



Catalog Supplement 2020-2021

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Course Descriptions

(Deletions, updates, new)

Please see the 2019-2020 Academic Catalog or www.bhc.edu/academics/catalog for course descriptions not listed below.

Effective Aug 2020

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Course deletions

~~ACCT 251 Federal Income Tax II~~

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

~~Prerequisites: ACCT 250 and ACCT 180 or ACCT 250 and ACCT 101, or instructor consent.~~

~~Covers the regulations applicable to the determination of taxable income with an emphasis on the determination of tax liability of business tax returns. (1.2)~~

~~ART 210 Introduction to Illustration~~

~~3 cr. hrs.; 0 lecture hours; 6 lab hours per week.~~

~~Prerequisite: Art 201 or instructor consent.~~

~~The practices and techniques of illustration are explored with an emphasis on art created for the printed media. Advanced skills in drawing for visual communication are applied using a variety of materials and techniques. Students are instructed in process to develop their creative concepts. Projects address visual communications for magazine, book, editorial, advertising, and digital media. Emphasis on individual creativity and professional presentation is stressed. (1.2)~~

~~ART 231 Darkroom Photography~~

~~3 cr. hrs.; 0 lecture hours; 6 lab hours per week.~~

~~Prerequisite: ART 213 or instructor consent, and 35mm reflex camera.~~

~~Basic tools and techniques of photography. Includes field trips and darkroom experience. (1.1)~~

~~ART 251 Sculpture~~

~~3 cr. hrs.; 0 lecture hours; 6 lab hours per week.~~

~~Investigation of the basic sculptural problems, methods and materials. Projects include clay and plaster portrait heads, wax figure studies, and wax and plaster abstract forms. (1.1)~~

~~ART 252 Sculpture~~

~~3 cr. hrs.; 0 lecture hours; 6 lab hours per week.~~

~~Prerequisite: ART 251.~~

~~Advanced problems and methods of sculptural forms which may include wood or stone carving, metal casting and fabrication, plaster fabrication, and fiberglass. Emphasis on individual research and media exploration. (1.1)~~

~~BUSN 236 Introduction to Advertising~~

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

~~Prerequisites: BUSN 110 and BUSN 230 or instructor consent.~~

~~The role of advertising in a consumer oriented market is intensively analyzed. Topics range from introduction to integrated marketing communication elements, including advertising, consumer behavior, to creative strategies and types of media. Advertising is one of the most interesting and creative fields of business. Topics in this course include overview of advertising principles, language of advertising, the role of advertising in integrated marketing communications, consumer behavior, creative strategies, and types of media. (1.2 1.1)~~

~~MUSC 105 Vocal Ensemble: Opera~~

~~1 cr. hr.; 0 lecture hours; 3 lab hours per week.~~

~~Open to singers and accompanists. Opera production from musical standpoint is emphasized, climaxed by semester production. (1.1)~~

~~MUSC 110 Fundamentals of Music~~

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

~~Musical notation, scales and intervals, triads, seventh chords, sight singing and fundamental keyboard skills. Recommended for music majors, elementary teaching majors, and other interested students. (1.1)~~

~~MUSC 118 Elements of Conducting~~

~~2 cr. hrs.; 1 lecture hour; 2 lab hours per week.~~

~~Prerequisites: MUSC 110 and MUSC 111 or instructor consent.~~

~~Designed to develop the basic techniques for conducting music ensembles through baton use, understanding rehearsal techniques, score reading, listening projects, and observations. (1.1)~~

~~MUSC 121 Elementary Voice~~

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

~~Individualized applied lessons available to all general students and non-vocal emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)~~

~~MUSC 123 Elementary Piano~~

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

~~Individualized applied lessons available to all general students and non-piano emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)~~

~~MUSC 129 Organ~~

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

~~Individualized applied lessons in organ available to all students and organ emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)~~

MUSC 141 Elementary Brass Instrument

1-2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Individualized applied brass lessons available to all general students. Students will be required to pay a lesson lab fee. (1.1)

MUSC 143 Elementary Woodwind Instrument

1-2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Individualized applied woodwind lessons available to all general students. Students will be required to pay a lesson lab fee. (1.1)

MUSC 145 Elementary String Instrument

1-2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Individualized applied lessons on a string instrument available to all general students and non string emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)

MUSC 147 Elementary Percussion Instrument

1-2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Individualized applied percussion lessons available to all general students. Students will be required to pay a lesson lab fee. (1.1)

MUSC 221 Elementary Voice

1-2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Prerequisite: MUSC 121 or instructor consent.
Continuation of MUSC 121 in the sophomore year. Individualized applied lessons in voice available to all general students and non vocal emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)

MUSC 223 Elementary Piano

1-2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Prerequisite: MUSC 123 or instructor consent.
Continuation of MUSC 123 in the sophomore year. Individualized applied lessons available to all general students and non piano emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)

MUSC 229 Organ

1-3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: MUSC 129 or instructor consent.
Continuation of MUSC 129 in the sophomore year. Individualized applied lessons in organ available to all students and organ emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)

MUSC 241 Elementary Brass Instrument

1-2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Prerequisite: MUSC 141 or instructor consent.
Continuation of MUSC 141 in the sophomore year. Individualized applied brass lessons available to all general students. Students will be required to pay a lesson lab fee. (1.1)

MUSC 243 Elementary Woodwind Instrument

1-2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Prerequisite: MUSC 143 or instructor consent.

Continuation of MUSC 143 in the sophomore year. Individualized applied woodwind lessons available to all general students. Students will be required to pay a lesson lab fee. (1.1)

MUSC 245 Elementary String Instrument

1-2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Prerequisite: MUSC 145 or instructor consent.
Continuation of MUSC 145 in the sophomore year. Individualized applied lessons on a string instrument available to all general students and non string emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)

MUSC 247 Elementary Percussion Instrument

1-2 cr. hrs.; 2 lecture hours; 0 lab hours per week.
Prerequisite: MUSC 147 or instructor consent.
Continuation of MUSC 147 in the sophomore year. Individualized applied percussion lessons available to all general students. Students will be required to pay a lesson lab fee. (1.1)

MUSC 256 Introduction to American Music

3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
The study of the varied musical landscape of American music. Styles include: folk, bluegrass, country western, pop, jazz, rock, commercial, musical theatre, native American, ragtime, tin pan alley, Latin, sacred and secular art music 17-19th century, concert music (late 19-21st century), cajun, zydeco, blues, gospel. Outside listening is required. IAI: F1-904 (1.1)

ST 100 Central Services

3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
Prerequisite: Entrance into Surgical Technology program.
This course is designed to provide the student with the basic knowledge of the central services department. Emphasis will be placed on learning the care and handling for surgical instrumentation, as well as processing. (1.2)

SPAN 103 Span for Near Native Speakers

3 cr. hrs.; 3 lecture hours; 0 lab hours per week.
SPAN 103 is a review of formal structure and sound system of Spanish for near native speakers with emphasis on accurate, fluent, and effective oral and written expression. (1.1)

SPAN 130 Career Spanish

.5-3 cr. hrs.; .5-3 lecture hours; 0 lab hours per week.
SPAN 130 focuses on development of oral communication skills for selected occupations. The course emphasizes question answer patterns, key vocabulary, and high frequency expressions. (1.2)

Effective Jan 2021

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Course deletions

IS 205 Topics in International Studies

.5-5 cr. hr.; 0.5-5 lecture hour; 0 lab hours per week.

Independent study or group study designed to fit the needs of an individual student or a group of students. (1.1)

IS 215 Topics/Issues in Business

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

Seminar on a specific topic or current issue in one or more business fields. No topic/problem seminar can be offered more than twice within three years. (Topic to be listed on the student's permanent academic record.) (1.1)

IS 250 American Culture and Civilization

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

This course is an interdisciplinary exploration of the contemporary culture and civilization of the United States. Readings, lectures, videos and activities focus on the trends and issues that reflect American lifestyles and values. This course is intended for international students and for American students who seek a deeper understanding of American culture. (1.1)

POLS 101 Introduction to Political Science

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

Introduction to the academic discipline of political science that focuses attention on the nature and scope of political science, the political process, political theories, and the interrelationships of various elements of a political system. IAI: S5 903 (1.1)

POLS 252 State and Local Government

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

Examines the organization and functions of state and local governments with an evaluation of their roles in the U.S. federal system of government. IAI: S5 902 (1.1)

POLS 258 Selected Studies in Political Science

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

Prerequisite: Instructor consent.

Topics studied vary according to student interest and instructor availability. Typical course offerings include studies on the international, national, state and local political scene, and/or an internship experience. This course may be taken more than once if different topics are considered. (1.1)

POLS 292 Model Illinois Government

2 cr. hrs.; 1 lecture hours; 3 lab hours per week.

Prerequisite: Instructor consent and completion of 12 credit hours at Black Hawk College.

The intercollegiate Model Illinois Government course provides students with an opportunity to participate in a four day simulation program held each spring at the Capitol complex in Springfield, IL. (1.1)

PSYC 105 Career Exploration & Planning

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

Students will increase self awareness by examining interests, values and skills. Interest and personality inventories are administered. Students are assisted in evaluating this information to aid in directing their research of potential careers

and to facilitate career and educational planning. This course may be taken once for credit. (1.1)

PSYC 110 Human Relations

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

Focuses on interpersonal relationships and the skills necessary to build and maintain them (e.g., assertion, active listening, conflict resolution). No psychology background necessary. (1.2)

PSYC 201 Industrial Psychology

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

Prerequisite: PSYC 101 "C" or better.

This course explores current industrial/organizational psychology theory and research as related to such areas as research methods; personnel selection, placement, and training; job analysis and performance appraisal; job satisfaction and motivation; leadership; organizational decision making; and organizational development. (1.1)

PSYC 220 Applied Psychology

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

Prerequisite: PSYC 101 "C" or better.

Applies psychological theories, principles, and research to the context of everyday life, including positive emotional states and processes, positive cognitive states and processes, prosocial behavior and relationships, understanding and changing human behavior, and positive environments (school, work, and communities). (1.1)

PSYC 266 Adult Development & Aging

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

Prerequisite: PSYC 101 "C" or better.

Examines the research concepts, principles, and theories concerning the cognitive, physical, social, emotional, and personality development from early adulthood to old age, including such topics as career choice and development, mate selection and marriage, conventional and nonconventional families, theories of adult personality development, mid and late life transitions, aging and dying, death and bereavement. (1.1)

SOC 210 Contemporary Urban Institution

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

Prerequisite: SOC 101 or instructor consent.

A survey of the structure and functions of urban communities. (1.1)

SOC 255 Social Statistics

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

Prerequisites: SOC 101 or PSYC 101; Math 086 or 091 or college level math placement score.

Application and interpretation of basic statistics used in the behavioral sciences including descriptive statistics and an introduction to inferential statistics. (1.1)

SOC 270–Sociology of Health

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

Prerequisite: SOC 101.

Health care systems and issues in cross-cultural context; dimensions of wellness and illness including mental health, health providers, organizations, and institutions and their relations. (1.1)

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PSYC 260–Adolescent Psychology

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

Prerequisite: PSYC 101 “C” or better.

Integrates theory and empirical research as related to adolescents’ biological, cognitive, and social development; and such related issues as school experience, career choice, the college experience, self identity, adjustment, and the development of intimacy and sexuality. (1.1)

PSYC 290–Educational Psychology

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

Prerequisite: PSYC 101 “C” or better.

The application of research-based psychological principles to education and teaching-learning processes. Special emphasis on understanding growth and development, the learning process, motivation, intelligence, evaluation, measurement, creativity and the impact of culture on learning styles. (1.1)

Orientation

OR 100–Introduction to College

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

Topics of Introduction to College courses are designed to develop academic and personal skills that support student success in a learning-centered environment, including orientation to college, college study skills, and human potential. Students may take either OR 100 series for 1-3 credits or OR 101 for 3 credits, but not both OR 100 and OR 101. (1.1)

OR 101–Becoming a Master Student

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

Facilitates student success in a learning-centered college environment by covering such topics as college resources, processes, and procedures; academic integrity; information literacy; study skills; critical thinking; time management; academic goal setting; and educational planning. Students may take either OR 101 series for 3 credits or OR 100 for 1-3 credits, but not both OR 101 and OR 100. (1.1)

OR 110–Career Management for Everyone

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

The focus of this course is on career goal setting and strategies to achieve career goals for individuals who have made a career decision and/or are employed. Topics covered include decision making, time and stress management, strategic career planning, career management techniques, career success techniques and lifelong learning. (1.1)

MUSC 125–Voice

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

Individualized applied major lessons available to all vocal-emphasis music majors. Students will be required to pay a lesson-lab fee. (1.1)

MUSC 127–Piano

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

Individualized applied lessons in piano available to all piano-emphasis music majors. Students will be required to pay a lesson-lab fee. (1.1)

MUSC 131–Brass Instrument

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

Individualized applied brass lessons available to all brass-emphasis music majors. Students will be required to pay a lesson-lab fee. (1.1)

MUSC 133–Woodwind Instrument

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

Individualized applied woodwind lessons available to woodwind-emphasis music majors. Students will be required to pay a lesson-lab fee. (1.1)

MUSC 135–String Instrument

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

Individualized applied lessons on a string instrument available to all string-emphasis music majors. Students will be required to pay a lesson-lab fee. (1.1)

MUSC 137–Percussion Instrument

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

Individualized applied percussion lessons available to all percussion-emphasis music majors. Students will be required to pay a lesson-lab fee. (1.1)

MUSC 225–Voice

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

Prerequisite: MUSC 125 or instructor consent.

Continuation of MUSC 125 in the sophomore year. Individualized applied lessons in voice available to all vocal-emphasis music majors. Students will be required to pay a lesson-lab fee. (1.1)

MUSC 227–Piano

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

Prerequisite: MUSC 127 or instructor consent.

Continuation of MUSC 127 in the sophomore year. Individualized applied lessons in piano available to all piano-emphasis music majors. Students will be required to pay a lesson-lab fee. (1.1)

MUSC 231–Brass Instrument

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

Prerequisite: MUSC 131 or instructor consent.

Continuation of MUSC 131 in the sophomore year. Individualized applied brass lessons available to all brass-emphasis music majors. Students will be required to pay a lesson-lab fee. (1.1)

~~MUSC 233 Woodwind Instrument~~

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

~~Prerequisite: MUSC 133 or instructor consent.~~

~~Continuation of MUSC 133 in the sophomore year. Individualized applied woodwind lessons available to all woodwind emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)~~

~~MUSC 235 String Instrument~~

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

~~Prerequisite: MUSC 135 or instructor consent.~~

~~Continuation of MUSC 135 in the sophomore year. Individualized applied lessons on a string instrument available to all string emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)~~

~~MUSC 237 Percussion Instrument~~

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

~~Prerequisite: MUSC 137 or instructor consent.~~

~~Continuation of MUSC 137 in the sophomore year. Individualized applied percussion lessons available to all percussion emphasis music majors. Students will be required to pay a lesson lab fee. (1.1)~~

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Course deletions

Journalism

~~JOUR 222 Beginning Reporting~~

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

~~Prerequisite: ENG 101 "C" or better; or instructor consent.~~

~~JOUR 222 is an instruction in the mechanics of reporting and writing a news story. (1.1)~~

~~JOUR 225 Advanced Reporting~~

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

~~Prerequisite: JOUR 222 "C" or better.~~

~~JOUR 225 provides experience in more difficult assignments and stories. It includes principles and practices of developing interpretative articles, features, and editorials for the news media. (1.1)~~

~~JOUR 230 College Newspaper Production~~

~~1 cr. hrs.; .5 lecture hours; 3.5 lab hours per week.~~

~~Prerequisite: ENG 101 "C" or better; or instructor consent.~~

~~JOUR 230 uses laboratory experience in the design, assembly and publishing of the college newspaper and website. Students will gain experience in all phases of production specific to their interests: interviewing, writing, designing layout, editing procedures, photography, illustrations, and website and social media management. (1.1)~~

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Course updates

~~ACCT 240 Internal Controls and Fraud~~

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

~~Prerequisite: ACCT 101 & ACCT 103 "C" or better; or ACCT 180 & ACCT 181 "C or better or instructor consent.~~

~~Introduction to internal control as a means to help ensure reliable financial reporting, compliance with laws and regulations, and effective and efficient operations. Discussion of fraud cases related to internal control deficiencies. This course is an introduction to internal control as a means to help ensure reliable financial reporting, compliance with laws and regulations, and effective and efficient operations. Discussions on fraud cases related to internal control deficiencies and the development of an anti-fraud program for small businesses will also be covered. (1.2)~~

~~ACCT 250 Federal Income Tax I~~

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

~~Prerequisite: ACCT 101 or ACCT 170 or instructor consent. ACCT 101 & 103 "C" or better; or ACCT 180 & 181 "C" or better; or instructor consent.~~

~~Covers the regulations applicable to the determination of taxable income with an emphasis on the determination of tax liability of individual taxpayers. Includes instruction in the use of computer software to prepare tax returns.~~

~~Introduction to the federal income tax system and its laws and regulations applicable to individuals and businesses, including the preparation of paper and electronic tax returns. (1.2)~~

~~ACCT 290 Payroll Accounting~~

~~2-3 cr. hrs.; 1-2 lecture hour; 2 lab hours per week.~~

~~Prerequisites: Concurrent enrollment in ACCT 170 and ACCT 171 or instructor consent.~~

~~This course primarily covers payroll systems, completion of payroll forms (federal/state/local), and payroll laws/regulations. This course covers payroll accounting systems with a review of the underlying theory and application of payroll taxes and related deductions and expenses. Completion of payroll forms (federal/state/local), and payroll laws and regulations of Illinois sales tax and sales tax forms is included. (1.2)~~

~~BE 180 Business Communications~~

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

~~Prerequisite: Appropriate placement score; or instructor consent~~

~~Techniques of effective written communications for business. This will include psychology of communicating with customer service emphasis, focus on international communications, and accuracy and conciseness needed for in-house e-mail. (1.2)~~

~~CRJU 151 Criminal Justice System~~

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

~~A comprehensive view of the criminal justice system in America today. A survey and analysis of the criminal justice system, including an historical and philosophical overview of~~

the development, with special emphasis on the system's primary components and the relationship of these components in the administration of criminal justice in the United States. IAI: CRJ 901 (1.1)

CRJU 247 Criminology and Juv. Delinq- Juvenile Delinquency

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

Prerequisite: CRJU 152 or Instructor consent.

This course attempts to deal with the complexity of the Juvenile Delinquency problem in the United States in a way that will give meaning and direction to the law enforcement practitioner that must deal with the problem every day. An overview and analysis of the juvenile justice system in the United States including the history and the philosophies of society's reaction to juvenile behavior and problems. Interaction among the police, judiciary, and corrections are examined within the context of cultural influences. Introduces theoretical perspectives of causation and control. IAI: CRJ 914 (1.1)

CS 121 Intro to Computer Science

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

Prerequisites: Appropriate placement score or MATH 086 or 090 or 091 "C" or better; and CS 105 or instructor consent; and Concurrent enrollment: MATH 112, MATH 118, MATH 124 or MATH 131.

This course provides a disciplined approach to problem solving and algorithm development using a high level object-oriented language. Includes sequence, selection and repetition control structures; program design, coding, debugging, testing, and documentation; arrays, records, files and concepts in agile and test-driven development.

IAI: CS 911 (1.1)

ENG 250 Film as Literature

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

Prerequisite: ENG 101 "C" or better.

ENG 250 is a study of formal, thematic, and/or historical relationships between literary and cinematic forms, including examination of adaptations and influences that demonstrate the strengths of each artistic medium.

IAI: HF 908 (1.1)

HIM 257 Proced & Diagnosis Coding I

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

Prerequisite: BIOL HIM 150 or concurrent enrollment.

Coding (CPT-4) (ICD-10) is the translation of diagnoses, procedures, services and supplies into numeric/ alphanumeric components for statistical reporting and reimbursement. (1.2)

HUM 101 Humanities I-Western Arts & Cultures

3-5 cr. hrs.; 3-5 lecture hours; 0 lab hours per week.

Introduction to key concepts, major characteristics, and outstanding works in Western art, architecture, music, philosophy, theater, literature, and history from the Graeco-Roman world to the present. IAI: HF 900 (1.1)

MUSC 111 Theory of Music I

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

Structure of music, notation, scales, intervals, harmonic progression, part writing, sight-singing, keyboard skills and composition. (1.1)

MUSC 112 Theory of Music II

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

Prerequisite: MUSC 111 or instructor consent.

A continuation of MUSC 111, with an emphasis on part writing, harmonic progression, form, aural skills and keyboard proficiency. (1.1)

MUSC 211 Theory of Music III

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

Prerequisite: MUSC 112 or instructor consent.

Continuation of sight-singing, ear-training and dictation, with review of tonal harmony. Emphasis in harmony on analysis and composition in tonal harmonic styles using musical examples to the late 19th century. (1.1)

MUSC 212 Theory of Music IV

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

Prerequisite: MUSC 211 or instructor consent.

Continuation of MUSC 211. Late 19th century and 20th century harmonic practices. (1.1)

NETW 215 Window Windows Server

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

Prerequisite: ITS 112 "C" or better or instructor consent.

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

NETW 125 Cisco I-Introduction to Networks

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

This course introduces the architecture, structure, function, components and models of the internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet, media and operations are introduced to provide a foundation for the curriculum. By the end of this course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

This course introduces the architecture, structure, function, and components of the Internet and other computer networks. Students achieve a basic understanding of how networks operate and how to build simple local area networks (LAN), perform basic configurations for routers and switches, and implement Internet Protocol (IP). (1.2)

NETW 145 Cisco II-Switching, Routing and Wireless

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

Prerequisite: NETW 125 "C" or better.

This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single area and multi area

~~OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.~~

This course covers the architecture, components, and operations of routers and switches in a small network and introduces wireless local area networks (WLAN) and security concepts. Students learn how to configure and troubleshoot routers and switches for advanced functionality using security best practices and resolve common issues with protocols in both IPv4 and IPv6 networks. (1.2)

~~NETW 265 Cisco III Enterprise Net.Sec./Automation~~

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

~~Prerequisites: NETW 125, NETW 145 "C" or better.~~

~~This course describes the architecture, components, and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network.~~

This course describes the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. The course emphasizes network security concepts and introduces network virtualization and automation. Students learn how to configure, troubleshoot, and secure enterprise network devices and understand how application programming interfaces (API) and configuration management tools enable network automation. (1.2)

~~NETW 274 Ethical Hacking and Security-Ethical Hacking/Security+ Prep~~

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

~~Prerequisite: NETW 170 "C" or better or instructor consent.~~

~~A course on the issues, procedures and techniques involved in "ethical hacking" and penetration testing, the process of testing a computer network for vulnerabilities for the purpose of strengthening its protections. This course also serves to prepare the student for the CompTIA Security+ certification exam. Students will take the CompTIA exam as a requirement for course completion. (1.2)~~

~~NURS 270 Health Assessment-Health Assessment & Comm~~

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

~~Prerequisites: Completed first semester of ADN program and instructor consent.~~

~~This course is designed to develop the student's understanding of a health history and physical examination. By completion the student will perform a detailed history and head to toe physical examination. (1.6)~~

~~PSYC 230 Social Psychology~~

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

~~Prerequisite: PSYC 101 "C" or better.~~

~~A systematic introduction to theory and research on the ways social factors influence individual and group behavior. Examines attitudes, social perception, the establishment of~~

~~norms, conformity, leadership, group dynamics, and research methods, emphasizing their effects on the individual. IAI: S8 900; PSY 908 (1.1)~~

~~ST 110 Surgical Technologist I~~

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

~~Prerequisite: ST 100 and BIOL 145 ST 101~~

~~This course is designed to provide the student with the basic knowledge necessary to perform the duties of the surgical technologist in an operating room. Emphasis will be placed on learning the basics of surgical technology and applying them in the operating room. Theory instruction will include aseptic technique, basic equipment and supplies, instrumentation, suture, needles and operating room department policies. Techniques learned in classroom will be practiced within the lab setting. (1.2)~~

~~ST 112 Surgical Pharmacology~~

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

~~Prerequisite: Appropriate placement score or Math 078: ST 101, ST 110.~~

~~This course is a self-study course designed to assist the student with learning the principles of pharmacology within surgery. Rational for commonly used medications used intraoperatively will be discussed, along with side effects and how they may alter the surgical intervention. The course will also include rationale behind labeling medications. (1.2)~~

~~VT 166 Clinical Preceptorship~~

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

~~Prerequisite: 33 VT Hours "C" or better; or instructor consent. VT 111, 116, 140, 150 and VT 160 with a C or better; or instructor consent.~~

~~A preceptorship is a mentoring program, 4 weeks in length, intended to provide personal and professional instruction, training, and supervision to students during their first year of the veterinary technology program. This rotation consists of 160 hours in which the student works with a practicing veterinarian and a certified veterinary technician (CVT, RVT or equivalent) in a clinical setting. The student will apply previous course work and experience to a work environment while gaining new skills. (1.2)~~

Effective Jan 2021

Published Nov 10, 2020

Course updates

PN 105 Pharm in Practical Nursing I

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

~~Prerequisites: Concurrent enrollment in PN 111 or PN 112.~~

~~Concurrent enrollment in PN 111 or PN 112; or completion of PN 111 & PN 112 "C" or better within previous academic year.~~

~~Basic mathematics as it applies to medication administration is reviewed. The study of drugs and the techniques of medication administration are begun. (1.2)~~

PSYC 101 Intro to Psychology

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

Prerequisites: REA 103 with a "C" or better or appropriate reading placement score

~~A survey of the field of general psychology without specific emphasis on any particular theory or model of human or animal behavior. Fundamental principles, methods, theories and issues in the field are discussed. Content areas may include learning, thinking, neuroscience, methodology, memory, perception, personality, intelligence, emotion, adjustment, and abnormality among others. This course is an introduction to the field of psychology as a scientific discipline and will explore a variety of theoretical perspectives. As a survey course, topics may include the biology of behavior, sensation and perception, learning, memory, cognition, motivation, emotion, life-span development of behavior, personality, abnormal behavior and its therapies, social behavior, sociocultural factors, and individual differences. IAI: S6 900 (1.1)~~

AG 107 Agri-Business Work Experience

~~**1-8 7 cr. hrs.;** 0 lecture hours; 48 lab hours per week.~~

~~Eleven weeks of supervised training in an approved agricultural business. Reports by the student and satisfactory job performance required for credit. Eleven weeks of supervised training in an approved agricultural business. Emphasis is placed on organizing skill development and documenting experiences in a workplace setting. Reports by the student and satisfactory job performance required for credit. (1.2)~~

AG 108 Ag Prod Work Exp

~~**1-8 7 cr. hrs.;** 0 lecture hours; 48 lab hours per week.~~

~~*Prerequisites: Satisfactory completion of 22 credit hours in the Agricultural Production curriculum or instructor consent and concurrent enrollment in AG 102. None*~~

~~Eleven weeks of supervised training in an approved ag production situation. Reports by the student and satisfactory job performance are required for credit. Eleven weeks of supervised training in an approved agricultural production operation. Emphasis is placed on organizing skill development and documenting experiences in a workplace setting. Reports by the student and satisfactory job performance required for credit. (1.2)~~

AG 123 Agricultural Mathematics

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

The mathematical background needed for Agricultural Mechanics, Agricultural Business, and Agricultural Production. Includes calculations of land area; planting; fertilizer; chemical and herbicide application rates; storage capacity; material estimates; depreciation; ratios; mark-ups; production rates, and machinery operating costs. (1.2)

AG 125 Computers in Agriculture

1 cr. hr.; 1 0.5 lecture hours; 0 1 lab hours per week.

An introductory course in the use of computers in agricultural situations. Emphasis will be placed on the type of computers used in agriculture, how these computers operate, and the types of computer software available for agricultural use. Students

will learn to operate computers through hands-on classroom and laboratory experiences. (1.2)

AG 132 Field Crop Science 1

~~**1.5 cr. hrs.;** 1-5 1.0 lecture hours; 0 1 lab hours per week.~~

The study of botanical characteristics and cultural practices of commercially important Corn Belt crops, including quality improvements, seed purity, diseases, insects, weeds and crop production. Laboratory exercises focus on selected crop production and management practices. (1.1)

AG 133 Field Crop Science 2

~~**2 cr. hrs.;** 1 1.5 lecture hour; 2 1 lab hours per week.~~

The study of botanical characteristics and cultural practices of commercially important Corn Belt crops, including quality improvements, seed purity, diseases, insects, weeds and crop production techniques. Laboratory exercises focus on selected crop production and management practices. Continuation of AG 132. (1.2)

AG 207 Adv Agri-Busin Work Experience

~~**5 cr. hrs.;** 0 lecture hours; 48 lab hours per week.~~

~~*Prerequisites: AG 107 and concurrent enrollment in AG 201. AG 107 or 108 or instructor consent.*~~

~~Similar to AG 107 with emphasis on sales and management of agricultural supply business. Eight weeks of supervised training in an approved agricultural business with an emphasis on sales and management of agricultural supply business. Emphasis is placed on organizing skill development and documenting experiences in a workplace setting. Reports by the student and satisfactory job performance required for credit. (1.2)~~

AG 208 Adv. Ag Production Work Exp.

~~**5 cr. hrs.;** 0 lecture hours; 48 lab hours per week.~~

~~*Prerequisite: AG 108. AG 107 or 108 or instructor consent.*~~

~~Similar to AG 108 with an emphasis on improvement of farm operations and problem areas. Eight weeks of supervised training in an approved agricultural production operation with an emphasis on improvement of farm operations and problem areas. Emphasis is placed on organizing skill development and documenting experiences in a workplace setting. Reports by the student and satisfactory job performance required for credit. (1.2)~~

AG 247 Animal Health

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

Animal diseases and parasites, their prevention and control. Man's susceptibility to disease. Federal and State regulations. (1.2)

AUTO 291 Work Experience Internship

~~**1-6 5 cr. hrs.;** 0 lecture hours; 5-30 48 lab hours per week.~~

~~*Prerequisite: Must have instructor consent.*~~

~~On the job training program required of all second year automotive and mechanics students. Emphasis is placed on organizing skill development experiences in a work setting. Eight weeks of supervised training in an approved automotive business where an on-the-job training program is required of all second-year automotive and mechanics students. Emphasis~~

is placed on organizing skill development and documenting experiences in a workplace setting. Reports by the student and satisfactory job performance required for credit. (1.2)

EQ 109 Equine Work Experience

~~1-8~~ **5 cr. hrs.;** 0 lecture hours; ~~40~~ 48 lab hours per week.

~~Prerequisites: Completion of 22 semester hours in Equestrian/Horse Science curriculum (that includes EQ 161 & EQ 151) or consent of instructor and concurrent enrollment in EQ 102~~ instructor consent.

~~Eleven weeks of supervised training in an approved equine business. Reports by the student and satisfactory job performance required for credit. Eight weeks of supervised training in an approved equine business. Emphasis is placed on organizing skill development experiences in a workplace setting. Reports by the student and satisfactory job performance required for credit. (1.2)~~

EQ 168 Horsemanship Lessons

1 cr. hr.; ± 0.5 lecture hour; 0 1 lab hours per week.

~~Prerequisites: EQ 161 and instructor consent.~~

Small group riding lessons developed to improve horse and rider communication, balance, strength, and relaxed concentration. (1.2)

EQ 209 Adv Horse Science Work Experi

5 cr. hrs.; 0 lecture hours; 48 lab hours per week.

~~Prerequisites: EQ 102 and 109 and concurrent enrollment in EQ 201.~~ EA 109 and EA 201.

~~Similar to EQ 109 with emphasis on developing advanced skills in the equine industry. Eight weeks of supervised training in an approved equine business with an emphasis on developing advanced skills in the equine industry. Emphasis is placed on organizing skill development and documenting experiences in a workplace setting. Reports by the student and satisfactory job performance required for credit. (1.2)~~

BIOL 145 Anatomy - Physiology I

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

~~Prerequisite: Students must complete both #1 & #2 below, or have instructor approval.~~

1. Biology 100, 101 or 105 "C" or better, or appropriate Biology Competency Exam score **and** Chemistry 101 or 110 "C" or better, or appropriate Chemistry Competency Exam score.

2. Appropriate reading placement score, or REA 103 "C" or better, and appropriate math placement score or MATH 078 "C" or better, and appropriate writing placement score or ENG 091 "C" or better, or ENG 100 "C" or better.

A systematic study of the anatomical-physiological aspects of the human body. Topics include homeostasis, biomolecules, cytology, histology, as well as integumentary, skeletomuscular, nervous and endocrine systems. (1.1)

Effective Aug 2020

Published Aug 1, 2020

New Courses

Media and Communication Arts

MCA 221 Intro to Mass Communication

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

MCA 221 provides an overview of the nature, functions and responsibilities of the mass communication industries (including newspaper, magazines, books, radio, television, motion pictures and internet, interactive, and mobile media) in a global environment with an emphasis on media's role in American society. (1.1)

ST 101 Surgical Tech Fundamentals

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

~~Prerequisite: Instructor approval~~

This course will encompass objectives that will allow the student a base of knowledge for continuing surgical technology courses. Medical terminology will be focused on vocabulary used in the surgical field. Microbiology objectives will be exploring pathogens that cause infections and ways to prevent their transmission. The importance of steps in the decontamination, processing, sterilization, and storage of surgical instruments and equipment will be discussed in detail. This course will include communication skills, ethical, moral, and legal issues as they relate to the surgical technologist profession. (1.2)

Effective Jan 2021

Published Oct 15, 2020

Course updates

BIOL 211 General Botany

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

~~Study of plants emphasizing cell and molecular biology, plant structure and function, plant physiology and growth, plant genetics and heredity, plant classification and life cycles, evolution, and ecology.~~ This course is an introduction to scientific inquiry through select concepts in botany. Topics include cell and molecular biology, plant structure and function, plant physiology and growth, plant genetics and heredity, plant classification and life cycles, evolution, and ecology. Integrated throughout the course are biological issues with personal and social implications. There are no prerequisites for the course, but it is helpful to have taken a prior high school biology course. IAI: L1 901L (1.1)

HIST 105 US History to 1877

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

~~Surveys the history of the United States from the discovery of America through 1865, including settlement and westward expansion, the development of the American government, the growth of the American economy, the evolution of an American style of life and thought, and the development of sectionalism culminating in the Civil War.~~ Surveys the history of the United

States from the discovery of America through 1877, including settlement and Westward expansion, the development of the American government, the growth of the American economy, the evolution of an American style of life and thought, the development of sectionalism culminating in the Civil War, and concluding with the failure of Reconstruction. IAI: S2 900 (1.1)

HIST 106 US History Since 1877

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

~~Examines history of the United States from close of the Civil War through the present, including the rise of the U.S. as a major world power, the continued growth and development of the federal government, efforts to improve the status of minorities and women, the growth of the economy, and the changing pattern of American life. Examines history of the United States from the end of Reconstruction in 1877 through the present, including the rise of the U.S. as a major world power, the continued growth and development of the federal government, efforts to improve the status of minorities and women, growth of the economy, and the changing pattern of American life. IAI: S2 901 (1.1)~~

HIST 265 World War II

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

~~Surveys the origins, development, and consequences of World War II from the end of World War I to the establishment of the Cold War. Surveys multiple aspects of the Second World War, including, but not limited to: origins of the conflict, national strategies and the ramifications of their implementation, a focus on the divergent perspectives of the democracies, communists, and fascists who waged the most devastating conflict in modern history. (1.1)~~

ST 212 Surgical Tech Clinical II

6 cr. hrs.; 0 lecture hours; 12 lab hours per week

~~Prerequisite: ST 110 and ST 112 "C" or better. ST 101, ST 110 and ST 112 "C" or better.~~

This is a clinical course that aligns with ST 213. Students will attend assigned clinical rotations and apply knowledge gained from ST 213. (1.2)

ST 213 Surgical Technologist II

6 cr. hrs.; 6 lecture hours; 0 lab hours per week.

~~Prerequisite: ST 110 and ST 112 "C" or better. ST 101, ST 110 and ST 112 "C" or better.~~

This course builds on the basic surgical technology knowledge obtained from ST 110. Students will gain knowledge on specific techniques used in surgery as well as specific types of surgical procedures. (1.2)

ST 214 Surgical Technologist III

6 cr. hrs.; 6 lecture hours; 0 lab hours per week

~~Prerequisite: ST 212 and ST 213 "C" or better. BIOL 145, BIOL 146, ST 212 and ST 213 "C" or better~~

This is the final didactic course for the Surgical Technology program. This course continues to build on knowledge obtained in previous ST courses. Included are specific surgical

procedures. This course aligns with the clinical course ST 215 and should be taken at the same time. (1.2)

ST 215 Surgical Tech Clinical III

6 cr. hrs.; 0 lecture hours; 12 lab hours per week

~~Prerequisite: ST 212 and ST 213 "C" or better. BIOL 145, BIOL 146, ST 212 and ST 213 "C" or better~~

This is a clinical course that aligns with ST 214. Students will attend assigned clinical rotations and apply knowledge gained from ST 214. (1.2)

Effective Jan 2021

Published Nov 10, 2020

Course updates

AG 134 Field Crop Science 3

0.5 cr. hrs.; 0.5 lecture hours; 0 lab hours per week.

~~The study of botanical characteristics and cultural practices of commercially important Corn Belt crops, including quality improvements, seed purity, diseases, insects, weeds and crop production techniques. Laboratory exercises focus on selected crop production and management practices. The study of botanical characteristics and cultural practices of commercially important Corn Belt crops, including quality improvements, seed purity, diseases, insects, weeds, and crop production techniques during the pre-harvest stage. (1.2)~~

ENG 213 American Literature-I Early American Literature

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

~~Prerequisite: ENG 101 "C" or better.~~

ENG 213 is a survey of representative works illustrating the development of American literature from its beginning to the Civil War with emphasis on major literary movements understood in relation to their intellectual, social, and political contexts. IAI: H3 914 (1.1)

ENG 214 American Literature-II Modern American Literature

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

~~Prerequisite: ENG 101 "C" or better.~~

ENG 214 is a survey of representative works illustrating the development of American Literature from the Civil War to the present with an emphasis on major literary movements understood in relation to their intellectual, social, and political contexts. IAI: H3 915 (1.1)

ENG 219 Eastern Lit in Translation-Asian Lit in Translation

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

~~Prerequisite: ENG 101 "C" or better.~~

~~ENG 219 includes reading and analysis of representative works of Eastern Literatures. It emphasizes one or more of these areas: Asia, The Asian Subcontinent, the Middle East, and it satisfies the non-western requirement.~~

~~ENG 219 includes reading and analysis of representative works of Asian Literatures. It emphasizes one or more of these~~

areas: Asia, The Asian Subcontinent, the Middle East, and it satisfies the non-western requirement. IAI: H3 908N (1.1)

ENG 221 ~~British Literature-I~~ Early British Literature

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

Prerequisite: ENG 101 "C" or better.

ENG 221 is a survey of representative works illustrating the development of British Literature from its beginnings to 1800, with an emphasis on major literary movements understood in relation to their intellectual, social and political contexts. IAI: H3 912 (1.1)

ENG 222 ~~British Literature-II~~ Modern British Literature

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

Prerequisite: ENG 101 "C" or better.

ENG 222 is a survey of representative works illustrating the development of British Literature from 1800 to the present with an emphasis on major literary movements understood in relation to their intellectual, social, and political contexts. IAI: H3 913 (1.1)

PE 217 Current Issues in Sports

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

~~This course is an in depth look at the skills involved in four areas of sports management prioritized by local sport related organizations: managing sport facilities, sport finance, sporting events, and risk management. Other issues will be examined, depending on time available, student interest, or timeliness of topic. This course will help students pursuing sports related careers understand the integral relationship between ethical issues in sports and society. Study of the current issues in sports helps students to better appreciate the challenges faced by sports and evaluate decisions made by leaders in sports communities. Students examine key principles and concepts of sports ethics and the sociology of sports through case studies, examining research and trends, debate, and group discussions.~~ (1.1)

PHIL 205 Studies in Philosophy

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

~~Prerequisite: Appropriate writing placement score or ENG 091 "C" or better; and appropriate reading placement score or REA 103 "C" or better; and one course in philosophy or instructor consent. Writing-appropriated placement score or ENG 091 "C" or better; AND Reading-appropriate placement score or REA 103 "C" or better; AND one course in philosophy or instructor consent.~~

~~Intensive study of one or more philosophical topics, philosophical traditions, or major philosophers. Philosophy of science and language, social and political philosophy, philosophy of law, rationalism, empiricism, analytic philosophy, Aristotle, Hume, Quine, metaphysics, philosophy of mind, and aesthetics are among the offerings. PHIL 205 is an intensive study of one or more philosophical topics, philosophical traditions, or major philosophers. Some examples of themes and topics covered are: philosophy of science and language, social and political philosophy, the philosophy of mind, as well as science fiction and philosophy,~~

Ancient Greek philosophy, Asian philosophy, Plato, Descartes, and Confucius. (1.1)

Errata

Effective Aug 2020

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Application Procedures

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

~~To be considered for financial aid, a student must be a U.S. citizen or eligible noncitizen, have a high school diploma or GED equivalent, and enroll in an eligible degree or certificate program. The FAFSA and any other requested documentation should be submitted prior to July 1 for the the fall tuition payment due date.~~ However, FAFSAs will be accepted any time during the school year. All program eligibility requirements are subject to change. All awards are subject to receipt of Federal and State funds.

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

Visit www.bhc.edu/financialaid for additional information. Refer to *Repeat Policy* (page 39) and *Adding/Dropping a Class* (page 40) for additional financial aid details.

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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 US History to 1877 (IAI: S2 900)
- HIST 106 US History Since 1877 (IAI: S2 901)
- ♦HIST 141 History of Asia to 1500 (IAI: S2 920N)
- ♦HIST 142 History of Asia since 1500 (IAI: S2 920N)
- ♦HIST 151 History of the Middle East since 1700 (IAI: S2 920N)
- ♦IS 200 Global Issues (IAI: S9 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

Non-Western Studies

- AG 288
- ANTH 103
- ANTH/PSYC 285
- ART 285
- BUSN 270
- ECON 270
- ENG 217, 218, 219
- HIST 141, 142, 151, 222
- MUSC 158
- ~~POLS 271~~
- SPEC 175

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Associate in Liberal Studies

Social Sciences

- ANTH 101
- ANTH 103, 204
- ECON 150, 221, 222
- Any History course except HIST 125, 127 and those listed in Non-Western Studies
- Any psychology course except PSYC 105

- Any political science course ~~except~~ ~~POLS 271~~
- Any sociology course
- ECE 200
- CRJU 152

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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 US History to 1877 (IAI: S2 900)
- HIST 106 US History Since 1877 (IAI: S2 901)
- ♦HIST 141 History of Asia to 1500 (IAI: S2 920N)
- ♦HIST 142 History of Asia since 1500 (IAI: S2 920N)
- ♦HIST 151 History of the Middle East since 1700 (IAI: S2 920N)
- ♦IS 200 Global Issues (IAI: S9 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

Social Sciences

- ACCT 170, 180
- AG 121, 281
- ANTH 101, 102
- MECH 213
- BUSN 110
- ECON 150, 221, 222
- HIST 105, 106, 252
- ~~POLS 101, 122, 252~~

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Published Aug 1, 2020

Team Leader

Certificate Code: ~~5737~~ 5739

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

Students who enroll in the Team Leader Certificate program will pursue a three-semester course of study designed to provide students 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. This certificate helps provide a foundation toward the completion of the Business degree.

Suggested Courses

First Semester	Credit Hours
BUSN 110 Intro to Business	3
¹ BUSN 160 Business Math I	3
²BE 180 Business Communications	4
BUSN 116 Business Relations	3
CS 100 Introduction to Computers	3

Second Semester

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
BUSN 243 Developing Team Skills	3
BUSN 250 Human Resource Management or	
BUSN 251 Organizational Behavior	3
² BE 180 Business Communications	4
ECON 221 Principles of Macro Economics	3

Third Semester

ACCT 170 Accounting Basics – Career I	3
ACCT 171 Accounting Basics I - Lab	1
BUSN 230 Principles of Marketing	3
BUSN 243 Developing Team Skills	3
BUSN 250 Human Resource Management or	
BUSN 251 Organizational Behavior	3
BUSN 240 Principles of Management or	
BUSN 242 Principles of Supervision	3
BL 201 Business Law I	3

Minimum total hours required for certificate ~~44~~ 40

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

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Published Aug 1, 2020

Small Business Management

Certificate Code: ~~9598~~ 9698

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

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

Suggested Courses

First Semester	Credit Hours
ACCT 121 Accounting with QuickBooks I	2
BUSN 110 Intro to Business	3
BUSN 121 Small Business Mgmt	3
BUSN 242 Principles of Supervision or	
BUSN 243 Developing Team Skills	3
Business Elective	3

ACCT 170 Accounting Basics – Career I- Fall only (3)

ACCT 171 Accounting Basics I - Lab – Fall only (1)

BUSN 110 Introduction to Business (3)

BUSN 116 Business Relations (3)

¹BUSN 160 Business Math I (3)

BUSN 230 Principles of Marketing (3)

Second Semester

BUSN 116 Business Relations	3
BUSN 118 Small Business Simulations	3
¹BUSN 160 Business Math I	3
BUSN 230 Principles of Marketing	3
²BE 180 Business Communications	4

BUSN 118 Small Business Simulations (3)

BUSN 121 Small Business Mgmt (3)

BUSN 242 Principles of Supervision or

BUSN 243 Developing Team Skills (3)

²BE 180 Business Communications (4) (3)

CS 100 Introduction to Computers (3)

Minimum total hours required for certificate 30-31

~~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

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

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

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Published Aug 1, 2020

Network Administrator Certificate

~~Certificate Code:~~ 5679 5689

~~Contact Persons:~~ QC Faculty, Jamie Hill, 309-796-5284, hillj@bhc.edu; Don Mosier, 309-796-5278, mosierd@bhc.edu.

This certificate is offered at the Quad Cities Campus.

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

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

Suggested Courses

First Semester		Credit Hours
ITS 112	Operating Systems	3
ITS 125	IT Professional Skills	1
NETW 120	Basic Computer Networks	3
NETW 125	Cisco I	3
NETW 125	Introduction to Networks	4
NETW 170	Intro to Information Security	3
NETW 210	Windows Workstation - fall only	3

Second Semester

NETW 145	Cisco II	3
NETW 145	Switching, Routing and Wireless	4
NETW 215	Windows Server (spring only)	3
NETW 255	Advanced Networking/N+ Prep	3
ITS 118	Computer Troubleshooting	3
NETW 274	Ethical Hacking and Security - spring only	3
NETW 280	Network Defense - spring only	3
NETW 274	Ethical Hacking/Security+ Prep	3
NETW 280	CCNA Security	3

Minimum total hours required for certificate 31-30

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Business

~~Associate in Applied Science Code:~~ 5235 5335

~~Contact Persons:~~ QC Faculty, Acie Earl, 309-796-5267, earla@bhc.edu ; East Campus, Advising, 309-854-1709

Success in a business career in the 21st Century will require preparation in core subjects. In this program, students learn management skills, accounting procedures, financial management techniques, and skills to market products and/or services. They also gain general knowledge of business law, economics, and computer skills. The Business AAS degree expands on the coursework of the ~~Lead Employee Banking and Finance, Small Business Management, and Team Leader, and International Business~~ certificates.

Business students are prepared for industries such as retail, hospitality, insurance, banks, non-profit organizations, and government agencies. Upon graduation students will be qualified for positions in entry level management, entry level HR/Benefit specialists, and marketing positions such as sales, customer service and event planning. Some students develop their own successful businesses.

Students who complete this program will be able to:

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

Suggested Courses

First Semester		Credit Hours
ACCT 170	Accounting Basics – Career I	3
ACCT 171	Accounting Basics I - Lab	1

BUSN 110	Intro to Business	3
BUSN 116	Business Relations	3
BUSN 160	Business Math I	3
CS 100	Introduction to Computers or	
BE 247	Adv. Info. Proc. App.	3

Second Semester

ACCT 180	Accounting Basics – Career II	3
ACCT 181	Accounting Basics II – Lab	1
BE 105	Business Presentation Skills	2
BE 146	Microsoft Excel	3
BE 180	Business Communications	4
BUSN 195	Personal Finance	3
BUSN 220	Business Math II	3
BUSN 250	Human Resource Management	3
ACCT, BE, BL, or BUSN Elective		3
BUSN, ACCT, BE, BL, or SPEC Elective		3

Third Semester

BL 201	Business Law I <i>or</i>	
BL 202	Business Law II	3
BUSN 220	Business Math II	3
BUSN 230	Principles of Marketing	3
BUSN 238	Salesmanship	3
BUSN 240	Principles of Management	3
ECON 221	Principles of Macro Economics <i>or</i>	
ECON 222	Principles of Micro Economics	3
BUSN, ACCT, BE, BL, or SPEC Elective		3

Fourth Semester

BUSN 250	Human Resource Management	3
BUSN 266	Business Policy and Ethics	3
BUSN 238	Salesmanship	3
BUSN 247	Business Internship	3
BUSN 249	Business Seminar	1
BE 180	Business Communications	3
ECON 221	Principles of Macro Economics <i>or</i>	
ECON 222	Principles of Micro Economics	3
ACCT, BE, BL, or BUSN Elective		3

Minimum total hours required 62 60

Finance Electives: BUSN 210, BUSN 215, BUSN 252, BUSN 260, BL 202

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

Marketing Electives: BUSN 236, BUSN 280, BUSN 284

Management Electives: BUSN 118, BUSN 121, BUSN 241, BUSN 242, BUSN 243, BUSN 245, BUSN 251, BUSN 252

SPEC Electives: SPEC 114 (Fall Only), SPEC 175 (Spring only)

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Associate in Arts

Associate in Arts Code: 1145

Total minimum credits required: 60

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

ANTH 100 Intro. To Anthropology (IAI: S1 900N)

ANTH 101 Intro to Physical Anthropology (IAI: S1 902)

MUSC 154 Music Appreciation (IAI: F1 900)

♦MUSC 158 Introduction to Non-Western Music (IAI: F1 903N)

~~MUSC 256 Introduction to American Music (IAI: F1 904)~~

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Associate in Science

Associate in Science Code: 1645

Total minimum credits required: 60

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

ANTH 100 Intro. To Anthropology (IAI: S1 900N)

ANTH 101 Intro to Physical Anthropology (IAI: S1 902)

MUSC 154 Music Appreciation (IAI: F1 900)

♦MUSC 158 Introduction to Non-Western Music (IAI: F1 903N)

~~MUSC 256 Introduction to American Music (IAI: F1 904)~~

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Published Aug 1, 2020

Medical Coding Specialist Certificate

Certificate Code: 5584

Contact Person: Advising, 309-796-5100; Marcie Davis, davismar@bhc.edu, 309-796-5364

The Medical Coding Specialist Certificate is to prepare students for employment in the health care information management area. This certificate enables the student to be employed by coding departments, physicians' offices, health care clinics, emergency care clinics, chiropractic offices, psychiatric clinics, health insurance companies and HMO offices. The opportunity for Internet coding work is possible after experience is gained.

The Medical Coding Specialist job entails the translation of diagnoses, procedures, services and supplies into numeric/alpha-numerical components for statistical reporting and reimbursement. The Medical Coding Specialist can expect team working experience with medical billing specialists and others on the health care team; this person will need special

training in medical terminology, anatomy and physiology as well as a thorough understanding of CPT procedure and ICD-10 diagnosis coding; also necessary knowledge includes an in-depth understanding of third-party reimbursement and coverage policies, the review and the abstract of in-patient and out-patient medical records, the ability to utilize new coding standards, HIPAA regulations, the ability to resolve insurance carrier rejects and denials related to coding and coverage issues.

To deliver these special skills in this program, this curriculum provides both classroom instruction and hands on experience in the form of an internship. The internship will be for one semester minimum 10 hours a week, for a total of 240 hours. The internship will require 240 hours for completion.

Suggested Courses

First Semester		Credit Hours
BE 100	Orientation to Work Environment	2
BE 141	Computerized Keyboarding I	3
HIM 110	Human Anatomy & Disease	3
HIM 150	Technical Medical Terminology	3
HIM 156	Introduction to Health Insurance	3
HIM 257	Procedures and Diagnosis Coding I	3

Second Semester

HIM 200	Advanced Medical Terminology	3
HIM 251	Medical Office Procedures	3
HIM 258	Procedures & Diagnosis Coding II	3

Third Semester

HIM 254	Law Liability and Medical Ethics	3
HIM 259	Procedures & Diagnosis Coding III	3
HIM 261	Seminar	1
HIM 265	Internship	3

Minimum total hours required for Certificate 33

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Health Information Management

Associate in Applied Science Code: 5292 5392

Contact Person: Advising, 309-796-5100; Marcie Davis, davismar@bhc.edu, 309-796-5364

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

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

The curriculum for this associate's degree includes coursework in the two certificate areas of Medical Coding and Medical

Assisting. A student with a certificate in one of the above areas may transfer most of the coursework toward this Health Information Management (HIM) degree.

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

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

As a skilled medical information professional, HIM degree earners specialize in patient data that doctors, nurses, and other providers rely on to perform their jobs—a needed link in the extended health care team.

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

Students who complete this program will be able to:

- Analyze and compare case studies that focus on ethical decision making in health care.
- Successfully complete Health Information Management internships, with student demonstrating proficiency in cognitive, psychomotor, and effective domains.

Students completing this associate degree will be able to:

- Successfully utilize technology for the management of health care information
- Acknowledge client cultural diversity especially in communication
- Demonstrate accurate use CPT and ICD-10 coding
- Provide information to administration using computer skills of preparing datasheet, analysis and presentation graphics

Health information technology is a fast-growing occupation in the U.S. today. The HIM professional has a thorough knowledge of medical office procedures including: health insurance filing, medical coding, and regulations. HIM graduates are prepared to use health information technology to document patient care and facilitate delivery of health care services. They are aware of all standards and requirements

that apply to the medical record, as well as the legal significance of the patient file. The curriculum for this associate's degree includes medical coding. Medical coding professionals stand in the crossroads of healthcare technology which is an important component of the healthcare delivery system.

A student with a medical coding certificate may transfer coursework towards this Health Information Management degree. This degree includes a 240-hour internship in which students will engage in supervised "on the job training." Internship sites may include physician's offices, medical centers or insurance offices.

Suggested Courses

First Semester Credit Hours

BE 100	Work Environment Orientation	2
BE 141	Computerized Keyboarding I	3
HIM 150	Technical Medical Terminology	3
COMM 105	Essentials of English	3
HIM 156	Introduction to Health Insurance	3
HIM 110	Human Anatomy & Disease	3

Second Semester

BE 145	Information Processing	3
HIM 200	Advanced Medical Terminology	3
HIM 251	Medical Office Procedures	3
HIM 255	Management of Electronic Health Records	3
HIM 257	Procedure & Diagnosis Coding I	3
PHIL 100	Logic	3
<i>PYSC 101</i>	<i>Intro to Psychology or</i>	
<i>SOC 101</i>	<i>Principles of Sociology</i>	3

Third Semester

BE 146	Excel for Business	3
CS 100	Introduction to Computers	3
HIM 249	Management of Health Information	3
HIM 252	Pharmacology Terminology	3
HIM 254	Law, Liability, and Medical Ethics	3
HIM 258	Procedure & Diagnosis Coding II	3

Fourth Semester

BE 180	Business Communications	4-3
HIM 245	Medical Scribe Procedures or	3
BE 143	Keyboard Speed & Accuracy	2
SPEC 175	Intercultural Communication	3
HIM 259	Procedure & Diagnosis Coding III	3
HIM 261	Seminar	1
HIM 265	Internship	3

Minimum total hours required for degree 63 60

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Accounting Clerk

Certificate Code: ~~5831~~ 5931

Contact Persons: QC Faculty, Jodee Werkheiser, werkheiserj@bhc.edu, 309-854-1821; East Campus Recruiter, 309-854-1724, Rm. A-203.

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

This program is designed to prepare the graduate for employment in small to medium-sized businesses, performing jobs ranging from general office duties to basic accounting tasks.

Suggested Courses

First Semester Credit Hours

ACCT 170	Accounting Basics – Career I	3
ACCT 171	Accounting Basics I - Lab	1
BUSN 110	Intro to Business	3
BUSN 116	Business Relations	3
BUSN 160	Business Math I	3
CS 100	Introduction to Computers	3

Second Semester

BE 146	Microsoft Excel	3
BE 180	Business Communications	4
ACCT 121	Accounting with QuickBooks I	2
ACCT 123	Accounting with QuickBooks II	2
ACCT 180	Accounting Basics – Career II	3
ACCT 181	Accounting Basics II – Lab	1
ACCT 290	Payroll Accounting	2-3

Minimum total hours required for certificate 33 30

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Accounting

Associate in Applied Science Code: ~~5466~~ 5467

Contact Persons: QC Faculty, Jodee Werkheiser, 309-309-1821; East Campus, Advising, 309-854-1709

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

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

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

Suggested Courses

First Semester		Credit Hours
BUSN 110	Intro to Business	3
BUSN 116	Business Relations	3
BUSN 160	Business Math I	3
ACCT 170	Accounting Basics – Career I	3
ACCT 171	Accounting Basics I - Lab	1
CS 100	Introduction to Computers or	3
BE 247	Adv. Info. Proc. Appl.	3
CS 100	Introduction to Computers	3

Second Semester

BE 146	Microsoft Excel	3
BE 180	Business Communications	4
ACCT 121	Accounting with QuickBooks I	2
ACCT 123	Accounting with QuickBooks I	2
ACCT 180	Accounting Basics – Career II	3
ACCT 181	Accounting Basics II – Lab	1
ACCT 290	Payroll Accounting	2-3

Third Semester

ACCT 102	Managerial Accounting	3
ACCT 104	Managerial Accounting Lab	1
ACCT 208	Intermediate Accounting	4
BL 202	Business Law II	3
BUSN 220	Business Math II	3

Fourth Semester

ACCT 240	Internal Controls and Fraud	2-3
ACCT 250	Federal Income Tax	4
ACCT 263	Accounting Internship	3
BE 105	Business Presentation Skills	2
BE 180	Business Communications	3
BUSN 266	Business Policy and Ethics	3

Minimum total hours required for degree ~~64~~ 60

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

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Banking and Finance Certificate

Certificate Code: 5695

Contact Person: QC Faculty, Jodee Werkheiser, werkheiserj@bhc.edu, 309-854-1821.

This certificate is offered only at the Quad Cities Campus.

~~This certificate helps provide a foundation toward the completion of the Financial Services Management degree.~~

Good customer relations are vital to the financial service industry, therefore students interested in the program should be highly service-oriented and interested in working with people.

This program is designed to prepare students for entry-level positions in financial institutions and provides a foundation toward the completion of the Business AAS degree.

Graduates of the program are qualified for positions as a personal banking/account assistants, tellers and management trainees. These positions can be found in departments such as installment loans, data processing, personnel, credit services, commercial loans, branch offices, and auditing departments in banks, thrifts or credit unions.

Suggested Courses

First Semester		Credit Hours
ACCT 170	Accounting Basics – Career I	3
ACCT 171	Accounting Basics I – Lab	1
BE 146	Microsoft Excel	3
BUSN 110	Intro to Business	3
BUSN 116	Business Relations	3
BUSN 160	Business Math I	3
CS 100	Introduction to Computers	3

Second Semester

ACCT 180	Accounting Basics – Career II	3
ACCT 181	Accounting Basics II – Lab	1
BE 105	Business Presentation Skills	2
BUSN 238	Salesmanship	3
BUSN 195	Personal Finance	3
BUSN 210	Financial Institutions and Markets	3
BE 180	Business Communications	4-3

Minimum total hours required for certificate 32

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Published Oct 15, 2020

Surgical Technology

Associate in Applied Science Code: 5173

Contact Persons: Marcie Davis, 309-796-5364, davismar@bhc.edu; Advising Center, 309-796-5100.

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

The Surgical Technology Program is a career-oriented program designed to prepare students to function as part of a team in the operating room setting. This will include preparation of instruments, set up of the operating room and assisting with the care of patients undergoing surgery.

The curriculum includes both theory and practical application within the operating room setting. Students must achieve at least a “C” in all course work both general education and program specific.

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

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

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

Admission Requirements:

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

Students who complete this program will be able to:

- Demonstrate appropriate communication skills for patients and team members in the operating room and demonstrate cultural competence.

Suggested Courses

First Semester Credit Hours

BIOL 145 Anatomy - Physiology I	4
BIOL 150 Medical Terminology	3
COMM 100 Communication Skills	3
ST 100 Central Services	3
ST 101 Surgical Tech Fundamentals	5
PSYC 101 Intro to Psychology or	

SOC 101 Principles of Sociology	3
*Math 078 Pre-Algebra	(3)

Second Semester

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

Summer Semester

BIOL 261 Microbiology	4
ST 112 Surgical Pharmacology	2

Third Semester

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

Fourth Semester

ST 214 Surgical Technologist III	6
ST 215 Surgical Tech Clinical III	6

Minimum total hours required for degree 61

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

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Published Oct 15, 2020

Gas Metal Arc Welding

Certificate Code: 5765 5766
Contact Persons: East Campus Advising, 309-854-1700; QC Campus First Stop Center, 309-796-5100, Rm. 1-213

Shielded Metal Arc Welding

Certificate Code: 5760 5770
Contact Persons: East Campus, Mark Washburn, 309-854-6506, WSTC Rm. 117; QC Campus First Stop Center, 309-796-5100, Rm. 1-213

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Associate in Liberal Studies

Major Code: 2031

Total minimum credits required: 62

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

the initial interview, ALS advisors determine whether or not the student should be pursuing the degree.

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

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

Degree requirements are:

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

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

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

Written Communication Skills

- BE 180
- COMM 105
- ENG 101
- ~~JOUR 222~~

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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 Resource Center for information or visit www.bhc.edu/veterans

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

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