragraphs. They develop vocabulary related to the readings. Students also complete writing and speaking activities related to the readings. (1.4)

ESL 053 Foundations II

4 cr. hrs.; 3 4 lecture hours; 2 0 lab hours per week.

Prerequisite: ESL Program Coordinator consent and concurrent enrollment in ESL 053A.

This course is intended for the student who has limited proficiency in reading and writing English. Since the course takes the reading to write approach, the reading provides the ideas, vocabulary and language structure that students will use when they write. Basic reading comprehension, vocabulary skills and dictionary skills will be taught. The themes of the readings will progress from the everyday world of the student to the world in general. Students will learn to write sentences and guided and unguided paragraphs. (1.4)

ESL 062 Intermediate Grammar

~~**1-4 4 cr. hrs.;** 1-3 4 lecture hours; 5-2 0 lab hours per week.~~

~~*Prerequisite: ESL Program Coordinator consent and concurrent enrollment in ESL 062A.*~~

~~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.~~
This course gives an overview of the simple English sentence. This course will help students understand the system of the English language and the rules that govern the system. Grammar will be taught in a holistic context. In other words, each grammar point will be taught within a thematic unit. Students will practice the grammar through a series of written and oral projects that form part of each unit. (1.4)

ESL 062A Intermediate Grammar Online

1 cr. hr.; 1 lecture hour; 0 lab hours per week.

~~Prerequisite: ESL Program Coordinator consent~~
ESL Program Coordinator consent and concurrent enrollment in ESL 062.

This is the online component associated with ESL 062 Intermediate Grammar. This course, in conjunction with ESL 062 Intermediate Grammar, gives an overview of the structure of the simple English sentence; it concentrates on the noun phrase and the verb phrase. This course helps students understand the system of the English language and the rules that govern the system. Grammar is taught in a holistic context. In other words, each grammar point is taught within a thematic unit; students learn the vocabulary associated with the theme and practice the grammar through a series of online exercises and activities including quizzes and discussion boards. ~~This course may be repeated three times.~~ (1.4)

ESL 064 Intermediate Reading

~~1-4~~ **4 cr. hrs.;** 1-3 4 lecture hours; ~~5-2~~ 0 lab hours per week.

~~Prerequisite: ESL Program Coordinator consent~~
ESL Program Coordinator consent and concurrent enrollment in ESL 064A.

This course is designed to develop vocabulary and reading skills at the intermediate level. Students will improve comprehension by learning to process sentence patterns that combine ideas, by reading for the main idea and the supporting details. Student will reinforce 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~~

ESL Program Coordinator consent and concurrent enrollment in ESL 064.

This course is the online component associated with ESL 064 Intermediate Reading. It is designed to reinforce the reading, vocabulary and research skills taught in ESL 064. Students will practice reading for the main idea, reading for specific information, and reading for comprehension. They will also practice the techniques needed to retain information from the reading by writing outlines and summaries. They will learn how to find the meaning of vocabulary through context. Students will practice online research skills and use ~~PLATO~~ *online reading software.* ~~to practice reading skills.~~ (1.4)

ESL 066 Intermediate Writing

~~1-4~~ **4 cr. hrs.;** 1-3 4 lecture hours; ~~5-2~~ 0 lab hours per week.

~~Prerequisite: ESL Program Coordinator consent~~
ESL Program Coordinator consent and concurrent enrollment in ESL 066A.

In this course, students will master the paragraph and learn the structure of the essay. Since good writing results from working through a process that begins with exploration of ideas and ends with editing, students will learn the steps of process writing and also practice the mechanics that will produce an acceptable final product. (1.4)

ESL 066A Intermediate Writing Online

1 cr. hr.; 1 lecture hour; 0 lab hours per week.

~~Prerequisite: ESL Program Coordinator consent~~
ESL Program Coordinator consent and concurrent enrollment in ESL 066.

This course is the online component associated with ESL 066. This course is designed to introduce the process of academic writing in English to advanced beginning and intermediate ESL students. Students will master different kinds of paragraph writing, learn the structure of the essay and practice the skills necessary for academic writing. Because good writing results

from working through a process that begins with the exploration of ideas and ends with editing, students will learn all the necessary steps of process writing and will then practice the mechanics that produce an acceptable final product. (1.4)

ESL 068 Intermediate Oral Skills

~~1-4~~ **4 cr. hrs.;** ~~1-3~~ 4 lecture hours; ~~5-2~~ 0 lab hours per week.

~~Prerequisite: ESL Program Coordinator consent~~
ESL Program Coordinator consent and concurrent enrollment in ESL 068A.

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 070 Communication Skills

~~4~~ **4 cr. hrs.;** ~~3~~ 4 lecture hours; ~~2~~ 0 lab hours per week.

~~Prerequisite: ESL Program Coordinator consent~~
ESL Program Coordinator consent and concurrent enrollment in ESL 070A.

This course is intended for students who want to improve their pronunciation and to increase knowledge of the conventions of communication in English. Students will study individual vowel and consonant sounds as well as the stress and intonation patterns of English.

Students will learn how individual sounds become altered in the stream of speech. In addition, students will learn how to open, control, and close conversations. They will learn how to thank, express anger, give compliments, etc., and to participate effectively in daily conversation. Students will practice their newly acquired skills while exploring the community. This class will benefit most those students with a strong commitment to work constantly to improve their pronunciation. (1.4)

ESL 070A Communication Skills Online

1 cr. hr.; 1 lecture hour; 0 lab hours per week.

~~Prerequisite: ESL Program Coordinator consent~~
ESL Program Coordinator consent and concurrent enrollment in ESL 070.

This course is the online component associated with ESL 070 Communication Skills. It is designed to reinforce the vocabulary development, the conversation skills and public speaking skills taught in ESL 070. Students will extend their learning of colloquial English by visiting websites each week. They will prepare for conversations and speaking assignments through exploration of websites and online library resources. They will participate in online discussions through the course discussion board. ~~May be repeated three times.~~ (1.4)

ESL 072 Advanced Grammar

~~1-4~~ **1 cr. hrs.;** ~~1-3~~ 1 lecture hours; ~~5-2~~ 0 lab hours per week.

~~Prerequisite: ESL Program Coordinator consent~~
ESL Program Coordinator consent and concurrent enrollment in ESL 072A and COMM 105.

This course continues to build the notion of language as a structure system and continues to teach the rules that operate within the system. Students will review the noun phrase and verb phrase, but will focus on how the English language shows relationships among idea units. Sentence types, clause types, sequencing of tenses, and connecting words are studied in

detail. Students will continue to learn structures in context. (1.4)

ESL 072A Advanced Grammar Online

1 cr. hr.; 1 lecture hour; 0 lab hours per week.

Prerequisite: ~~ESL Program Coordinator consent~~ ESL Program Coordinator consent and concurrent enrollment in ESL 072 and COMM 105.

This course is the online component associated with ESL 072 Advanced Grammar. This course, in conjunction with ESL 072, continues to build the concept of language as a structured system and to illustrate the rules that operate within the system. Students will review the noun phrase and the verb phrase and will focus on how the English language shows relationships among the idea units. Sentence types, clause types, tense sequences, and connecting words are studied in detail. Students will learn structures in context. Students will complete online exercises, quizzes and online discussions to practice targeted structures. ~~This course may be repeated three times.~~ (1.4)

ESL 074 Advanced Reading

~~1-4 4 cr. hrs.;~~ 1-3 4 lecture hours; ~~0-5 2 0~~ 0 lab hours per week.

Prerequisite: ~~ESL Program Coordinator consent~~ ESL Program Coordinator consent and concurrent enrollment in ESL 074A.

This course is designed to give students extensive practice reading unmodified college texts and essays. It continues to increase the length and complexity of reading required of students both inside and outside 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~~ ESL Program Coordinator consent and concurrent enrollment in ESL 074.

This course is the online component associated with ESL 074 Advanced Reading. It is designed to reinforce the reading, vocabulary and research skills taught in ESL 074. Students will practice reading unmodified college texts and essays. The length and complexity of reading required of students will continue to increase. Students will pay particular attention to text structure and organization. Students will participate in online discussion in which they critically analyze authors' approaches to their topics. These online discussions will also analyze various aspects of the novel read in ESL 074. Students will develop a personal inventory of vocabulary based on extensive reading. Students will increase their online database and Internet research skills, and test-taking skills. (1.4)

ESL 076 Advanced Writing

~~1-4 4 cr. hrs.;~~ 1-3 4 lecture hours; ~~5-2 0~~ 0 lab hours per week.

Prerequisite: ~~ESL Program Coordinator consent~~ ESL Program Coordinator consent and concurrent enrollment in ESL 076A.

In this course, students will acquire the level of writing they need to succeed in their studies in college. By the end of the course, students should be able to write well-organized essays that are largely free of errors common of non-native speakers. 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~~
ESL Program Coordinator consent and concurrent enrollment in ESL 076.

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 078 Advanced Oral Skills

~~1-4~~ **1 cr. hrs.;** 1-3 1 lecture hours; 0-5-2 0 lab hours per week.

~~Prerequisite: ESL Program Coordinator consent~~
ESL Program Coordinator consent and concurrent enrollment in ESL 078A and COMM 100.

This course is designed to teach international students and non-native speakers of English the listening/speaking skills and strategies needed to participate fully and successfully in the college classroom. Students will practice listening strategies to help them understand and recall lectures. Speaking activities include small group discussions, role-playing simulation, games and debates, and speeches. Special activities include films, videotaping of activities and guest speakers. Students will continue to work on pronunciation. (1.4)

ESL 078A Advanced Oral Skills Online

1 cr. hr.; 1 lecture hour; 0 lab hours per week.

~~Prerequisite: ESL Program Coordinator consent~~
ESL Program Coordinator consent and concurrent enrollment in ESL 078 and COMM 100.

This course is the online component associated with ESL 078 Advanced Oral Skills. This course is

designed to teach non-native speakers of English the listening and speaking skills needed to participate fully and successfully in the college classroom. Students will practice listening strategies to help them understand and recall lectures. They will listen to reports and lectures online. They will learn to predict information to be found on tests. Speaking activities will include small group discussions, role-plays, simulations, debates and speeches of varying lengths. They will develop online research skills to help them prepare for these class activities. Students will continue to work on pronunciation through appropriate software. ~~May be repeated three times.~~ (1.4)

~~GEOG 101 Phys Geog: Weather & Climate~~

~~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: Landforms~~

~~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 the environment; fundamental map concepts. IAI: P1-909L (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)~~

~~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)~~

HIM 110 Human Anatomy & Disease

3 cr. hrs.; 3 lecture hours; 0 lab hours per week. This course is designed to provide the student with the basic understanding of human anatomy and physiology. This course will prepare the health information management student to perform in their unique healthcare setting. (1.2)

HIM 150 Technical Medical Terminology

3 cr. hrs.; 3 lecture hours; 0 lab hours per week. This course is designed to provide the student with the basic principles of medical word construction by identifying word roots, prefixes, suffixes, and combining terms. Correct spelling, pronunciation and definition of medical terms will be studied. This course is intended to prepare students in the Health Information Management Programs.

MATH 091 Intermediate Algebra Review

4 cr. hrs.; 4 lecture hours; 0 lab hours per week. *Prerequisite: Appropriate placement score; or MATH 081 or 094 "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)

~~**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)~~

MT 114 Basic Precision Measurement

2 1-2 cr. hrs.; 1-0.5-1 lecture hours; 2 1-2 lab hours per week.

Measuring techniques required for machine operations in industry. Repeatable 1 time. (1.2)

NETW 210 Windows Workstation

3 cr. hrs.; 2 lecture hours; 2 lab hours per week.

Prerequisite: NETW 120 OR NETW 125

This course provides the knowledge and skills necessary to implement, administer, and troubleshoot information systems that incorporate Microsoft Windows Workstation. (1.2)

NSCI 101 Environmental Science I

3 cr. hrs.; 3 lecture hours; 0 lab hours per week.

Introduce scientific concepts underlying environmental processes and policies. This course will include topics such as methods of science, biological and physical science concepts and the history of environmentalism. Students wishing to use NSCI 101 as a general education science course *for the AA/AS degree* must also complete NSCI 102. IAI: LP 900 (1.1)

NSCI 102 Environmental Science II

4 cr. hrs.; 3 lecture hours; 2 lab hours per week.

Prerequisite: NSCI 101.

~~Extension of NSCI 101. Covers ecology and biodiversity, food and soil resources, air pollution and climate change, water cycles and water pollution, and energy resources.~~ Covers topics relating to climate and weather, air pollution, water resources, food production, energy resources, waste management, biodiversity of biomes and aquatic systems, and strategies for sustaining biodiversity. IAI: LP 901L (1.1)

~~**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)

~~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 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 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 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 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 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 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 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 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 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)

PHYS 110 Introduction to Physics

4 cr. hrs.; 3 lecture hours; 2 lab hours per week. Basic principles of many branches of physics: *motion, force, waves, electricity and magnetism, and optics.* 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 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, *thermodynamics, energy, electricity and magnetism, and modern physics.* IAI: P1 900 (1.1)

PHYS 201 General Physics Mechanics and Thermal Physics

5 cr. hrs.; 3 lecture hours; 4 lab hours per week.

Prerequisite: MATH 124 or concurrent enrollment in MATH 124.

For students preparing to major in engineering, physics, chemistry or mathematics. Analytical study of the theory of mechanics, heat and sound. Graduation credit will not be permitted for both PHYS 101 and 201. IAI: P2 900L; PHY 911 (1.1)

PHYS 202 General Physics Electricity and Magnetism

5 cr. hrs.; 3 lecture hours; 4 lab hours per week. *Prerequisite:* PHYS 201.

For students preparing to major in engineering, physics, chemistry or mathematics. Analytical study of the theory of electricity, magnetism, and optics. Graduation credit will not be granted for both PHYS 102 and 202. IAI: PHY 912 (1.1)

PHYS 214 General Physics (Quantum) Modern Physics

2 cr. hrs.; 1 lecture hours; 2 lab hours per week. *Prerequisites:* PHYS 201 and PHYS 202.

For student preparing to major in engineering, physics, chemistry or mathematics. Analytical study of the theory of light, photons and quantum phenomena. (1.1)

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)

****This title update is also in effect for all other references to SPEC 101 in the 2018-2019 Academic Catalog.****

ST 110 Surgical Technologist I

5 cr. hrs.; 2.5 lecture hours; 5 lab hours per week.

Prerequisite: ST 100 and BIOL 145 "C" or better.; 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 078.

This course is a self-study course designed to assist the student with learning the principles of pharmacology within surgery. ~~Rational~~ *Rationale* 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)

TMAT 101 Technical Math I

1-3 cr. hrs.; 3 1-3 lecture hours; 0 lab hours per week.

To understand theory and develop skills in arithmetic, ~~percents~~, percentages, powers, roots, ratios, proportions, measurements, algebra, geometry, trigonometry and graphs as applied to the field of mechanics. Repeatable 3 times (1.2)

VA 147 Vet Asst Clinical I

4 cr. hrs.; 2 lecture hours; 4 lab hours per week.

Prerequisite: ~~VT 100 or concurrent enrollment~~ VT 100 or concurrent enrollment in VT 100.

This course presents a basic introduction to the profession of veterinary assisting and to the healthcare environment. Specifically, this course will present aseptic technique, animal restraint, physical examination, anesthesiology, grooming, nutrition, and dentistry. (1.2)

WLD 109 Blueprint Reading for Welders

2 1-2 cr. hrs.; 1 0.5-1 lecture hours; 2 1-2 lab hours per week.

Reading welding prints using mathematics, interpreting welding symbols, gauges and inspection techniques. (1.2)

WLD 110 ~~Welding~~ Weld Testing and Preparation

1 0.5-1 cr. hrs.; 1 0.5-1 lecture hours; 0 lab hours per week. This course prepares students for industry weld testing. Students review how to prepare coupons, select rod sizes, gases, and amperage; learn how to manage test anxiety by understanding mental preparation; create an ordered punch list; identify potential testing pitfalls; and visually identify needed weld corrections prior to test completion. (1.2)

WLD 210 Professional Seminar

1 0.5-1 cr. hrs.; 1 0.5-1 lecture hour; 0 lab hours per week.

Discussion of workplace issues, development of job-seeking strategies, and enhancement of interpersonal skills. (1.2)

Errata

The errata listed below apply to the 2018–2019 Black Hawk College Academic Catalog (effective date August 1, 2018). Entries below are provided to correct information presented in the original publication of the *Catalog*. Page numbers are provided to reference where the original entry may be found. If you have questions related to changes listed, please contact Enrollment Services for assistance.

Note: Entries may contain excerpts from policies, as noted. For the complete policy or statement reference, please refer to the page number associated with each entry.

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Revision published 10/24/18

Advanced Large Animal Technician Certificate

Certificate Code: 5717

Contact Persons: 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.

~~Students who complete this program will be able to:~~

- ~~• Successfully complete the USDA CVTEA "Skills and Tasks" list.~~
- ~~• Pass the VTNE.~~
- ~~• Complete 440 hours of work experience.~~
- ~~• Complete a personal resume and cover letter.~~

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Revision published 10/24/18

Advanced Vet Office Management Certificate

Certificate Code: 5817

Contact Persons: 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.

~~Students who complete this program will be able to:~~

- ~~• Successfully complete the USDA CVTEA "Skills and Tasks" list.~~
- ~~• Pass the VTNE.~~
- ~~• Complete 440 hours of work experience.~~
- ~~• Complete a personal resume and cover~~

~~letter.~~

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Revision published 8/16/18

Veterinary Technology

Associate in Applied Science Code: 5017

Contact Persons: Kimberly Stevens, DVM, Director 309-854-1991 Janet Johnson, CVT, Director, 309-854-1985; QC Advising Center, 309-796-5100.

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

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

Admission Requirements:

1. High school graduation or equivalent.
2. A physical examination prior to any clinical

coursework.

3. The applicant will shadow a CVT or equivalent for a minimum of 60 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~~ *up to 32 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.

Effective Fall 2018

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Revision published 8/16/18

Administrative Assisting

Associate in Applied Science Code: ~~5368~~ 5468

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
BE 100	Work Environment Orientation	2
BE 110	Data Entry Applications	1
BE 141	Computerized Keyboarding I	3
BUSN 116	Business Relations	3
BUSN 160	Business Math I	3
CS 100	Introduction to Computers	3

Second Semester

BE 105	Business Presentation Skills	2
BE 106	Records Management	3
BE 142	Computerized Keyboard II	4
BE 145	Microsoft Word	3
BE 146	Microsoft Excel	3
BE 180	Business Communications	4

Third Semester

ACCT 170	Accounting Basics - Career I	3
ACCT 171	Accounting Basics I – Lab	1
BE 106	Records Management	3
BE 112	Document Editing and Proofreading	3
BE 143	Keyboarding Speed and Accuracy	2
BUSN 110	Intro to Business	3
BUSN 240	Principles of Management	3

Fourth Semester

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

Minimum total hours required for degree ~~60~~ 61

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Business

Associate in Applied Science Code: 5235

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.

Students who complete this program will be able to:

- Demonstrate the ability to apply and synthesize the functional areas of business to make sound business decisions.
- Demonstrate knowledge of traditional business functions including entrepreneurship, economics, leadership, management marketing, accounting and finance.
- Communicate in a variety of domains, including writing, speaking, listening and reading, while respecting the impact of technology on effective communication.
- Analyze and appreciate the role of cultural diversity and the impact of continuously changing global business environment in business decision *Black Hawk College Catalog – 2018 Page 68* making using the appropriate strategic framework.
- Evaluate the use of financial budgeting concepts to make sound decisions in managing personal finances.
- Employ critical thinking skills to evaluate the practical implications of organizational policies, decisions and strategy.
- Identify, evaluate and articulate defensible resolutions to practical social responsibility and ethical dilemmas.

Suggested Courses

First Semester Credit Hours

ACCT 170 Accounting Basics – Career I 3
ACCT 171 Accounting Basics I - Lab 1
BUSN 110 Intro to Business 3
BUSN 116 Business Relations 3
BUSN 160 Business Math I 3
CS 100 Introduction to Computers *or*
~~BE 147 Adv. Info. Proc. App. 3~~
BE 247 Adv. Info. Proc. App. 3

Second Semester

ACCT 180 Accounting Basics – Career II 3
ACCT 181 Accounting Basics II – Lab 1
BE 105 Business Presentation Skills 2

BE 146 Microsoft Excel	3
BE 180 Business Communications	4
ACCT, BE, BL, or BUSN Elective	3

Third Semester

BL 201 Business Law I <i>or</i>	
BL 202 Business Law II	3
BUSN 220 Business Math II	3
BUSN 230 Principles of Marketing	3
BUSN 238 Salesmanship	3
BUSN 240 Principles of Management	3

Fourth Semester

BUSN 250 Human Resource Management	3
BUSN 266 Business Policy and Ethics	3
BUSN 247 Internship	3
ECON 221 Principles of Macro Economics <i>or</i>	
ECON 222 Principles of Micro Economics	3
ACCT, BE, BL, or BUSN Elective	3

Minimum total hours required 62

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

International Business Electives: BUSN 270, BUSN 272, BUSN 287, BUSN 288

Marketing Electives: BUSN 236, BUSN 280, BUSN 284

Management Electives: BUSN 118, BUSN 121, BUSN 241, BUSN 242, BUSN 243, BUSN 245

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Deletion revision published 8/16/18

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 <i>spring only</i>	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 <i>fall only</i>	2
BE 264 Microsoft Access	3
SPEC 114 Interpersonal Communication <i>or</i>	
SPEC 175 Intercultural Communications	3

Fourth Semester

BE 247 Advanced Information Processing <i>spring 3</i>	
BE 260 Office Management <i>spring only</i>	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~~

~~⁴Students enrolling in BE 180 must have an appropriate placement score or have taken COMM 105 as a prerequisite.~~

Effective Fall 2018

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Revision published December 2018

Engineering Technology

Associate in Applied Science Code: 5187

Contact Persons: QC Faculty, Lee Blackmon, 309-796-5276, Rm. STB 108; Special Populations Coordinator, Jennifer Holldorf, 309-796-5133, Rm. 1-371; 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.

Note: ENGT and MATH courses in this degree are offered only once per year. Some courses require a specific sequence. To complete this degree within 2 years, please follow the recommended Track outline. This program is intended to start in the Fall. See faculty contact person to discuss alternatives.

Engineering Technology Tracks Electrical Track

Students who complete this track will be able to:

- Demonstrate a general knowledge of MS Office (Word, Excel, PowerPoint), Technical Math (algebra, trigonometry, geometry, differential and integral calculus) hydraulics, blueprint reading.
- Gain introductory skills in analysis and measurement of passive and reactive circuits, Process Control, programming, and PLCs.

Suggested Courses

First Semester		Credit Hours
ENGT 100	Intro to Engineering Tech	1
ENGT 101	Blueprint/Schematic Reading	3
ENGT 102	Introduction to 2D-CAD	2
ENGT 103	Fundamentals of DC Circuits	3
ENGT 104	Fundamentals of Machining	2
ENGT 105	PC Applications of Technology	3
MATH 123	Technical Algebra/Trigonometry	4
Second Semester		
ENGT 150	Hydraulics/Pneumatics	3
ENGT 163	Fundamentals of AC Power	3
ENGT 168	Logic Systems I	3
ENGT 210	Mechatronics I	3
MATH 223	Technical Calculus	4
Third Semester		
ENG 101	Composition I <i>or</i>	
COMM 100	Communication Skills	3
ENGT 106	Sustainable Energy Systems I	3

ENGT 218	Programmable Logic Controllers	3
ENGT 224	Computer Programming	3
ENGT 260	Mechatronics II	3

Fourth Semester

ENGT 215	Experimental Testing Systems	3
ENGT 263	Topics in Engineering Tech	3
ENGT 268	Engineering Technology Project	3
PHYS 101	College Physics I	5
¹ Engineering Technology Elective		1

Minimum total hours required for degree 64

¹Choose electives from the appropriate tracks below.

¹Electrical 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
GT 200	Independent Study	1

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Revision published 8/16/18

Medical Office Receptionist

Certificate Code: ~~5588~~ 5881

Contact Person: QC Faculty, Jodee Werkheiser, 309-854-1821

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	1
ACCT 170 Accounting Basics-Career I	3
ACCT 171 Accounting Basics Lab	1
BE 145 Microsoft Word	3
BE 110 Data Entry Applications – fall	1
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
BUSN 116 Business Relations	3
BE 106 Records Management	3
*BE 180 Business Communications	4
HIM 156 Intro to Health Insurance	3
HIM 200 Advanced Medical Terminology	3

HIM 255 Management of Electronic Health
Records 3

*Minimum total hours required for Certificate 34
35*

* Students should look at Assessment and
Orientation.

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Revision published 8/16/18

Health Information Management

Associate in Applied Science Code: 5292

*Contact Person: Advising, 309-796-5100; Dr.
Betsey Morthland, 309-796-5049; Marcie Davis,
309-796-5364.*

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.

Students who complete this program will be
able to:

- Analyze and compare case studies
that focus on ethical decision making
in health care.
- Successfully complete Health
Information Management

internships, with student demonstrating proficiency in cognitive, psycho motor, and effective domains.

- ~~Successfully take the NCCT certification exam.~~

Suggested Courses

First Semester		Credit Hours
BE 100	Work Environment Orientation	2
BE 141	Computerized Keyboarding I	3
BIOL 150	Medical Terminology	3
HIM 150	Technical Medical Terminology	3
COMM 105	Essentials of English	3
HIM 156	Introduction to Health Insurance	3
PN 110	Basic Anatomy and Physiology	3
HIM 110	Human Anatomy & Disease	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

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Revision published 8/16/18

Medical Assisting Certificate

Certificate Code: 5864

Contact Person: Advising, 309-796-5100; Dr. Betsey Morthland, 309-796-5049; Marcie Davis, 309-796-5364.

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 150	Technical 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
HIM 110	Human Anatomy & Disease	3

Minimester

HIM 251	Medical Office Procedures	3
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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

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Revision published 11/16/2018

Medical Billing Specialist Certificate

Certificate Code: ~~5586~~ 5587

Contact Person: Advising, 309-796-5100; Dr. Betsey Morthland, 309-796-5049; Marcie Davis, 309-796-5364.

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	1
BE 141 Computerized Keyboarding I	3
BIOL 150 Medical Terminology 3	
HIM 150 Technical 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 38

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Revision published 8/16/18

Medical Coding Specialist Certificate

Certificate Code: 5584

Contact Person: Advising, 309-796-5100; Dr. Betsey Morthland, 309-796-5049; Marcie Davis, 309-796-5364.

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 coverage 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~~ 10 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 150	Technical Medical Terminology	3
HIM 156	Introduction to Health Insurance	3
HIM 257	Procedures and Diagnosis Coding I	3

Second Semester

HIM 200	Advanced Medical Terminology	3
HIM 251	Medical Office Procedures	3
HIM 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

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Revision published 8/16/18

Early Childhood Educator Certificate

Certificate Code: ~~5762~~ 5363

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".)

Students who complete this program will be able to:

- Determine a child's developmental strengths and weaknesses through the use of a research-based developmental screening tool.

- Demonstrate knowledge of the role of cultural and linguistic responsiveness as well as legal and ethical implications for assessment of young children.

- Use responsive planning strategies to develop lesson plans for three, four, and five year old children.

- Identify factors that contribute to positive interactions and developmentally appropriate learning outcomes.

- Identify local community resources to support families.

Suggested Courses

ECE 100 Introduction to Early Childhood	3
ECE 200 Growth and Development of Young Child	3
ECE 201 Health, Safety and Nutrition	3
ECE 202 Observ/Guid/Assessmt	3
ECE 203 Curriculum for Early Childhood Programs	3
ECE 222 Child, Family, Community	3
<i>ECE 224 Methods of Guiding Child Behavior</i>	3
ENG 101 Composition I	3
Mathematics Elective*	
MATH 108 Statistics for General Education <i>or</i>	
MATH 110 Math for General Education <i>or</i>	
BUSN 160 Business Math I	3
PSYC/SOC Elective	
PSYC 101 Introduction to Psychology <i>or</i>	
SOC 101 Principles of Sociology	3

Minimum total hours required for certificate ~~27~~
30

**It is recommended that students pursuing a Bachelor's Degree in Education complete MATH 108.*

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Revision published 8/16/18

CNC Manufacturing Certificates

Certificate Codes: 5982 and 5983

Contact Persons: QC Faculty, Lee Blackmon, 309-796-5276, Rm. STB 108; Special Populations

Coordinator, Jennifer Holldorf, 309-796-5133, Rm. 1-371; First Stop Center, 309-796-5100, Rm. 1-213. 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 - <i>1st 8 wks</i>	2
ENGT 107 Blueprint Reading for Machinists - <i>1st 8 wks</i>	2
ENGT 180 Introduction to Machine Shop - <i>2nd 8 wks</i>	3
ENGT 186 Introductory CNC - <i>2nd 8 weeks</i>	3
ENGT 187 Basic CNC Operation - <i>2nd 8 weeks</i>	1
MATH 123 Technical Algebra/Trigonometry	4
TMAT 101 Technical Math I	3

Minimum total hours required for certificate ~~15~~
14

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Revision published 8/16/18

Agriculture Transfer

Associate in Science Code: 7519

Contact Persons: East Campus, Andrew Larson Dr. Jeffry Hawes, ~~309-854-1830~~ 309-854-1835,

Rm. B-213 224, 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 <i>or</i> Life Science	4
Second Semester	
ENG 102 Composition II	3
SPEC 101 Principles of Speech Communication	3
*AG Electives	4
Mathematics	3
Physical <i>or</i> Life Science	4
Third Semester	
*AG Electives	4

Humanities	3
Computer Science	3
Non-Western Studies	3
Physical <i>or</i> Life Science	3

Fourth Semester

*AG Electives	7
Fine Arts	3
Social and Behavioral Sciences	3
Social and Behavioral Sciences	3

Minimum total hours required for degree 64

* A minimum of 19 elective hours in agriculture are required in the Agriculture Transfer Program. Suggested electives include: (fall semester) AG 280, AG 281, AG 285, or AG 287; (spring semester) AG 282, AG 283, HORT 284, AG 288, AG 289.