



# Catalog Supplement

## 2019-2020

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# Course Descriptions

(new or revised only)

Please see the 2019-2020 Academic Catalog or [www.bhc.edu/academics/catalog](http://www.bhc.edu/academics/catalog) for course descriptions not listed below.

## Effective August 2019

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Published July 26, 2019 and November 1, 2019

### ACCT 208 Intermediate Accounting

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

*Prerequisites:* ACCT 101 "C" or better; or ACCT 170 and ACCT 180 "C" or better; or instructor consent.

Comprehensive review of fundamental accounting principles and the conceptual framework, including the financial statements, time value of money, assets, liabilities and equity. Designed for students in the accounting career program. (1.2) (1.1) (1.2)

## Effective Summer 2019

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Published July 26, 2019

### BUSN 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. Appropriate placement score.

A short review of basic math concepts and their application to actual business problems. Covers insurance, interest calculations, merchandising discounts, taxes, dividends and basic statistical measures. (1.2)

## Effective August 2019

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Published July 26, 2019

### BUSN 230 ~~Prins of Marketing~~ Principles of Marketing

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

An in-depth analysis of major contemporary marketing concepts and practices. Covers marketing environments and trends, product development, pricing practices, distribution networks and relationships with advertising agencies and sales forces. (1.2)

## Effective January 2020

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Course deletions

Published November 15, 2019

### ~~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)~~

## Effective January 2020

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Course deletions

Published November 15, 2019

### ~~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 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)~~

## Effective January 2020

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Published November 15, 2019

### COMM 105 Essentials of English

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

~~Prerequisite: Appropriate placement score; or ENG 091, ESL 076, or ENG 100, "C" or better. Appropriate placement score; or Academic ESL Coordinator consent; or ENG 091 or ENG 100, "C" or better~~

COMM 105 reviews grammar, punctuation, usage and sentence structure and organizational principles of writing through a variety of tasks. (1.2)

### **Effective January 2020**

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Course deletions

Published November 15, 2019

### ~~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)~~

### **Effective January 2020**

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Published December 13, 2019

### **CIP 150 Secure Coding**

**3 cr. hrs.;** 3 lecture hours; 0 lab hours

*Prerequisite: ENGT 224, and CIP 101 or CS 105*

This course covers security vulnerabilities of programming in weakly typed languages like C and in more modern languages like Java. Common weaknesses exploited by attackers are discussed, as well as mitigation strategies to prevent those weaknesses. Students practice programming and analysis of software systems through testing and static analysis. (1.2)

### **Effective August 2019**

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### **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)

### **Effective January 2020**

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### **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.~~

This course provides an overview of the field of criminology. Student will be introduced to the multi-disciplinary study and analysis of the nature, causes, and control of crime; measurement of crime; and the interactive roles of the system, victim, and offender. IAI: CRJ 912 (1.1)

### **Effective August 2019**

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Published July 26, 2019

## **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 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)~~

### **Effective January 2020**

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### **ENG 091 Writing Fundamentals**

**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 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.*

*Writing = Appropriate placement scores in writing; or academic ESL Coordinator consent; or ENG 091 "C" or better; or COMM 105 "C" or better; or ENG 100 "C" or better; or concurrent enrollment in ENG 100*

*AND Reading = Appropriate placement score in reading; or REA 103 "C" or better; or concurrent enrollment in REA 103.*

The first of two courses in the 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)

### **Effective January 2020**

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Published December 13, 2019

## **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)~~

### **Effective August 2019**

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Published July 26, 2019

## **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)

**Effective January 2020**

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Published October 11, 2019

**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. Appropriate placement score; or MATH 086, 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. *Statistics for General Education focuses on statistical reasoning and the solving of problems using real-world data rather than on computational skills. Technology-based computations (such as graphing calculators with a statistical package, spreadsheets, or statistical computing software) are utilized with an emphasis on interpretation and evaluation of statistical results. The course includes data collection processes (observational studies, experimental design, sampling techniques, and bias), quantitative and qualitative data, descriptive methods (frequency distributions, graphs, measures of center, and measures of variation), basic probability theory (sample spaces and probability laws), probability distributions (normal distributions, normal curves, and binomial distributions), confidence intervals, hypothesis tests using P-values, bivariate data, correlation, and simple linear regression. IAI: M1 902 (1.1)*

**MATH 110 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. Appropriate placement score; or MATH 086, 091 or 094 "C" or better.*

A course designed to contribute to the general education of any college student. Focuses on mathematical reasoning and solving contemporary problems. Topics include mathematics of finance, statistics, and two of the following: sets and logic, counting and probability, game theory, linear programming, geometry, mathematical modeling, and graph theory. *Math for General Education contributes to the general education of any*

college student. The course focuses on mathematical reasoning and solving contemporary problems. Topics include mathematics of finance, statistics, and one of the following: sets and logic, counting and probability, game theory, linear programming, geometry, mathematical modeling, or graph theory. IAI: M1 904 (1.1)

## Effective January 2020

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Published December 13, 2019

### **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.~~ Appropriate placement score; or MATH 086 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.~~ College Algebra includes properties of functions, graphs of functions, polynomial functions, rational functions, exponential functions, logarithmic functions, systems of equations, matrices, and conic sections. Maximum credit for students taking any combination of MATH 112, 116, and 118 is 7 credit hours. (1.1)

### **MATH 116 Trigonometry**

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

*Prerequisites:* ~~Appropriate placement score; or MATH 112 "C" or better; or concurrent enrollment in MATH 112.~~ MATH 112 "C" or better; or concurrent enrollment in MATH 112.

~~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.~~

*Includes trigonometric functions, identities, conditional equations, right triangle trigonometry, solution of oblique triangles, inverse trigonometric functions, complex numbers, and polar coordinates. Maximum credit for students taking any combination of MATH 112, 116, and 118 is 7 credit hours.* (1.1)

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## 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)~~

## Effective August 2019

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### **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; for transfer students concurrent enrollment in NURS 138. Co-requisite PSYC 200.

Psychosocial Nursing Concepts is designed to assist students in developing clinical reasoning skills as they utilize the nursing process and nursing skills to plan and provide care for selected clients. This course will include the nursing care and management of pediatric, adolescent and adult patients with a

focus on the nurse's role in the care of individuals who experience difficulty with psychosocial adaptation. (1.2)

### **NURS 122B Physiological Nursing Concepts**

**5 cr. hrs.;** 3.5 lecture hours; 4.5 lab hours per week.

*Prerequisites:* ~~NURS 112 or NURS 112P~~, NURS 138, and BIOL 146 "B" or better; for transfer students concurrent enrollment in NURS 138. Co-requisite PSYC 200.

~~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. Physiological Nursing Concepts focuses on the problems of fluid and electrolytes, acid/base balance, metabolism, tissue perfusion, and altered protection. This course is designed to assist students in developing clinical reasoning skills as they utilize the nursing process and nursing skills to plan and provide care for selected patients. This course will include the nursing care and management of adult patients with fluid/electrolyte and acid/base imbalances, diabetes, cancer and problems of the immune system. (1.2)~~

### **NURS 138 Intro to Professional Nursing**

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

*Prerequisites:* Concurrent enrollment in NURS 112; ~~or NURS 112P and BIOL 146 "B" or better or concurrent enrollment;~~ 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 be individualized to address each student's specific areas for improvement. This course is designed to remedy any learning deficiencies in skills that are essential for success in the Associate Degree Nursing program which are identified~~

~~through nationally-normed standardized tests. This course focuses on the nursing-specific and prerequisite content necessary for success in the program. Learning will be individualized to address each student's specific areas for improvement. (1.2)~~

### **NURS 150 Dosage Calculations**

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

*Prerequisites:* Admission into the Associate Degree Nursing program NURS 112 "C" or better.

~~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. This course is designed to remedy any learning deficiencies in the calculation of medications and IV solutions for patient administration. Learning will be individualized to address each student's specific areas for improvement. (1.2)~~

### **NURS 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. A nursing course designed to incorporate the nursing process, QSEN (Quality and Safety in Education for Nurses), and clinical reasoning in a simulation environment. This course will allow students to practice clinical skills and clinical reasoning in a "safe" environment. (1.2)~~

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### **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.

*Nursing Concepts 3 focuses on the nurse's role in the care of infants, children, and adolescents; pregnant, laboring, or postpartum women, their newborn(s) and significant other(s); and individuals who experience difficulty with aging, chronic illness and/or disability. The student will utilize the nursing process within the nurse-patient relationship in assisting patients and their families achieve or maintain their optimal level of wellness. This course is designed to assist students in developing clinical reasoning skills as they utilize the nursing process and nursing skills to plan and provide care for selected patients. This course will include the nursing care and management of patients during pre-pregnancy, antepartum, intrapartum, and postpartum; who are younger than 18 years; and across the lifespan who are coping with altered nutritional, mobility, or sensory status; with gastrointestinal conditions; with chronic conditions; and with age-related changes. (1.2)*

#### **NURS 226 Nursing Concepts 4**

**10 cr. hrs.;** 6 lecture hours; 12 lab hours per week.

*Prerequisites: NURS 216 and SOC 264 "C" or better. NURS 216 and SOC 264 "C" or better; Concurrent enrollment in NURS 230 or prior completion "C" or better*

~~Nursing Concepts 4 focuses on the nurse's role in the care of individuals who experience difficulty with oxygenation, fluid and electrolytes, mobility, sensation, cognition, regulation and metabolism, trauma and care coordination. Learning experiences are designed to foster increased depth and understanding of altered homeostasis and its effect on the 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. Nursing Concepts 4 focuses on the nurse's role in the care of individuals who experience difficulty with oxygenation, fluid and electrolytes, mobility, sensation, cognition, regulation and metabolism, trauma and care coordination. Learning experiences are designed to foster increased depth and understanding of altered homeostasis and its effect on the patient and their family. Emphasis is placed on experiences to enhance students' utilization of the nursing process and to develop clinical reasoning techniques as they apply to the more seriously ill patient. Prototypes of health problems will be used to represent the selected concepts. (1.2)~~

#### **NURS 230 Transition into Practice**

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

*Prerequisites: NURS 216 and SOC 264 "C" or better. NURS 216 and SOC 264 "C" or better; concurrent enrollment in NURS 226 or prior completion "C" or better.*

~~The career aspects of nursing are explored on a seminar basis with the focus for discussion topics on 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.~~

*The career aspects of nursing are explored on a seminar basis with the focus for discussion topics on successfully functioning as a registered nurse. Content builds upon the concepts introduced in NURS 138, Intro to Professional Nursing. Content will include issues and responsibilities in nursing, current trends in healthcare and their implications for the registered nurse, legal implications of licensure as a registered nurse, moral and ethical responsibilities of the registered nurse, development through continuing education and participation in professional organizations, the responsibilities of the nurse as a contributing member of a community, and practice with NCLEX-RN style questions in preparation for taking the NCLEX-RN exam for licensure. (1.2)*

#### **Effective January 2020**

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#### **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 may be offered for individual sports. Repeatable 4 times. (1.1)~~

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#### **PN 105 Pharmacology Pharm in Practical Nursing I**

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

~~Prerequisites: Admission to Practical Nursing Program  
Concurrent enrollment in PN 111 or PN 112.~~

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 Pharm in Practical Nursing II**

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

*Prerequisites: PN 105 and PN 112 "C" or better; concurrent enrollment in PN 113 or PN 114.*

Drug classifications are studied through the structure of the nursing process. (1.2)

#### **PN 111 Foundations of Practical Nurs.**

**8 cr. hrs.;** 6 lecture hours; 6 lab hours per week.

*Prerequisites: Admission to Practical Nursing Program; concurrent enrollment in PN 105.*

Within the framework of the nursing process, the course teaches the concepts basic to practical nursing. Dimensions of nursing,

basic needs and special procedures are covered. With guidance, the nursing process is used in the care of patients with simple health problems. (1.2)

### **PN 112 Older Adult Nursing**

**8 cr. hrs.;** 6 lecture hours; 6 lab hours per week.

*Prerequisite:* PN 111 "C" or better; concurrent enrollment in PN 105.

This course covers normal aging and age-related changes in the older adult. It includes problems of mobility and circulation. It also includes concepts of mental health nursing and therapeutic communication. (1.2)

### **PN 113 Adult Health Nursing**

**8 cr. hrs.;** 6 lecture hours; 6 lab hours per week.

*Prerequisites:* PN 105 and PN 112 "C" or better; concurrent enrollment in PN 106.

Within the framework of the nursing process, theories of nursing care for patients with acute medical-surgical problems are discussed. (1.2)

### **PN 114 Intergenerational Nursing**

**8 cr. hrs.;** 6 lecture hours; 6 lab hours per week.

*Prerequisites:* PN 105 and PN 113 "C" or better; concurrent enrollment in PN 106.

Care of families through child-bearing, well children, ill children, and all family members through the lifespan. Concepts of growth and development, effects of illness on families, and care of clients in the hospital are also discussed. (1.2)

### **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)

## **Effective August 2019**

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Published July 26, 2019

### **PTA 213 Physical Agents II**

**3-2 cr. hrs.;** 2-1 lecture hours; 3-2 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**

**3-4 cr. hrs.;** 1-2 lecture hour; 6 lab hours per week.

*Prerequisite:* PTA 201 "C" or better.

The student will practice previously learned skills in a clinical setting, supervised by a physical therapist. The student will produce documentation pertinent to patient caseload at clinic site but not limited to daily notes, progress notes, and Medicare documentation. (1.2)

## **Effective January 2020**

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Published October 11, 2019

### **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. This course provides a comparative analysis of racial and ethnic groups. It includes examination of elements of group identity, social movements, government policy, individual and institutional discrimination, and related social problems.~~ IAI: S7 903D (1.1)

## **Effective June 2019**

Page 175-176

Published July 26, 2019

### **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)

# Errata

## Effective April 27, 2020

Published April 27, 2020

New policy related to Spring 2020 semester only, due to COVID-19

### Extended Withdrawal Option

#### Students will be able to withdraw from one or more courses through Wednesday, May 20, 2020.

This option will allow students the opportunity to review grades that are posted and determine whether or not they would prefer to have a W grade as opposed to the letter grade earned. If you choose to withdraw from a course, you will not receive credit for that course. A W grade (withdrawal) does not negatively impact a student's grade point average (GPA); however, it does reflect on a student's transcript as an attempted course, which counts toward a student's overall percentage of course completion. Students receiving financial aid and considering a W grade in lieu of an A/B/C/D/F grade, are strongly encouraged to speak with the Financial Aid Office prior to requesting a W to determine the potential impact on satisfactory academic progress (SAP) as well as other financial aid status implications.

If you are seeking a withdrawal or W for a Spring 2020 course or courses, please e-mail [registrar@bhc.edu](mailto:registrar@bhc.edu) from your myBlackHawk email account and provide your student ID number along with the name of the course or courses you are seeking to withdraw from. Withdrawals will only be processed from requests submitted from your secured myBlackHawk email account.

## Effective April 27, 2020

Published April 27, 2020

New policy related to Spring 2020 semester only, due to COVID-19

### Pass/Fail Grade Option:

**Students will be permitted to opt for a Pass (P) or Fail (F) grade for individual courses taken during Spring 2020 only through Wednesday, May 20, 2020. For Spring 2020, a Pass (P) grade is a C or higher and Fail (F) grade is a D or lower.** The benefit of a Pass (P) option is that the P grade is not calculated into a student's cumulative GPA, which means your GPA will not go up or down based on the course(s) you have opted to accept a P grade. Because there are various implications related to transfer institutions, as well as, selective admissions programs, and because this option is irrevocable, students will be **required** to meet/discuss this option with an advisor prior to a Pass/Fail option being implemented. It is important to note that courses with a grade of P may not be accepted when applying to some graduate

school programs and the course may need to be repeated (medical school and veterinary school are just two examples).

The P/F Opt-in form is obtained only from an Educational Advisor and will require the student to acknowledge the following implications:

- This request is irrevocable once it is submitted by the student;
- The grade of Pass (P) = C or higher and the grade of Fail (F) = D or lower;
- The **P grade is not used** in computing the cumulative grade point average at the College (GPA will not go up or down with a P grade);
- The **F grade is used** in computing the cumulative grade point average at the College;
- Many certification, licensure and professional and potential future graduate programs require minimum A, B, C grades for coursework, and opting-in to a P grade during Spring 2020 semester may undermine admission or success in future academic programs;
- There is **no guarantee** as to how another institution will transfer in a P grade from a course that typically requires an A, B, C grade;
- Current or future scholarship eligibility should be considered by the student prior to opt-in;
- Athletic eligibility implications should be discussed between the student and BHC Athletic Department;
- Final grades during Minimester and the first 8-week session may not be included in this opt-in request.

## Effective August 2019

Published July 26, 2019

2019-20 Academic Catalog

addition to **Acceptance of Transfer Credit** section on p. 15

### Acceptance of Transfer Credit

Academic credit is generally accepted only from institutions that are accredited by one of the regional accrediting associations. Credit from sources other than regionally accredited associations must be approved by the appropriate department chair and/or dean. Proficiency examinations may be required to determine the transferability of academic credits from non-accredited sources. Only those credits that are applicable to the student's curriculum at Black Hawk College will be accepted from non-accredited sources. All transfer credit will be equated to the credit hour system. All transcripts become the official property of Black Hawk College and will not be returned or issued to another institution. An evaluation of transfer credit will be conducted upon admission to the college, and will be based on the current declared program of study.

Per the Illinois Community College Board (ICCB), Black Hawk College will accept credits from Midwest Technical

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

**Department Review of Transfer Credit.** *Certain transfer courses may require subject matter review by the appropriate academic department. This is due to the intensive nature of certain subject matter. Courses that require department review for course equivalency include BIOL 145, BIOL 146, and BIOL 261. In order to request a department review of these courses completed at another institution, an individual must have already applied and been accepted to Black Hawk College. Students must submit a Transfer Credit Department Review Request form and follow the instructions to also include syllabi from the course at the other institution.*

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

### **Effective August 2019**

Published July 26, 2019  
Page 23-24

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

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

*Students documented as using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits may not have their classes dropped or late fees assessed if they meet the requirements outlined in the Veteran's Benefits section of this catalog.*

### **Effective August 2019**

Published July 26, 2019

2019-20 Academic Catalog, addition to Veterans' Benefits section on page 18

### **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. Contact the Veteran's Center 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.

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

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

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

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

### **Effective Sept 30, 2019**

Published October 1, 2019  
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### **Transcripts**

BHC transcripts should be ordered online at [www.bhc.edu/transcript](http://www.bhc.edu/transcript). An electronic signature using your mouse and a \$6 processing 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.

### **Effective Fall 2019**

**Associate in Arts**

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

**Group 1 Courses - Physical Sciences**

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

**Group 2 Courses - Life Sciences**

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

**Interdisciplinary. Physical/Life Sciences**

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

**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: 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)
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 920N)
♦HIST 142	History of Asia since 1500 (IAI: S2 920N)

♦HIST 151	History of the Middle East since 1700 (IAI: S2 920N)
♦IS 200	<i>Global Issues</i> (IAI: S2 900)
POLS 101	Introduction to Political Science (IAI: S5 903)
POLS 122	American National Government (IAI: S5 900)
POLS 252	State and Local Government (IAI: S5 902)
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)

**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)
POLS 200	<i>Introduction to Political Thought</i> (IAI: H4 907, PLS 913)
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.

**Associate in Science**

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

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

**Group 1 Courses – Physical Sciences:**

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

**Group 2 - 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)
<del>BIOL 190</del>	<del>Animal Diversity (IAI: L1 902L)</del>
BIOL 200	Environmental Bio-Human Impact (no lab) (IAI: L1 905)
BIOL 201	Environmental Bio-Diversity (no lab) (IAI: L1 905)
BIOL 211	General Botany (IAI: L1 901L)
BIOL 250	Genetics (no lab) (IAI: L1 906)
BIOL 251	Genetics Lab (IAI: L1 906L)

**Interdisciplinary.** Physical/Life Sciences

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

**Group 3 – Natural Sciences**

BIOL 120	Nutrition (no lab)
BIOL 145	Anatomy - Physiology I
BIOL 146	Anatomy - Physiology II
<del>BIOL 190</del>	<del>Animal Diversity</del>
BIOL 207	Selected Topics in Biology
BIOL 261	Microbiology

BIOL 295	Research in Biology
CHEM 102	General Chemistry II (IAI: CHM 912)
CHEM 203	Organic Chemistry I (IAI: CHM 913)
CHEM 204	Organic Chemistry II (IAI: CHM 914)
CHEM 206	Basic Biochemistry (no lab)
CHEM 295	Research in Chemistry (no lab)
PHYS 102	College Physics II
PHYS 202	Electricity and Magnetism (IAI: PHY 912)
PHYS 214	Modern Physics (no lab)

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

**Humanities**

ENG 190	Introduction to Literature (IAI: H3 900)
ENG 206	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)
	<i>POLS 200 Introduction to Political Thought (IAI: H4 907, PLS 913)</i>
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.

**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)
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 920N)
♦HIST 142	History of Asia since 1500 (IAI: S2 920N)
♦HIST 151	History of the Middle East since 1700 (IAI: S2 920N)
♦IS 200	<i>Global Issues</i> (IAI: S2 900)
POLS 101	Introduction to Political Science (IAI: S5 903)
POLS 122	American National Government (IAI: S5 900)
POLS 252	State and Local Government (IAI: S5 902)
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)

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## Associate in Applied Science

### Humanities

ART 100, 101, 281, 282  
 ENG 190, 206, 207, 210, 213, 214, 215, 216, 221, 222, 223,  
 240, 250  
 FOREIGN LANGUAGE 200 level course or higher  
 HIST 125, 127  
 HUM 101, 102  
 MUSC 154, 256  
 PHIL 101, 103, 206  
*POLS 200 Introduction to Political Thought (IAI: H4 907,  
 PLS 913*  
 SPEC 114  
 THEA 111  
 TV 212

### Social Sciences

ACCT 170, 180  
 AG 121, 281  
 ANTH 101, 102  
 BUSN 110, 170, 180  
 ECON 150, 221, 222  
 HIST 105, 106  
 POLS 122  
 PSYC 101, 230

SOC 101, 102

## Effective January 2020

Published July 26, 2019, October 11, 2019, and October  
 16, 2019

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## Veterinary Technology

*Associate in Applied Science Code: 5017*

*Contact Persons: Janet Johnson, CVT, Director 309-854-  
 1985; East Campus Recruiter, 309-854-1724, Rm A-203.*

*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~~ CVT, LVT, or RVT  
~~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, LVT, or RVT  
 and veterinarian prior to application.
4. VT Application Process: students are strongly encouraged  
 to get their application in early, as this selection process  
 begins in January and is very competitive. Applications will  
 be accepted starting September 1st. Applicants are interviewed  
 and reviewed for selection in the order in which the program  
 received their application. The program admits up to 32  
 students each fall. Applications are available online. ~~at the  
 department page.~~
5. Students wishing to apply after March 1st should ~~check  
 contact the program director. 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. All students must achieve grades of "C"  
 or above in all courses required for the Veterinary Technology  
 program.~~
9. Students must achieve a grade of "C" or above in all VT  
 courses to continue in the program. Final grades below a "C"  
 will result in dismissal from the program.

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

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

VT 266 Vet Tech Clinical Internship 4  
 Minimum total hours required for degree 80

**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 Communica	3

**Program Prerequisites**

**Program Prerequisites**

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

VT 100 Intro to Veterinary Technology	2
<del>Communication Category</del>	<del>3</del>
ENG 101 Composition I	3
Social Science Category <i>or</i>	
AG 281 Agricultural Economics	4
BIOL100 Introduction to Biology <i>or</i>	
BIOL 101 General Human Biology <i>or</i>	
BIOL 105 General Biology I	4
CHEM 101 General Chemistry I <i>or</i>	
CHEM 110 Introduction to Chemistry	4
<b>First Semester of VT Coursework</b>	
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

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**Small Business Management**

Certificate Code: 9597 9598

Contact Persons: QC Faculty, Acie Earl 309-796-5267, earla@bhc.edu ; 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**

<b>First Semester</b>	<b>Credit Hours</b>
ACCT 121 Accounting with QuickBooks I	2
BUSN 110 Intro to Business	3
BUSN 121 Small Business Mgmt	3
<del>BUSN 280 Introduction to E-Commerce</del>	<del>3</del>
BUSN 242 Principles of Supervision <i>or</i>	
BUSN 243 Developing Team Skills	3
<del>BUSN 245A Purchasing the Small Business</del>	<del>1</del>
<del>BUSN 245B The Business Plan</del>	<del>1</del>
Business Online Electives Elective	3

**Second Semester**

BUSN 116 Business Relations	3
<del>BA 113 Business Relations III</del>	<del>1</del>
BUSN 118 Small Business Simulations	3
<sup>1</sup> BUSN 160 Business Math I	3
BUSN 230 <del>Prins</del> Principles of Marketing	3
<del>BUSN 245C Financial Statement Analysis</del>	<del>1</del>
<sup>2</sup> BE 180 Business Communications	4

Minimum total hours required for certificate 31-30

**Finance electives:** BUSN 195, BUSN 210, BUSN 220, BUSN 260

**International Business Electives:** BUSN 270, BUSN 272



**Marketing Electives:** BUSN 236, BUSN 238, BUSN 280, BUSN 284

**Management Electives:** BUSN 240, BUSN 241, BUSN 243, BUSN 250, BUSN 251, BUSN 266, BL 201, BL 202

**Suggested Business Online Electives**

<del>BUSN 110</del>	<del>Intro to Business</del>	<del>3</del>
<del>BUSN 241</del>	<del>Intro to Supply Chain Management</del>	<del>3</del>
<del>BUSN 270</del>	<del>Intro to International Business</del>	<del>3</del>
<del>CS 100</del>	<del>Introduction to Computers</del>	<del>3</del>
<del>ECON 221</del>	<del>Principles of Macro Economics</del>	<del>3</del>
<del>ECON 222</del>	<del>Principles of Micro Economics</del>	<del>3</del>

<sup>1</sup>Students enrolling in BUSN 160 must have an appropriate placement score (see course description).

<sup>2</sup>Students enrolling in BE 180 must have an appropriate placement score or have taken COMM 105 as a prerequisite.

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**Team Leader**

*Certificate Code: 5735-5737*

*Contact Person: QC Faculty, Acie Earl, 309-796-5267, [earla@bhc.edu](mailto:earla@bhc.edu); Advising.*

Students who enroll in the Team Leader Certificate program will pursue a three-semester course of study designed to ~~give~~ *provide students a more detailed in-depth* understanding of business topics, *including human resource management and human resource relations. These courses are designed to develop the interpersonal skills needed to lead and manage an effective team. 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**

<b>First Semester</b>	<b>Credit Hours</b>
BUSN 110	Intro to Business 3
<sup>1</sup> BUSN 160	Business Math I 3
<del>BL 201</del>	<del>Business Law I 3</del>
<sup>2</sup> BE 180	Business Communications 4
CS 100	Introduction to Computers 3

**Second Semester**

<del>BA 112</del>	<del>Business Relations II 1</del>
<del>BA 113</del>	<del>Business Relations III 1</del>
<del>ACCT 170</del>	<del>Accounting Basics – Career I 3</del>
<del>ACCT 171</del>	<del>Accounting Basics I - Lab 1</del>
BUSN 116	Business Relations 3
BUSN 266	Business Policy and Ethics 3
BUSN 240	Principles of Management or

BUSN 242	Principles of Supervision 3
BL 201	Business Law I 3
ECON 221	Principles of Macro Economics 3
<del>SPEC 101</del>	<del>Principles of Speech Communication 3</del>
<del>SPEC 111</del>	<del>Business &amp; Professional Communication 3</del>

**Third Semester**

ACCT 170	Accounting Basics – Career I 3
ACCT 171	Accounting Basics I - Lab 1
BUSN 230	<del>Prins</del> Principles of Marketing 3
<del>BUSN 240</del>	<del>Principles of Management or 3</del>
<del>BUSN 242</del>	<del>Principles of Supervision 3</del>
BUSN 243	Developing Team Skills 3
BUSN 250	Human Resource Management or
BUSN 251	Organizational Behavior 3
<del>BE 180</del>	<del>Business Communications 4</del>

*Minimum total hours required for certificate 37 41*

<sup>1</sup>Students enrolling in BUSN 160 must have an appropriate placement score (see course description) ~~or have taken MATH 103.~~

<sup>2</sup>Student enrolling in BE 180 must have an appropriate placement score or have taken COMM 105 as a prerequisite.

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**Computer Information Technology**

*Associate in Applied Science Code: 5378*

*Contact Persons: QC Faculty, Jamie Hill, 309-796-5284, [hillj@bhc.edu](mailto:hillj@bhc.edu) ; Don Mosier, 309-796-5278, [mosierd@bhc.edu](mailto:mosierd@bhc.edu) .*

*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~~ *Secure Software Development*. 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, 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~~ *The Secure Software Development track will prepare students for employment in secure software development by educating them in the fundamental concepts of computer programming, software assurance and database development. 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~~

#### Secure Software Development Track

### 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
CIP 201 Microsoft Project	1
<del>ITS 116 Computer Hardware</del>	<del>3</del>
ITS 125 IT Professional Skills	1
<del>NETW 120 Basic Computer Networks</del>	<del>3</del>
ENGT 224 Computer Programming	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

### Second Semester

BE 264 Microsoft Access	3
CIP 150 Secure Coding	3
CS 121 Intro to Computer Science	4
NETW 170 Intro to Information Security	3
General Ed Elective in Humanities, Social Sciences, Science, or Non-Western Studies	3

### Summer Semester

<del>General education course in Humanities, Social Sciences, Science, or Non-Western Studies category</del>	<del>3</del>
Math 112 College Algebra	4

### 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	3
SPEC 111 Business and Professional Communication	3
CIP 214 C# Programming	4
CIP 220 Intro to Assured Software Eng	3
CIP 227 Database Management Systems	3
CS 225 Advanced Programming	4
SPEC 101 Principles of Speech Communication	3
SPEC 111 Business and Professional Communication	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
CIP 217 Advanced C# Programming	4
CIP 240 Mobile Application Programming	3
CIP 260 Systems Design and Development	3
CIP 270 Field Project	3

Minimum total hours required for degree 64

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### Business Software

Certificate Code: 5868

Contact Person: QC Faculty, Jamie Hill, 309-796-5284, [hillj@bhc.edu](mailto:hillj@bhc.edu).

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
<i>Select 12 credits from the following courses</i>	
BE 145 Microsoft Word	3
BE 146 Microsoft Excel	3
BE 163 Microsoft PowerPoint	1
BE 264 Microsoft Access	3
BE 127 Microsoft Outlook	1
CIP 201 Microsoft Project <del>or</del>	
<del>BE 248A Desktop Publishing I</del>	1
<i>Minimum total hours required for certificate</i>	<i>12</i>

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## Emergency Medical Technician – Paramedic Certificate

*Certificate Code: 5639*

*Contact Persons: QC Faculty, Marcella Miner, 309-796-5361, [minerm@bhc.edu](mailto:minerm@bhc.edu); 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](mailto: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
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*Minimum total hours required for certificate: 50*

### Effective Fall 2019

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## Medical Billing Specialist Certificate

*Certificate Code: 5587*

*Contact Person: Advising, 309-796-5100; Dr. Betsey Morthland, [morthlandb@bhc.edu](mailto:morthlandb@bhc.edu).*

*Black Hawk College is no longer accepting new students in the Medical Billing Specialist certificate program, pending ICCB approval of program revisions.*

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/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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### Physical Therapist Assistant

Associate in Applied Science Code: 5179

Contact Persons: General Advising: QC Campus First Stop Center 309-796-5100, Room 1-213; East Campus Advising 309-854-1709. Program Faculty: Larry Gillund, MS, MSPT, Program Director; 309-796-5393 or [gillundl@bhc.edu](mailto:gillundl@bhc.edu); Dianne Abels, MSPT, ACCE; 309-796-5394 or [abelsd@bhc.edu](mailto:abelsd@bhc.edu).

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

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

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

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

#### Admission Requirements:

1. High school graduation or equivalent.
2. A physical examination prior to any clinical coursework.
3. The program admits 24 students for each incoming class.
4. How to apply to the PTA program: Please refer to the program website [www.bhc.edu/PTA](http://www.bhc.edu/PTA) for more detailed information and guidelines on the application process.
5. Applications are available online at: [www.bhc.edu/PTA](http://www.bhc.edu/PTA).
6. Interview with PTA selection committee. The interview is part of a written and oral selection process.
7. Minimum of "C" average in courses previously completed at Black Hawk College and any courses transferred from other colleges.

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

Students completing this program will be able to:

- Demonstrate behaviors that provide patient safety and appropriate critical thinking skills commensurate with the practicing health care environment.
- Demonstrate safe and evidence-based treatment interventions, competence in data collection commensurate with conditions and diseases in today's health care environment.
- Demonstrate ability to practice under a supervising physical therapist and adhere to the policies and procedures bestowed upon the PTA in that health care environment.
- Demonstrate behaviors appropriate for the delivery of physical therapy services showing respect to individual and cultural diversities, including verbal, non-verbal and written communication skills that ensure patient, family, and healthcare comprehension and safety.
- Participate in progression and development in individual careers based upon personal interests, practicing environment, and self-assessment needs that facilitates life-long learning.
- Demonstrate adherence to Standards of Ethical Conduct established by the APTA and represent the highest expectations from the physical therapy profession.
- Demonstrate clinical critical thinking skills by identifying when to modify patient treatments within the plan of care established by the supervising physical therapist.

### Suggested Courses

#### First Semester Credit Hours

BIOL 145	Anatomy - 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
PTA 207	Massage	1

#### Second Semester

BIOL 146	Anatomy - 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 4
SPEC 114	Interpersonal Communication	3

#### Fourth Semester

MATH 108	Statistics for General Education <i>or</i>	
CS 100	Introduction to Computers	3
PTA 209	Therapeutic Exercise II	4
PTA 213	Physical Agents II	3 2

PTA 290	Clinical Seminar	2
SPEC 175	Intercultural Communication	3

#### Fifth Semester

PTA 280	Clinical Internship I	4
PTA 281	Clinical Internship II	4

*Minimum total hours required for degree* 72

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

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 Program deletion  
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### Fire Service Officer

*Associate in Applied Science Code: 5022*  
*Contact Person: QC Campus, Seref Onder, Rm. 2-259, 309-796-5284*

*Black Hawk College is no longer accepting new students in the Fire Service Officer AAS, pending ICCB approval of program revisions.*

~~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.~~

Students who complete this program will be able to:

- ~~Describe the history and culture of the Fire Service as it pertains to all divisions and disciplines~~
- ~~Identify the primary responsibilities of personnel in the varied roles in the fire service.~~
- ~~Discuss and explain fire behavior as it pertains to fire ignition, growth and travel.~~
- ~~Critique operations of a fire, discuss decision making and consider fallout of poor decisions in fire science.~~
- ~~Review "after action reports" to determine areas needing correction/development on the fire ground.~~
- ~~Develop management, fire operations and manpower objectives as they apply to different fire scenarios and events.~~
- ~~Demonstrate understanding of EMS training, patient didactics and practical skills.~~

- Identify the needs for effective training programs for the fire service at the local and state level as well at the higher education level.
- Relate the knowledge needed to advance to higher levels in the fire service to achieve officer status not excluding the chief officer ranks.

### 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 <i>or</i>	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.~~

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### Agriculture Transfer

*Associate in Science Code: 7519 1519*

*Contact Persons: East Campus, Dr. Jeffrey Hawes, 309-854-1835, Rm. B-224, East Campus Recruiter, 309-854-1724, Rm. A-203*

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 Communica	3
*AG Electives		4
Mathematics		3
Physical <i>or</i> Life Science		4

#### Third Semester

*AG Electives		4
Humanities		3
Computer Science		3
Non-Western Studies		3
Physical <i>or</i> Life Science		3

#### Fourth Semester

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

*Minimum total hours required for degree* 64

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