# Catalog

**August 2011**

# Vision

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

# Mission

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

# Core Values

Appreciation of Diversity, Caring and Compassion, Fairness, Honesty, Integrity, Respect, and Responsibility.

# Student Learning and Assessment

Black Hawk College is committed to providing a learning-centered environment. Faculty are interested in students' mastery of course content as well as the process by which students acquire knowledge. Students develop skills and adapt concepts that will support them throughout life as effective citizens as well as professionals in their fields.

The assessment of student learning is one very important component of a learning-centered environment. Assessment is an ongoing, systematic process that measures student learning. Through feedback processes, this assessment also provides a means to improve student learning at Black Hawk College.

**The assessment of student learning includes**:
• Developing outcomes for student learning
• Selecting appropriate assessment measures
• Systematically collecting, analyzing, and interpreting these measures
• Using feedback loops to make changes to improve student learning

Students play a significant role in their learning and the assessment process. They have opportunities to learn how the assessment process works, how the results will benefit them, and how to become active participants in the process.

# Black Hawk College Accreditation

Black Hawk College is accredited or approved by:
• The Higher Learning Commission
• Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 24000, Chicago, Illinois 60602-2504, 312-263-0456, http://www.ncahigherlearningcommission.org/. Any

questions regarding the accreditation of Black Hawk College may be directed to this *agency at the address and phone number listed here.*
• Illinois Board of Higher Education
• Illinois Community College Board
• Illinois State Board of Education

# From the President
# of Black Hawk College

Welcome and thank you for choosing Black Hawk College.

Black Hawk College has a strong and successful history. The Moline Community College was established by the Moline School Board in 1946 and was later named Black Hawk College in 1961. In 1965, BHC was incorporated into the state's system of higher education, and in 1967 East Campus operations started at the Kewanee National Guard. The current Quad-Cities Campus was completed between 1970 and 1971, and the current East Campus in Galva was completed in 1977. Since those early days, Black Hawk has been about the business of providing quality education through both credit and non-credit offerings.
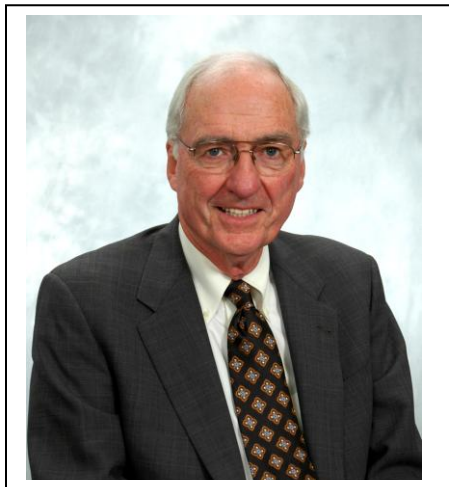
At Black Hawk College, you will find a dedicated staff and faculty who are anxious to help you achieve your educational goals through the offering of more than 70 career programs and more than 40 transfer programs. Your experiences in the classroom will be readily transferable to the workplace or to a senior college or university. Small classes, laboratories, and shops guided by highly qualified faculty working with industry standard equipment provide a high level learning environment.

In addition, we have a variety of organizations that encourage student involvement and engagement. Some of these organizations are as follows:

- African Student Association
- Alpha Beta Gamma (Leadership in Business)
- College Democrats
- College Jazz Society
- College Republicans
- International Student Association
- Phi Theta Kappa (Honor Society)
- Student Government Association

Please take advantage of the above that may interest you. Involvement will truly enrich your educational program.

Best wishes during your time at Black Hawk College.

R. Gene Gardner, Ph.D.

# Quick Reference Table of Contents

# Contents

# 2011-2012 Academic Calendar Year

*Calendar is tentative and subject to change.*

### July 2011

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

### August 2011

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

### September 2011

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

### October 2011

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

### November 2011

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

### December 2011

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

### January 2012

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

### February 2012

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

### March 2012

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

### April 2012

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

### May 2012

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

### June 2012

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

| | | | | |
|---|---|---|---|---|
| A | All College Assembly days | | JL | Summer – July Start |
| C | Closed | | JN | Summer – June Start |
| CE | Commencement – East | | M | Semester Mid-Date |
| CQ | Commencement – Quad-Cities | | R | Recess for academic year faculty |
| F | Final Examinations | | S | First contact day of semester |
| H | Holiday (all facilities closed) | | V | Vacation (College open, no classes) |

# College Information & Policies

## Black Hawk College ID Number

Students accepted for Admission are assigned a BHC ID number. Use of this ID helps safeguard the security and confidentiality of personal information. The ID number assists with obtaining available services at the College. Students may access their ID on the myBlackHawk Web portal, which is available to all students. All students are mailed a letter with login instructions.

## Catalog Disclaimer

This Catalog is effective August 1, 2011, to August 30, 2012. This catalog is for informational purposes only and does not constitute a contract. Black Hawk College has made every reasonable effort to determine that everything stated in this catalog is accurate at the time of printing. However, the College reserves the right to change, modify, or alter without notice all fees, charges, tuition, expenses, and costs of any kind and further reserves the right to add or delete without notice any course offering or information contained in this catalog, including the rules controlling admission to, instruction in, and graduation from College or its various divisions. Such changes become effective whenever the College deems necessary and apply not only to prospective students but also to those currently enrolled.

## Governance

Black Hawk College operates at two primary campuses, one located in the Quad-Cities and one located near Kewanee, and at a number of additional instructional centers throughout the District. The College operates under the guidelines of the Illinois Community College Board and the North Central Association of Colleges and Schools of the Higher Learning Commission and adheres to Federal and State Civil Rights Laws, including Affirmative Action and Equal Opportunity. The responsibility for the governance, administration and operation of Black Hawk College is vested in the elected Board of Trustees of Community College District 503. The Board of Trustees delegates responsibility to the administration, faculty and staff for the practices and procedures which accomplish the mission of the College.

## myBlackHawk

**myBlackHawk**, BHC's Web portal system, provides a convenient method for students to obtain information via the Web. **myBlackHawk** is the means by which important College information and services will be provided, including registration and payment. Students may:
- View their overall schedule of courses.
- Register and pay for their classes (add or drop classes, check registration status, view class schedules, view account balances, make credit card payments).
- Access information about their courses.
- View their student records (academic holds, COMPASS scores, past grades, unofficial academic transcript).
- View their ID number
- View financial aid information (eligibility requirements and financial aid award information)
- Receive College and personal announcements.
- Send/receive email from their College e-mail address.

## Student E-Mail Accounts

Students at Black Hawk College are assigned an e-mail account. This account is the primary mode of communication between the College and students. This e-mail account is available through the myBlackHawk Web portal.

## Affirmative Action

Black Hawk College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, national origin or ancestry, age, disability, unfavorable discharge from the military, or status as a disabled veteran or Vietnam-era veteran, in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of its educational programs as specified by State and Federal laws and regulations. The coordinator for compliance is Jo Johnson, 309-796-5005 (e-mail: johnsonjo@bhc.edu).

# Freedom of Information Act

Black Hawk College has established a "Freedom of Information Act" center at each campus location, providing the public with the opportunity to request information on many facets of College activity. Forms are provided for submission of requests, and prompt response and processing is assured by full compliance with the Freedom of Information legislation enacted by the state of Illinois in 1984. Contact the Public Relations Office for more information.

# Student Right to Know

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

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

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

# Facilities

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

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

The College's district office is located on the Quad-Cities Campus in Moline, while the East Campus is located five miles south of Kewanee, Illinois.

Operated as one college with two campuses and several Outreach sites, Black Hawk offers more than 40 liberal arts and science curricula in the transfer area and more than 70 career track programs leading to degrees and certificates. The College also offers a wide range of special purpose and community service (outreach) programs.

Black Hawk College is a non-resident institution but offers a full array of recreational and athletic programs on each campus. Teams compete in the Arrowhead Athletic Conference of community colleges.

## Quad-Cities Campus

The campus is situated on a park-like 161-acre site on the south edge of Moline. Four modern, well-equipped buildings are accessible to the physically challenged, and provide excellent facilities for both the education and recreation of students.

Modern classrooms and constantly updated, well-equipped laboratory facilities optimize the educational opportunities for students at the Quad-Cities Campus. District offices and the computer center are located in Building #1, which also houses the library, several computer labs, and student services, which include Counseling, Advising, Tutoring Assistance, Testing, Enrollment Services, Bursar's Office and Financial Aid. There are classrooms and a large lecture hall. English, Philosophy, Foreign Language, Social and Behavioral Studies, Business, and Computer Information Technology departments are also located in Building 1.

The Manufacturing, Science and Business career departments are in Building 2, which also houses four interactive television rooms capable of video conferencing throughout the state as well as globally.

Building 3 houses Math, Speech, Allied Health, Nursing, and the Health and Physical Education departments. It also houses two gymnasiums, a swimming pool, an indoor track and a fitness center, along with the Athletic Director, Hospitality Services, and Campus Police department. In the Direct Services addition to this building is the College Bookstore, Marketing/Media Services Office, Alumni office, Foundation Office, Public Relations Office, Campus Services, and Shipping and Receiving Office.

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

## East Campus

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

The East Campus includes a building that serves as a nucleus for campus life. Four other buildings on campus provide additional classroom and general space for College and community activities. A complete automotive laboratory, a learning resources center, a computer center, and a fitness center provide for the development of varied academic and career interests. The recent addition of a greenhouse provides hands-on experience for horticulture students. An agriculture center provides laboratory and classroom space in three buildings for the College's nationally renowned agriculture programs. The center also serves area clubs and agricultural related organizations.

## Outreach Centers

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

Other outreach facilities include:

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

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

## Parking

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

A complete list of parking rules and regulations is available in the Campus Police at each campus and online at the Campus Police web page.

## Information Technology Services

The Information Technology Services (ITS) department at Black Hawk College is dedicated to serving the College's mission "to provide the environment and resources for individuals to become life-long learners." The department strives to accomplish this by maximizing efficient resource utilization in analyzing, implementing, and integrating current and emerging technologies. The ITS department supports the College's technology services, including but not limited to:
• Classroom technology such as computers, audio/visual systems, and video distance learning capabilities
• Wireless Internet access in most locations at the Quad-Cities Campus, as well as select areas of the East Campus
• Web Portal (myBlackHawk), course management, and self-service systems support (registration, Web payment, grades, etc.)

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

# Admission Information

## Admission Policy

Black Hawk College maintains an "open door" admission policy that provides access to higher education for those individuals who can benefit from its programs and courses. This policy includes the following:
• High school graduates or those with a GED Certificate or those who can demonstrate college readiness.
• Anyone 18 years of age and older.
• Transfer students from other colleges and universities.

In addition, the following categories of students may be admitted with the approval of the Registrar.
• High school students 16 or 17 years of age who obtain prior approval from the high school in which they are currently enrolled. In addition, prior approval of parent/guardian is required.
• Young adults 17 years of age who have severed all connections with the high school district in which they are a legal residents. Prior approval of parent/guardian is required.
• Students below 16 years of age in a gifted or accelerated program who obtain prior approval from their high school district. In addition, prior approval of parent/guardian is required.

Additional information regarding Early Entry enrollment may be obtained from Enrollment Services.

## Concurrent Enrollment of High School Students

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

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

## Dual Enrollment of High School Students

High school students age sixteen (16) or older who meet the necessary placement requirements and course prerequisites may enroll in Black Hawk College courses held on campus, at one of the College's extension sites, or, in some cases, at the high school. College credit will be granted for each successfully completed course. The determination of whether a college course is offered for high school credit is made at the secondary level according to the policies and practices of each school district.

## Application for Admission

Every person who is enrolling for the first time must submit an application for admission. Anyone having previously attended Black Hawk College and wishing to return after an absence of two years must complete another application for admission. When possible, applications should be submitted at least one week prior to registration or an assessment test.

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

## High School or GED Transcripts

Students should check specific program requirements and athletic eligibility requirements to determine if the final high school transcript is required.

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

Individuals considering enrollment at Black Hawk College are advised that the Illinois Board of Higher Education has established the following high school course distribution requirements for all students admitted to baccalaureate programs beginning in the fall term of 1993:

> 4 years of English
> 3 years of mathematics
> 3 years of social sciences
> 3 years of science (with laboratories)
> 2 years of foreign language, music, or art

As an open admissions community college, students will be admitted to Black Hawk College without these courses. However, students in certain programs may be required to take additional courses as prerequisites.

# Admission of Transfer Students

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

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

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

**College Transcripts** An official transcript must be sent directly from all colleges to Black Hawk College if the student wants to use previous college course work for course placement, financial aid, or credit transfer.

# BHC/NIU Dual Admission

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

# BHC/WIU Dual Admission

The dual admission agreement between Black Hawk College (BHC) and Western Illinois University (WIU) enables a student to gain admission to both colleges at the same time. Students with the dual admission program will have transcripts automatically sent by BHC to WIU each semester. WIU will provide a report each semester to the dual-admitted student indicating how each class taken at BHC has transferred to WIU. The student will always know where he/she stands in the transitional process to WIU. At BHC, contact the Enrollment Services Office. At WIU, contact the Regional Center Admissions Office or the Admissions Office on the Macomb Campus.

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

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

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

To be issued the Form I-20 or IAP-66, an international student must submit the following:
1. An Application for Form I-20 or IAP-66.
2. Financial support documents showing the availability of sufficient funds.

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

number for the Transition/International Coordinator is 309-796-5186.

International students and non-native speakers of English must prove English language proficiency before enrolling in an academic program. These students must take the English as a Second Language placement tests before registering for any courses at Black Hawk College. These placement tests include the following:
1. Michigan Test of English Language Proficiency
2. Michigan Test of Aural Comprehension
3. Writing Sample
4. Oral Interview

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

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

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

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

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

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

Students whose placement scores indicate advanced English language proficiency may take some academic classes while continuing to work on English. Students will be allowed to take a full academic load after completion of the required courses with satisfactory evaluations and a recommendation from the ESL Coordinator, 309-796-5183.

## Admission Denial

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

# Tuition and Fee Information

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

## Residency

Tuition rates are determined by the **LEGAL RESIDENCE** of the student. Residence is defined as the place where the student lives and which is the student's true permanent home. A student who temporarily moves into the district for the purpose of attending the College at the lower in-district rate will **NOT** be considered as having established a bona fide residence within the district.

**In-District.** In-district tuition rates will be charged for the following:
1. Resident. Any student whose LEGAL RESIDENCE is within the boundaries of Black Hawk College District 503.
2. Emancipated Minor. A student under 18 years of age who is solely responsible for his/her support and whose parents did not claim him/her as a tax exemption for the current year, and who legally resides in the district.

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

Aledo Community Unit High School District 201
Alwood Community Unit District 225
Annawan Community Unit School District 226
Cambridge Community Unit School District 227
Erie Community School District 1
Galva Community Unit High School District 224
Geneseo Community Unit School District 228
Kewanee Community Unit High School Dist. 229
Mercer County School District 404
Moline School District 40
Orion Community Unit District 223
Riverdale Community Unit School District 100
Rock Island/Milan School District 41
Rockridge Community Unit School District 300
Sherrard Community Unit School District 200
Stark County Community Unit School District 100
United Township High School District 30
Westmer Community Unit School District 203
Wethersfield Unit School District 230

**Any individual who shows proof of full-time employment by a company located within the Black**

**Hawk College District will pay the in-district tuition rate.**

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

Out-of-district residents who wish to attend Black Hawk College must file a "Notification of Intent to Attend a Recognized Illinois Public Community College" application with their local community college or high school. These forms can be obtained from the student's local high school district or community college district and should be filed 30 days prior to the term that the out-of-district student wishes to begin attending Black Hawk College.

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

**Verification of Residency.** Proof of residency is verified by any of the following:
1. An Illinois driver's license and/or vehicle registration
2. Voter registration card
3. Payment of property taxes in BHC District 503
4. Full-time employment in BHC District 503
5. Other documents that are not self-serving

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

## Tuition and Fees

*Tuition and fees are subject to change.*

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

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

| Residence | Rate Per Cr. Hr. |
|---|---|
| Black Hawk College District | $ 89 |
| Illinois outside the College District | $198 |
| Iowa residents of Clinton, Louisa, Muscatine or Scott Counties | $123 |
| All other out-of-state residents | $198 |
| Tuition for Online Courses, in-state residents | $ 103 |
| Tuition for Online Courses, out-of-state residents | $123 |

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

When other areas are annexed to the College district and when that annexation becomes effective in accordance with the Illinois Public Community College Act, students from such areas will also be classified as resident students.

**Auxiliary Fees.** The student auxiliary fee is $3 per credit hour. All students, full and part-time, are required to pay the auxiliary fee.

Among the many things this fee covers are the following:
1. Use of Student Center facilities
2. Subscription to College newspaper
3. Admission to home athletic games
4. Admission to social activities and special programs
5. Funding for student clubs, organizations and activities

**Late Graduation Fees.** Students who apply for spring graduation ceremony late (see published deadlines) will be charged a $25 late fee. Contact Enrollment Services for annual deadlines.

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

**Instructional Material Fees.** There is a $2 per credit hour fee for materials.

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

**Technology Fee.** There is a $4.50 per credit hour fee for the provision of district-wide campus technology (internet connectivity, software and other student-related technology) to all full- and part-time students.

# Cooperative Educational Agreements and Chargebacks

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

If Illinois students outside the Black Hawk College District notify their local community college of their intent to attend Black Hawk College. Once their community college has approved the student to attend Black Hawk College, the student's community college will submit the necessary paperwork to Black Hawk College. It is the student's responsibility to follow up with Black Hawk College and make sure the paperwork has been received. The approval paperwork **must** be received **five business days** before the start of the semester to receive the in-district rate.

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

# Refund Policy

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

**Refund Schedule**

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

2. In the event a class is cancelled by the College, 100% of all monies paid for the course will be refunded.

3.  100% of TUITION will be refunded if a licensed physician recommends that the student withdraws from all his/her classes for medical reasons. Physician Statement forms are available in the Enrollment Services office; the physician's recommendation may also be submitted on official letterhead.

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

Once the term begins, any drop from a course becomes part of the student's permanent academic record and is recorded as a "W" (withdrawal). A student may withdraw from a course through the 12th week of the semester (for 16 week classes). Any withdrawal after this date must be approved by the instructor. If the class meets less than 16 weeks, consult Enrollment Services regarding withdrawal and needed instructor permission. If the student stops attending a course without officially withdrawing, the student is likely to receive an "F" grade. If the student never attends or ceases to attend any course in which he/she has enrolled, the student may be administratively withdrawn.

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

If a withdrawal request is sent by mail, it must be addressed to the Enrollment Services office at either campus. Withdrawal requests may be faxed to Enrollment Services at 309-796-5209 or e-mailed from the student's myBlackHawk account to registrar@bhc.edu. The date the withdrawal is received by the College will determine the percentage of the refund. No refunds are granted if a student is dismissed for disciplinary reasons.

Every attempt will be made to issue authorized refunds by the end of the fifth week of classes. Questions concerning refund eligibility and exceptions to this policy are referred to the Enrollment Services office, and questions concerning amounts refunded are referred to the Bursar's Office.

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

## Return of Federal Financial Aid Policy

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

## Military Called to Active Duty

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

## Senior Citizens Tuition Waiver

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

**Note:** All fees and the costs of books are not covered by this waiver.

## Books and Supplies

Textbooks and other supplies are available through the College bookstores located on both campuses. Textbooks may be ordered online at the College website http://bookstore-qc.bhc.edu for Quad-Cities classes or http://bookstore-east.bhc.edu for East Campus classes.

Textbooks for all classes are not available at both bookstores. Please refer to the location (QC or East) of that class in the class schedule. The textbook will be available for purchase from that location's bookstore.

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

## Returned Checks

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

## Financial Arrears

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

## Deferred Payment Program

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

1. The student pays one-third of the total charges, PLUS the non-refundable deferred payment fee on or before the payment due date.
2. Student must sign a promissory note for the outstanding balance at the East Campus Bursar's office on the East Campus or the Bursar's Office on the Quad-Cities Campus.
3. The remaining two-thirds of the charges will be divided into two payments. Scheduled payments must be received on or before stated due dates to avoid late fees.
4. Students must be in good standing with the Bursar's Office and have no outstanding administrative holds on their accounts before deferred payments can be executed.
5. Any balance that remains outstanding may be turned over to a collection agency; the collection costs and attorney fees will be paid by the student.
6. The promissory note must be paid in full even if a student withdraws from or stops attending classes after the refund period.
7. Deferred payments are available for spring and fall semesters only.
8. Questions about the program should be directed to the Bursar's Office at 309-796-5200.

# Financial Aid

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

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

## Application Procedures

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

To be eligible for financial aid, students must be high school graduates or GED recipients, or show the "ability to benefit" by achieving satisfactory scores on the COMPASS test. Financial aid applications and requested documents must be in the Financial Aid Office by July 1 for the fall tuition due dates. Applications for financial assistance will be accepted any time during the school year. All program eligibility requirements are subject to change. All awards are subject to receipt of Federal and State funds.

## Academic Progress

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

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

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

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

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

## Black Hawk College Achievement Awards

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

## State Funded Financial Aid

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

**Illinois Veterans Grant.** Illinois veterans who served one year of active duty, received an honorable discharge and currently reside in Illinois or were residents of Illinois when they entered the military and returned to Illinois within six months of discharge could be eligible to have their tuition and certain fees paid by the State of Illinois. Soldiers who served in a foreign country during a time of hostilities could also be eligible if they meet all of the State's required criteria. The veteran must have a DD214 Member 4 copy to apply and may also be required to show paperwork for all periods of service.

**Illinois National Guard.** To qualify, a student must be on active duty and must have served for at least one year in the Illinois National Guard. Any recipient under this program is entitled to payment of tuition and approved fees while attending full or half-time. Iowa residents who are active members of the Illinois National Guard are eligible to receive the grant. Students must apply annually for the grant.

**Department of Rehabilitation Services (DORS).** Students with physical or mental disabilities which constitute a substantial vocational handicap are eligible for grants covering tuition and fees. Other aid may also be provided when financial need is shown.

### Other Scholarships/Grants Offered by the State
• Minority Teachers of Illinois Scholarship
• Robert C. Byrd Honors Scholarship
• MIA/POW Scholarship
• Grant for Dependents of Police or Fire Officers
• Grant for Dependents of Correction Officers
Additional information on these programs is available at the Financial Aid Office.

## Federal Funded Financial Aid

**Federal Pell Grants.** The Federal Pell Grant is awarded to undergraduate students who have financial need as determined by a Federal formula which evaluates the information a student reports on the FAFSA. The amount a student receives will depend not only on their financial need, but also on full or part-time enrollment status, and if a student attends school for a full academic year or less. Apply online at www.fafsa.gov.

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

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

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

**Parent Direct Loans for Undergraduate Students (PLUS).** Parents may borrow for their dependent undergraduate student. The loan is not based on financial need. PLUS loan applications are available at www.bhc.edu/loan.

## Veterans' Benefits

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

## Black Hawk College Scholarship Program

All new and current full and part-time students are encouraged to apply for Black Hawk College Scholarships. There are more than 70 endowed and annual scholarships available through the Quad-Cities and East Campuses each year.

**Application Instructions.** Scholarship applications and application deadlines online at www.foundation.bhc.edu.

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

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

For more information, you may visit the Foundation's Web site at http://foundation.bhc.edu/ or contact the Black Hawk College Foundation at 309-796-5052 or 800-334-1311, Ext. 5052; or contact the Black Hawk East College Foundation at 309-854-1715 or 800-233-5671, Ext. 1715.

# Placement and Orientation

**Placement**
**Orientation**

**Placement for Students in Foreign Languages**

## Placement

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

The COMPASS test measures academic skills in writing, reading, basic math, and algebra that provides information for advising and placement into courses commensurate with abilities. Test scores place students into either developmental education or 100-level college credit courses. Placements are mandatory for English Composition, Math, and Reading. Therefore, students are encouraged to prepare for the COMPASS test (see Compass web site www.bhc.edu/compass for more information).

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

Students who have taken the **ACT test within the past two years and have scores 22-36** may be able to have portions of the COMPASS test waived. ACT scores (from either official score report or high school transcript) must be shown to an advisor or brought to the testing session proctor to receive a test exemption. *If no documentation is provided, you will be required to take all portions of the test.*

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

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

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

Students who require special testing accommodations may contact Disability Services on the Quad-Cities Campus at 309-796-5900 or the East Campus at 309-854-1713.

Assessment policies/guidelines are subject to change. It is the student's responsibility to obtain the most accurate and up to date information. Please see the web page for the most current information at www.bhc.edu/compass.

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

## Orientation

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

- Two-hour group orientation sessions called "Smart Start" are scheduled periodically throughout the year on the Quad-Cities Campus. Check the web site www.bhc.edu/orientation for information on the dates and times available.
- Visit the Quad-Cities Campus for a mini-orientation/ campus tour. Call 309-796-5100 for available weekly days/times.
- See the "Roadmap to Success" online orientation at www.bhc.edu/roadmap.
- Special orientation for International students and ESL students are arranged through the ESL/International office.

## Placement for Students in Foreign Languages

Students registering in the following levels of French, German, Italian, Japanese or Spanish should keep in mind the following guidelines:

**Elementary level 101**
Knowledge in the foreign language is not required.

**Elementary level 102**
The student should have had one year of the foreign language in high school with a "C" or above or a semester of the foreign language in college with a "C" or above or the equivalent.

**Intermediate level 201**
The student should have had two years of the foreign language in high school with a "C" or above or two semesters of the foreign language in college with a "C" or above or the equivalent.

**Intermediate level 202**
The student should have had three years of the foreign language in high school with a "C" or above or three semesters of the foreign language in college with a "C" or above or the equivalent.

**Advanced level 253**
The student should have had four years of the foreign language in high school with a "C" or above or four semesters of the foreign language in college with a "C" or above or the equivalent.

**Advanced level 254**
The student should have had four years of the foreign language in high school with a "C" or above or five semesters of the foreign language in college with a "C" or above or the equivalent.

# Registration

| | |
|---|---|
| **Student Responsibilities** | **Maximum Course Load** |
| **Student Handbook** | **Semester Credit Hour Load** |
| **Auditing** | **Cancellation of Courses** |

## Student Responsibilities

Upon enrollment at Black Hawk College, the student enters into a voluntary agreement with the College. Inherent in this agreement is the obligation that the student will abide by the policies, rules and regulations that govern the institution.

Responsibility for proper registration rests with the student. The individual student is responsible for satisfying the College curriculum and graduation requirements. If the student chooses to follow a transfer program, he/she is responsible for coordinating the course of study at the College with that of the institution from which the baccalaureate degree is expected.

## Student Handbook

The College publishes a Student Handbook annually that each student should consult and review carefully. The handbook contains further information regarding office hours, resources that address students' questions, concerns or needs for resolution, student code of conduct, policies and procedures, information about facilities and services for students, student activities and other important information that the student may need while attending Black Hawk College. A copy of the Student Handbook may be obtained on the College's web site at www.bhc.edu.

## Auditing

Some courses at Black Hawk College may be audited. The decision regarding whether a course may be audited or not is made by the faculty member teaching the course. The auditor's level of participation in classroom activities is determined by the faculty member and the auditor by mutual consent. Audited course(s) will be on the transcript with an audit notation. Once enrolled, a student may not change class registration status from audit to credit or from credit to audit.

Registration for audit courses will be accepted only during the first week of the class and only for classes in which space is available. The faculty member's written permission on the Audit Permission and Registration Form is required prior to registration.

The costs for auditing a course are the same as registering for any credit course. Payment must be made at the time of registration. Hours audited are not eligible for financial aid.

For additional information contact the Enrollment Services Office.

## Maximum Course Load

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

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

## Semester Credit Hour Load

The College considers a student enrolled in a minimum of twelve credit hours for fall and spring semesters to be a full-time student; for summer, a student enrolled in a minimum of six credit hours in any combination of summer terms is considered a full-time student. For financial aid purposes, twelve hours is the minimum number of credit hours needed to be considered a full-time student in fall and spring semesters and in any combination of summer terms.

## Cancellation of Courses

The College reserves the right to cancel any course.

# Student Records

**Records Policy**                                                    **Change of Address**
**Deficiency Reports**                                                **Denial of Enrollment**
**Transcripts**                                                       **Transcript Retention**

## Records Policy

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

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

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

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

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

## Deficiency Reports

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

## Transcripts

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

## Change of Address

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

## Denial of Enrollment

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

## Transcript Retention

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

# Academic Information and Regulations

## Grading System

| Grade | | Grade Pts. per Cr. Hr. |
|---|---|---|
| A | Excellent | 4 |
| B | Good | 3 |
| C | Average | 2 |
| D | Poor (A student may elect to take an X if a grade of D is earned in a course that is using the X grading system) | 1 |
| F | Failure | 0 |
| P | Passing | |
| X | Represents no grade judgment. (An X grade will not affect the grade point average.) | |
| I | Incomplete. (Work not completed because of reasons considered appropriate by the instructor. The work must be completed within the time limit established by the instructor from one day to one year. If the work is not completed within one year, the Registrar will record an "F" or an "X" based upon the grading system used in that course.) | |
| W | Withdrawal | |

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

**Grade Point Average.** The student's grade point average is determined by dividing the number of credit hours attempted into the total grade points earned. The "X" or "P" is not used in computing the grade point average.

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

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

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

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

## Cheating and Plagiarism Policy

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

Definition of plagiarism. Plagiarism takes any one of three forms:
• Passing of words and/or images of another as one's own.
• Passing of the ideas of another as one's own.
• Using the original organizational scheme or plot of another as one's own.

Since it is the faculty member's responsibility to assign grades, it is also his/her prerogative to determine what constitutes cheating or plagiarism as defined above in his/her class(es). The consequences for cheating or plagiarism are determined by the faculty member. Unless that judgment can be shown to be either capricious, arbitrary, or in bad faith, the faculty member's judgment will stand.

# Repeat Policy

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

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

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

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

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

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

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

# Attendance

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

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

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

# Children in Class

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

# Withdrawing from College

If a student has registered for class(es) and decides NOT to attend Black Hawk College, he or she must officially withdraw. The student is responsible financially for tuition and fees for all classes not officially dropped by the refund date. The student should complete an Add/Drop form or send a letter, fax or e-mail with the student's name, ID number, and course information. E-mail must be sent from the student's myBlackHawk account. The Add/Drop form, letter, fax or e-mail must be sent to Enrollment Services.

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

# Adding/Dropping a Class

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

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

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

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

within the withdrawal period will result in the assigning of a grade for the class. The student is financially responsible for tuition and fees for all classes not officially dropped by the appropriate refund date.

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

To drop from a class, students may either complete the Black Hawk College Add/Drop Form, or send a letter, fax or email from the student's myBlackHawk account to the Registrar. The Schedule of Classes will indicate the last date that classes may be dropped. Withdrawals must be postmarked or date stamped by the published deadline dates. The request should state the student's name, ID number, and course information.

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

1. Refund Policy. Course withdrawal prior to the starting date of the semester is entitled to a 100% refund.

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

3. Impact on Grades. If a student does NOT officially withdraw from a course, the student may receive an "F" for the course.

4. Impact on Transcript. Any dropped course will appear on the student's permanent transcript as either a "W" (withdrawal) or as an earned grade, unless the student has officially completed the drop process prior to the start of the semester.

# Academic Standards

A 2.00 grade point average is necessary to graduate from Black Hawk College and to transfer to most senior institutions. Anytime the semester grade point average or cumulative grade point average is below 2.00, the student should reassess his/her educational objectives and study habits. The student should seek assistance from instructors, academic advisors and counselors in this reassessment process.

**Good Standing.** To be in good standing, any student who has attempted 12 credit hours, regardless of where the hours were earned, must maintain a cumulative GPA of 2.00.

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

# Academic Progress Policy

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

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

Academic warning means that the student is being warned of failure to make sufficient academic progress as defined by the policy. The student may continue to enroll while on academic warning under conditions set by the College.
A student will be placed on academic probation if his or her BHC cumulative grade point average remains below 2.0 GPA for more than one semester.

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

If the student has been placed on academic probation and then earns a term grade point average below 2.0, the student will be placed on academic suspension. Academic suspension means a student will not be allowed to re-enroll at BHC for at least one major semester (fall or spring). After not attending for a full semester, the student may be readmitted on probationary status and must maintain a term GPA of 2.0 or higher until his or her cumulative BHC grade point average reaches 2.0 or higher. If a student is suspended a second time, the student may not return for one full year.

Students may appeal BHC academic suspension by submitting a written appeal to the Registrar explaining circumstances and plans for insuring academic success. An Academic Appeals Committee will consider student requests and make final decisions.

## Academic Forgiveness Policy

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

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

For detailed information, see Enrollment Services.

## Baccalaureate/Transfer Course Guarantee

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

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

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

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

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

## Occupational Program Guarantee

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

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

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

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

## Conferring Degrees and Certificates

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

## Unit of Credit

The unit of credit is the credit hour; normally, a unit of credit is earned by attending a non-laboratory class for one hour a week for 16 weeks or the equivalent. In laboratory classes, one credit hour is granted for two to three hours in a laboratory per week. The number of credits for each course can be found in the course descriptions.

# Student Classification

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

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

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

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

# Honors Information

**Phi Theta Kappa.** PTK is the national honor fraternity for community college students. The Eta Kappa Chapter was established at the Quad-Cities Campus in 1950. PTK recognizes students who have completed 12 credit hours of college level coursework with a minimum GPA of 3.5 and who are currently enrolled in at least 6 credit hours actively pursuing a major. In addition, students must be recommended for membership by two Black Hawk College faculty members, complete the proper registration form and pay a fee.

**Alpha Beta Gamma.** Alpha Beta Gamma is a national business honor society open to students who are majoring in business and recommended by at least two business faculty members. Membership is open to students who have completed 15 credit hours of credit with a grade point average of 3.00 or better; at least 12 of these hours must be earned in courses with a business prefix. In these courses a student must have earned a grade point average of 3.25 or better.

**Alpha Phi Beta.** The Alpha Beta chapter at the East Campus was founded in 1992. Students who have completed at least 12 credit hours of college level coursework at Black Hawk College with a minimum GPA of 3.5 may join.

**Psi Beta.** Psi Beta is a national honor society for students interested in psychology who have earned 12 credit hours with a grade point average of 3.25 or better and who have completed PSYC 101 with a grade of "B" or better. In addition, students must complete the proper registration form and pay a fee.

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

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

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

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

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

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

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

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

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

# Non-Traditional Credit

**Departmental Proficiency**
**Portfolio**
**Advanced Placement Program**

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

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

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

## Departmental Proficiency

This method offers students an opportunity to demonstrate on an individual basis their knowledge of a course and, if successful, to be awarded credit. The student must demonstrate mastery of a course through examination.

Students wishing departmental proficiency evaluation should first contact Enrollment Services. In all cases, decisions concerning the methods used and the decisions regarding awarding of credit on the basis of proficiency belong to the department.

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

## Portfolios

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

## Advanced Placement Program

This program and associated tests are offered only in high schools. Students who have participated in the high school Advanced Placement (AP) program may be eligible to receive credit and advanced placement on the basis of tests in the following areas: Art History, Biology, Calculus AB, Calculus BC, Chemistry, English Language and Composition, French Language, German Language, Physics B, Physics C: Electricity and Magnetism, Spanish Language, Statistics, US History.

Students wishing such credit or placement should request the College Entrance Examination Board to send their AP scored examinations to the Enrollment Services Office. Upon notification, students may then have any credit which was awarded placed upon their transcript. A transcript recording fee of $10 per course will be assessed. Black Hawk College grants credit for the following:

### Advanced Placement Tests Score BHC Course Credit

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

# College Level Examination Program

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

Black Hawk College grants institutional credit based upon CLEP scores only to students who are currently enrolled or who have earned college credit at the College. Transferability of CLEP credit is subject to the policies of the transfer school. All CLEP examinations are in addition to, not a replacement of, other forms of proficiency examinations, including departmental proficiency examinations. No grades are assigned for credit received through CLEP.

Students wishing Black Hawk College credit on the basis of CLEP scores should contact Enrollment Services for specific details and equivalencies.

# Armed Service Experience

**Health and Physical Education Credit.** To receive this credit, applicants must submit to the Registrar their DD Form 214 (Armed Forces of the United States Report of Transfer or Discharge). Veterans are eligible to receive credit for Health 102 (2 credit hours) and for physical education (4 credit hours) provided that the military service was of more than one year's duration. There is no charge for recording this credit on the transcript.

**DANTES and USAFI.** Guidelines for the acceptance of Defense Activity Non-Traditional Education Support (DANTES), previously known as United States Armed Forces Institute (USAFI) are available from the Enrollment Services Office.

**Military Training School.** Military training school experiences will be evaluated by personnel in the appropriate department, and credit will be awarded only if there are existing College courses which parallel the military training received. Evaluation will be based upon the ACE's "The Guide to the Evaluation of Educational Experiences in the Armed Services."

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

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

# High School Articulation

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

# Graduation Requirements

**Illinois Articulation Initiative Agreement (IAI)**
**Purpose of General Education**
**Graduation**
**Associate in Arts/Associate in Science**
**Associate in Arts Teaching – Early Childhood Education**
**Associate in Arts Teaching – Secondary Mathematics**

**Associate in Arts Teaching –**
**Special Education**
**Associate in Applied Science**
**Associate in Liberal Studies**
**Career Program Certificates**

## Illinois Articulation Initiative Agreement (IAI)

Black Hawk College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed General Education Core Curriculum (GECC) among participating institutions. Successful completion of the GECC at any participating college or university in Illinois will facilitate transfer to these institutions' Associate's or Bachelor's degree program. This agreement is in effect for students entering a participating associate or baccalaureate degree granting institution as a first-time student in the summer of 1998 and thereafter.

The following codes identify qualifying general education courses: IAI C (Communication), IAI F (Fine Arts), IAI H (Humanities), IAI L (Life Sciences), IAI M (Mathematics), IAI P (Physical Sciences), IAI S (Social/Behavioral Sciences). See an academic advisor for additional information and utilize the IAI GECC Planning Worksheet for appropriate course selection. Read about the IAI on the World Wide Web (http://www.itransfer.org/).

Students will be able to realize the benefit of this statewide articulation agreement by completing the General Education Core Curriculum alone or by earning the Associate of Arts or Science degrees. Most students would be well advised to complete the Associate in Arts or Associate in Science degree requirements in order to achieve the additional benefits of the AA/AS credential to gain the additional benefits of compact and/or course equivalency agreements which have been negotiated with senior institutions. Students who transfer before completing the General Education Core Curriculum or the Associate's degree may find that not all of their coursework will transfer as general education course equivalencies. In addition, students should be aware that a grade of "C" or better in English 101 and English 102 is required for these courses to be included in the IAI General Education Core Curriculum.

## Purpose of General Education

General education is a part of every student's formal course of study regardless of his/her technical, vocational, or professional preparation. It is intended to provide lifelong learning, develop personal values, prepare individuals to adapt to change in an interdependent world community, foster self-esteem and motivation, and attain skills in analysis, communication, quantification and synthesis. A Black Hawk College student completing the general education requirements will be able to think critically, communicate effectively, and demonstrate multicultural and aesthetic understanding.

## Graduation

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

Students must apply for graduation before the deadlines. These dates are available in Enrollment Services. Diplomas and certificates are mailed six to eight weeks after the end of the semester in which the students are approved to graduate.

Commencement ceremonies are the culmination of the student's program of study. Each spring, BHC conducts a graduation ceremony whereby faculty, staff, family and friends come together to recognize academic achievements. All eligible degree and certificate candidates are encouraged to participate in commencement activities.

## Associate in Arts/Associate in Science

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

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

Students wishing to pursue the AA or AS degree entirely online may do so through Black Hawk College, although ALL courses offered through the College are not yet available online. For up-to-date information on online AA/AS degrees, available courses, support services, etc., consult the Online Learning Center web site at http://www.bhc.edu/onlinelearningcenter. See *Flexible Learning Options* for more information.

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

The Associate in Science degree is available to those students who are pursuing a science-oriented or pre-professional curriculum in the Departments of Agriculture (East Campus), Computer Science, Natural Sciences and Engineering, and Transfer.

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

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

Each student who is awarded an Associate in Arts or Associate in Science degree by the College shall have completed:
1. A total of sixty-four (64) credit hours with a "C" (2.0) grade point average or above for all work completed at Black Hawk College.
2. Forty (40) to forty-three (43) credit hours of general education:

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

| | |
|---|---|
| ENG 101 | Composition I |
| ENG 102 | Composition II |

| | |
|---|---|
| SPEC 101 | Principles of Speech Communication |

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

**Mathematics**

| | |
|---|---|
| ECON 228 | Probability and Statistics for Business and Economics |
| MATH 108 | Statistics for General Education |
| MATH 110 | Mathematics for General Education |
| MATH 124 | Calculus I with Analytic Geometry |
| MATH 131 | Finite Mathematics |
| MATH 132 | Calculus for Bus/Soc Sciences |
| MATH 161 | Discrete Mathematics |
| MATH 225 | Calculus II with Analytic Geometry |
| MATH 226 | Calculus III with Analytic Geometry |
| MATH 228 | Probability and Statistics |

Math Education Majors Only:

| | |
|---|---|
| MATH 200 | Math for Elementary Teachers II (verify courses with transfer institution) |

**Computer Science**

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

CS Education Majors Only:

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

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

**Physical Sciences**

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

**Life Sciences**

| | |
|---|---|
| BIOL 100 | Introduction to Biology |
| BIOL 101 | General Human Biology |
| BIOL 105 | General Biology I |
| BIOL 108 | Principles of Biology I |

BIOL 135    Evolution of Microbes and Humans
BIOL 190    General Zoology
BIOL 200    Environmental Biology I (no lab)
BIOL 201    Environmental Biology II (no lab)
BIOL 211    General Botany
BIOL 250    Genetics (no lab)

**Interdisciplinary:** Physical/Life Sciences
NSCI 101    Environmental Science I
NSCI 102    Environmental Science II

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

**Humanities**
ENG 190    Introduction to Literature
ENG 206    Minority American Literature
ENG 207    Introduction to Women Writers
ENG 208    Introductory to Poetry
ENG 210    Introduction to Fiction
ENG 213    American Literature I
ENG 214    American Literature II
ENG 215    Western Lit. in Translation I
ENG 216    Western Lit. in Translation II
ENG 221    British Literature I
ENG 222    British Literature II
ENG 223    Introduction to Shakespeare
FREN 202   Intermediate French II
FREN 253   Advanced French I
FREN 254   Advanced French II
GERM 202   Intermediate German II
GERM 253   Advanced German I
GERM 254   Advanced German II
HIST 125   Western Civilization I
HIST 127   Western Civilization II
HUM 101    Humanities I
HUM 102    Humanities II
PHIL 100   Logic
PHIL 101   Introduction to Philosophy
PHIL 103   Ethics
PHIL 206   Philosophy of Religion
SPAN 202   Intermediate Spanish II
SPAN 253   Advanced Spanish I
SPAN 254   Advanced Spanish II

Consult transfer institution to determine if foreign language is required.

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

**Social and Behavioral Sciences:** 3 courses (9 semester credits), with courses selected from at least two disciplines.
ANTH 101   Introduction to Physical Anthropology
ARCH 203   Introduction to Archaeology
ECON 221   Principles of Macro Economics
ECON 222   Principles of Micro Economics
HIST 105   History of the US to 1877
HIST 106   History of the US since 1877
POLS 191   Introduction to Political Science
POLS 122   American National Government
POLS 252   State and Local Government
POLS 261   Introduction to Comparative Government: European
PSYC 101   Introduction to Psychology
PSYC 200   Human Growth and Development
PSYC 230   Social Psychology
PSYC 262   Child Psychology
PSYC 264   Social Psychology of Aging
SOC 101    Principles of Sociology
SOC 102    Contemporary Social Problems
SOC 250    Minority Relations
SOC 251    Marriage and Family
SOC 264    Social Psychology of Aging

3.  A grade of "C" or better in English 101 and English 102 is required for graduation. Students transferring courses equivalent to English 101 and 102 to Black Hawk College must have a grade of "C" or better in those courses in order to obtain transfer credit.

4.  All general education courses are assigned an Illinois Articulation Initiative number. No more than one course with the same IAI number can be selected to satisfy the minimum requirements in each general education category.

5.  No more than two courses (6 credit hours) with a History prefix can be used to fulfill the IAI GECC Humanities and Fine Arts requirement.

6.  Electives. Students should select only articulated transfer or career courses as electives to satisfy the 64 credit hour requirement. Articulated courses are defined as those which have been evaluated by at least three state universities in Illinois as accepted for transfer credit. Because requirements vary among institutions and from state to state, students should request assistance in determining course transferability from their academic advisor or in Advisement Services on the Quad-Cities campus and the Advising Center or Admissions Office on the East Campus.

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

8. **Other provisions:**
   a. **Non-Western Studies:** 1 course (3 semester credits)

   | | |
   |---|---|
   | *AG 288 | Agriculture of Developing Countries |
   | ANTH 102 | Introduction to Cultural Anthropology |
   | ART 285 | Survey of Asian Art |
   | ART 286 | Survey of Non-Western Art |
   | *ECON 270 | Intro to International Business |
   | ENG 217 | African & Caribbean Literature |
   | ENG 218 | Latin American Literature in Translation |
   | ENG 219 | Eastern Literatures in Translation |
   | GEOG 105 | Introductory Regional Geography |
   | HIST 141 | History of Asia I |
   | HIST 142 | History of Asia II |
   | HIST 151 | History of the Middle East since 1700 |
   | HIST 181 | History of Latin American Civilization to 1825 |
   | HIST 182 | History of Latin American Civilization since 1825 |
   | HIST 222 | Comparative Religions |
   | IS 220 | Global Issues |
   | MUSC 158 | Introduction to Non-Western Music |
   | POLS 262 | Introduction to Comparative Government: Non-European |
   | POLS 271 | International Relations |
   | SBS 200 * | Societies & Psychology: Asia |
   | *SPEC 175 | Intercultural Communication |

   *Does not satisfy IAI General Education Core Curriculum.

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

   b. Credit earned through the College Level Examination (CLEP) may apply toward the AA/AS degree.

   c. Up to four credits of physical education activity courses will count as electives toward graduation. The HPE Varsity Sports Courses (numbers 101-122) will be evaluated as activity courses for the purpose of graduation.

   d. Up to four credits of applied music lessons will count as electives toward graduation. Persons who plan to transfer as music majors may use 12 credits of applied music lessons as electives toward graduation.

   e. No courses numbered below 100 will apply towards satisfying any AA/AS degree requirements.

   f. The human relations requirement is met for all Black Hawk College degree candidates within the required General Education Core Curriculum

through such courses as PSYC 101, 219, 230; SOC 101, 222, 250, 251; SPEC 101.

*Does not satisfy IAI General Education Core Curriculum.

# Associate in Arts Teaching – Early Childhood Education

*Associate in Arts Teaching Code: 1102*

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

1. A total of sixty-four (64) credit hours with a grade point average of 2.5 or higher for all work completed at Black Hawk College. Admission in baccalaureate degree programs is competitive and most senior institutions require a GPA of 2.5 or higher; completion of this degree alone does not guarantee admission.

2. Forty (40) credit hours of general education, see mandatory courses below.

3. Students must apply to be admitted into the Associate of Arts in Teaching, Early Childhood Education degree program. Applicants may be admitted when they are:
   - Qualified to enroll in or have completed a college level composition (ENG 101) course
   - Qualified to enroll in or have completed an appropriate college level math course (Math 110, and 108 or 200)
   - Enrolled in or have completed EDUC 101 (fall only)
4. A grade of "C" or better in English 101 and English 102 is required for graduation. Students transferring courses equivalent to English 101 and 102 to Black Hawk College must have a grade of "C" or better in those courses to obtain transfer credit.
5. All general education courses are assigned an Illinois Articulation Initiative number. No more than one course with the same IAI number can be selected to satisfy the minimum requirements in each general education category.
6. Students must earn at least 24 credit hours, excluding Advanced Placement, CLEP, proficiency and military credit, at Black Hawk College.

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

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| ❶ENG 101 | Composition I | 3 |
| ❷CD 100 | Intro to Early Childhood | 3 |
| ❷CD 200 | Growth & Development of Young Child | 3 |
| SPEC 101 | Principles of Speech Communication | 3 |
| MATH 100 | Math for Elementary Teachers I | 3 |
| EDUC 101 | Introduction to Education | 3 |

SECOND SEMESTER
| ❸CD 202 | Observ/Guid/Assessmt Y.C. | 3 |
|---|---|---|

| ❸CD 203 | Curriculum for Early Childhood Programs | 3 |
|---|---|---|
| ❸CD 201 | Health, Safety and Nutrition | 3 |
| ❸CD 222 | Child, Family and Community | 3 |
| ENG 102 | Composition II | 3 |

THIRD SEMESTER
| MATH 200 | Math for Elementary Teachers II | 3 |
|---|---|---|
| ❺Life Science elective | | 3 or 4 |
| HIST 105 | History of the United States to 1877 **OR** | 3 |
| HIST 106 | History of the US since 1877 | |
| HUM 101 | Humanities I | 3 |
| IS 220 | Global Issues | 3 |

FOURTH SEMESTER
| ❺Physical Science Elective | | 3 or 4 |
|---|---|---|
| ART 100 | Art Appreciation | 3 |
| MUS 154 | Music Appreciation | 3 |
| GEOG 105 | Introductory Regional Geography **OR** | 3 |
| POLS 122 | American National Government | |
| ❹CS 210 | Introduction to Educational Computing | 3 |

Total hours required for degree                    64

❶Students will take the COMPASS Test to determine eligibility for ENG 101
❷Fall semester only.
❸Spring semester only.
❹CS 210 must be taken last semester.
❺One science elective must be a lab.

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

# Associate of Arts Teaching – Secondary Mathematics

*Associate of Arts Teaching Code: 1101*

The AAT–Secondary Mathematics degree provides the initial, lower-division preparation needed to transfer to an upper-division teacher education program in a college or university in Illinois. Students who complete the AAT–Secondary Mathematics degree should be able to enter a teacher education program at the junior level, having equal status with students who began their studies at that college or university. This degree requires a total of 62 semester hours, including General Education courses, Professional Education courses, and courses in the mathematics major area. The degree also requires a minimum of 15 contact hours of early field experience incorporated into EDUC 101, including focused observations in elementary, middle, and secondary school settings. Students must satisfactorily complete the entire core of mathematics courses–Calculus I, II, and III and Linear Algebra–to qualify for the AAT–Secondary Mathematics degree. In addition, before receiving the AAT Secondary Mathematics degree, students must pass the Illinois Basic Skills Test with a satisfactory score. Students will take the Basic Skills Test in their third semester or by the time they have completed 45 semester credit hours. Students will be required to prepare an electronic portfolio to demonstrate their achievement of specified Illinois teaching standards and earn an overall GPA of 2.5. Admission into the

baccalaureate degree program is competitive and most senior institutions require a GPA of 2.5 or higher; completion of these courses alone does not guarantee admission. Illinois Teacher Certification requires a "C" or better in *all* courses leading to certification.

1. A total of sixty-two (62) credit hours with a grade point average of 2.5 or higher for all work completed at Black Hawk College. Admission in baccalaureate degree programs is competitive and most senior institutions require a GPA of 2.5 or higher; completion of this degree alone does not guarantee admission.
2. Forty four (44) credit hours of general education, see mandatory course below.
3. Students must apply to be admitted into the Associate of Arts in Teaching, Secondary Mathematics degree program. Applicants may be admitted when they are:
   - Qualified to enroll in or have completed a college level composition (ENG 101) course
   - Qualified to enroll in or have completed an appropriate college level math course (Math 112 or 116 or 118 or 124)
   - Enrolled in or have completed EDUC 101 (fall only)
4. A grade of "C" or better in English 101 and English 102 is required for graduation. Students transferring courses equivalent to English 101 and 102 to Black Hawk College must have a grade of "C" or better in those courses to obtain transfer credit.
5. Students must earn at least 24 credit hours, excluding Advanced Placement, CLEP, proficiency and military credit, at Black Hawk College. Credit earned through the College Level Examination (CLEP) may apply toward the AAT degree.

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

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| ENG 101 | Composition I | 3 |
| EDUC 101 | Introduction to Education | 3 |

| | | |
|---|---|---|
| PSYC 101 | Introduction to Psychology | 3 |
| MATH 124 | Calculus I with Analytic Geometry | 4 |
| ❷Humanities Elective | | 3 |

| SECOND SEMESTER | | |
|---|---|---|
| ENG 102 | Composition II | 3 |
| MATH 225 | Calculus II with Analytic Geometry | 4 |
| Fine Arts Elective | | 3 |
| ❶Physical Science Elective | | 3-4 |
| ❷Social Science Elective | | 3 |

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

| FOURTH SEMESTER | | |
|---|---|---|
| ❸PSYC 290 Educational Psychology | | 3 |
| MATH 230 | Linear Algebra | 3 |
| ❷Social Science Elective | | 3 |
| ❷Humanities/Fine Arts Electives | | 3 |
| Non-Western Elective | | 3 |

| Total hours required for degree | 62 |
|---|---|

❶One must be a lab.
❷No more than two courses (6 credit hours) with a History prefix can be applied toward the minimum requirements in the Humanities/Fine Arts.
❸PSYC 290 must be taken last semester.
❹All general education courses are assigned an Illinois Articulation Initiative number. No more than one course with the same IAI number can be selected to satisfy the minimum requirements in each general education category.

Life Science recommendations: BIOL 101 or BIOL 200
Physical Science recommendations: CHEM 101 or PHYS 140
Humanities/Fine Arts recommendations: HUM 101, ENG 190 or MUSC 154
Non-Western recommendation: ANTH 102
Social Science recommendation: HIST 105 or 106, SOC 101

# Associate in Arts Teaching – Special Education

*Associate in Arts Teaching Code: 1103*

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

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

1. A total of sixty-one (61) credit hours with a grade point average of 2.5 or higher for all work completed at Black Hawk College. Admission in baccalaureate degree programs is competitive and most senior institutions require a GPA of 2.5 or higher; completion of this degree alone does not guarantee admission.
2. Forty (40) credit hours of general education, see mandatory courses below.
3. Students must apply to be admitted into the Associate of Arts in Teaching, Special Education degree program. Applicants may be admitted when they are:
   - Qualified to enroll in or have completed a college level composition (ENG 101) course
   - Qualified to enroll in or have completed an appropriate college level math course (Math 110, and 108 or 200)
   - Enrolled in or have completed EDUC 101 (fall only)
4. A grade of "C" or better in English 101 and English 102 is required for graduation. Students transferring courses equivalent to English 101 and 102 to Black Hawk College must have a grade of "C" or better in those courses to obtain transfer credit.
5. All general education courses are assigned an Illinois Articulation Initiative number. No more than one course with the same IAI number can be selected to satisfy the minimum requirements in each general education category.
6. No more than two courses (6 credit hours) with a history prefix can be used to fulfill the IAI GECC Humanities and Fine Arts requirement. One of the 3 courses required for the Humanities and Fine Arts

category has to be selected from the following courses:
   ART 285 Survey of Asian Art
   ENG 217 African and Caribbean Literature
   ENG 218 Latin American Literatures
   ENG 219 Eastern Literatures
   HIST 222 Comparative Religions
   MUSC 158 Introduction to Non-Western Music
7. Students must earn at least 24 credit hours, excluding Advanced Placement, CLEP, proficiency and military credit, at Black Hawk College.

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

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

FOURTH SEMESTER

| | | |
|---|---|---|
| PSYC 290❹ Educational Psychology | 3 |
| MATH 200  Math for Elementary Teachers II | 3 |
| ❷Humanities/Fine Arts | 3 |
| SPEC 101    Principles of Speech Communication | 3 |
| EDUC 102    Diversity of Schools and Society | 3 |
| Total hours required for degree | 61 |

❶Required Social Science courses

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

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

❹PSYC 290 to be taken during last semester

# Associate in Applied Science

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

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

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

1. The student shall have completed the required credit hours of credit and specific course requirements for one of the Associate in Applied Science curricula.

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

**Communications (3 credit hours minimum)**
    BE 180
    COMM 100, 105
    ENG 101, 102, 103, 132
    SPEC 101, 111, 114, 120

**Humanities**
    ART 100, 101, 281, 282
    ENG 190, 206, 207, 223, 210, 213, 214, 215, 216,
        221, 222
    FREN 101, 102, 201, 202
    GERM 101, 102, 201, 202
    HIST 125, 127
    HUM 101, 102
    ITAL 101, 102
    MUSC 153, 154, 256
    PHIL 101, 103, 206
    SPAN 101, 102, 201, 202
    SPEC 114
    THEA 111
    TV 212
**Social Sciences**
    ACCT 101, 102
    AG 121, 281
    ANTH 101, 102
    MECH 213
    BA 110, 170*, 180*
    ECON 150*, 221, 222
    GEOG 105
    HIST 105, 106
    POLS 191, 122, 252
    PSYC 101, 230
    SOC 101, 102

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

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

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

**Science**
    AG 135, 136, 137, 142
    ASTR 101, 102
    BIOL 100, 101, 105, 106, 108, 109, 120, 145,
        146, 150, 190, 200, 201, 211, 261
    CHEM 101, 102, 110, 111
    GEOG 101, 102, 106, 107
    GEOL 101, 102
    PHYS 101, 102, 110, 140, 200, 201, 202
    PN 110
**Non-Western Studies**
    AG 288
    ARCH 203
    ART 285
    BA 270*

ECON 270
ENG 217, 218, 219
HIST 141, 142, 151, 181, 182, 222
MUSC 158
POLS 262
POLS 271
SPEC 175

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

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

# Associate in Liberal Studies

*Major Code: 2031*
**Purpose.** The Associate in Liberal Studies (ALS) degree was developed to offer mature students an alternative program if their personal needs and goals cannot be accomplished within the structure of a traditional degree program. Thus, students pursuing this degree option must have clearly defined needs and goals, and these must be of the type that cannot be realized through the more traditional associate degree programs. During the initial interview, ALS advisors determine whether or not the student should be pursuing the degree.

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

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

**Degree requirements are:**
1. The student must complete a minimum of 64 credit hours of credit with a "C" (2.0) or above average for all college work attempted.(Courses numbered below 100 may not be applied toward the ALS degree.)
2. A written statement of the student's educational goals and a written course of study to accomplish them must be completed and approved by an ALS advisor prior to the student's registration for the last 32 credit hours of college credit work, not to include any credit from proficiency examinations or national testing programs. If a student fails to complete the "written course of study" before the final 33 credit hours, the following requirement applies as to when the agreement is initiated; between 33-45 credit hours, the student must complete a one credit capstone course; between 46-54 credit hours, the student must complete a two credit capstone course; and with 55 credits or more, the student must complete a three credit capstone course. The capstone course maybe LIB 250, LIB 260, IND 299, or a departmental independent study. The capstone course will be undertaken with a faculty member and must be approved as part of the ALS degree agreement.
3. The student must complete a core curriculum of 21 credit hours with a minimum of three hours of credit in each of the following areas: written communication skills, spoken communication skills, humanities, social sciences, science, mathematics, and Non-Western studies. A detailed description of this core curriculum follows.
4. The student must complete ten credit hours of college credit work at Black Hawk College, but this does not have to be the last ten hours of work. No credit earned through national testing programs or college proficiency examinations may be included within this ten-hour requirement.
5. No more than twenty-five percent of credit applied toward the ALS degree may be earned in Independent Study 299.

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

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

**Written Communication Skills**
BE 180
COMM 105
ENG 101, 231, 232

JOUR 222

**Spoken Communication Skills**
SPEC 101, 111, 114

**Humanities**
HUM 101, 102
ART 100, 281, 282
Any literature class in English (except ENG 217, 218, or 219)
HIST 125, 127
MUSC 153, 154, 256
Any philosophy course
THEA 111
TV 212
Any foreign language course.

**Social Sciences**
ANTH 101
ARCH 203, 204
ECON 150, 221, 222
Any history course except HIST 125, 127 and those listed in non-western studies
Any psychology course except PSYC 105
Any political science course except POLS 262, and 271
Any sociology course
CD 200
CRJU 200

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

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

**Non-Western Studies**
AG 288 *
ANTH 102
ART 285
ECON 270 *
ENG 217, 218, 219
GEOG 105
HIST 141, 142, 151, 181, 182, 222
IS 220
MUSC 158
POLS 262
SBS 200 *
SPEC 175 *

*Does not satisfy IAI General Education Core Curriculum.

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

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

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

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

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

# Career Program Certificates

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

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

# Transfer of Graduates

**Transfer Programs**
**Career Programs**

**u.select, Illinois**
**Transfer of Courses**

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

## Transfer Programs

Black Hawk College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed General Education Core Curriculum (GECC) among participating institutions. Completion of the GECC at any participating college or university in Illinois will facilitate transfer to these institutions' Associate's or Bachelor's degree program. This agreement is in effect for students entering a participating associate or baccalaureate degree granting institution as a first-time student in the summer of 1998 and thereafter. Students will be able to realize the benefit of this statewide articulation agreement by completing the General Education Core Curriculum. Students can refer to the IAI web site for information on the General Education Core Curriculum as well as requirements for some majors (http://www.itransfer.org/). Most students would be well advised to complete the Associate in Arts or Associate in Science degree requirements in order to gain the additional benefits of compact and/or course equivalency agreements which have been negotiated with baccalaureate institutions. Students who transfer before completing the General Education Core Curriculum or the Associate's degree may find that not all of their coursework will transfer as general education course equivalencies.

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

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

## Career Programs

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

## u.select, Illinois

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

## Transfer of Courses

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

# Services to Students

| | |
|---|---|
| **Advisement Services** | **Independent Learning Center (ILC)** |
| **Career Services** | **Intercollegiate Athletics** |
| **Counseling** | **Libraries** |
| **Disability Accommodations** | **Student Activities** |
| **Enrollment Services** | **Student Success Center** |
| **Financial Aid** | **Student ID** |
| **Housing** | |

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

## Advisement Services

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

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

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

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

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

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

## Career Services

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

Career development (self assessment, interest testing, career exploration and job search) services are available individually or in groups, all without charge. Services range in format from credit and non-credit courses, workshops, and seminars to community presentations. Most services are free of charge unless they receive college credit. Career development services are available at each of the following Black Hawk College sites: Quad-Cities Campus, East Campus, and Quad-Cities Outreach Centers.

**Career Centers.** The Career Services Center on the Quad-Cities Campus, the Education to Career Center at East Campus, and the Career Resource Center at the Quad-Cities Outreach Center provide trained career advisors and extensive resources for all stages of career development research. Research materials include occupational and career development books, Internet sites, labor market trends, current job listings, and job search materials (resumes, cover letters, interviewing skills).

**Career Counseling.** Professional services are available to help the individual make responsible decisions about career choices. Students can assess their career interests, personality traits, skills, and values through various career tests.

The DISCOVER program is a user-friendly computer interactive career guidance and research system. DISCOVER is available at the Quad-Cities and East Campus sites. It includes extensive occupational

information on over 500 careers, 6,500 educational and training institutions, college and financial aid sources, and more. This program is useful in career planning when a person is unclear about their interests, values and abilities and wishes to expand knowledge of themselves and careers or some someone wishing to confirm what they believe will be their career choice. DISCOVER is free but appointments are required. Other tests include the Self Directed Search, CAPS/COPS/COPES, Strong Interest Inventory, and many others.

**Employment Assistance** Services are available at all sites to offer assistance to students, alumni and the community in finding both full-time and part-time employment. Other services include developing the skills that will help obtain jobs: interviewing techniques, resume and cover letter writing, job applications and skills identification. Internships and job shadowing experiences are offered to students. An online Employment Services System/Career Management System at www.collegecentral.com/bhc, local job books, Internet job search sites, and an annual Job Fair are also offered to students, alumni and the community.

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

## Counseling

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

## Disability Accommodations

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

## Enrollment Services

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

## Financial Aid

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

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

## Housing

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

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

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

## Independent Learning Center (ILC)

**Quad-Cities Campus.** The Independent Learning Center (ILC) is located in the lower level of Building 1 and is an

area in which students are provided academic support services for instructional programs. Computerized instructional materials, handouts, cassette tapes, and videotapes are among the types of materials available. The ILC also houses microcomputer labs, a computerized testing center, and a testing room.

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

## Intercollegiate Athletics

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

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

## Libraries

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

**East Campus.** The East Campus Learning Resources Center has a strong and varied collection of print and online resources for students, faculty, and staff. It is a member of the Alliance Library System, a partnership of nearly 300 academic, public school, and special libraries in the region. References services, library instruction, circulation services, reserves, and interlibrary loans are provided. The East Campus Learning Resources Center supports the Independent Learning Center (ILC), Media Services, and videoconferencing. The East Campus Learning Resources Center Web site can be accessed at www.bhc.edu/EC library.

## Student Activities

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

## Student Success Center

The Student Success Center is located below the Library in Building 1 on the Quad-Cities Campus. Services provided to students include a walk-in tutoring lab, structured study groups, supplemental instruction in targeted courses, and assistance with successful learning practices such as study skills, time management, note taking and test taking. The SSC staff works with students to identify problem areas where services can be made available to assist the students' success in college. The TRiO Student Support Services program is also housed in the SSC. TRiO is a federally-funded program that provides supplemental services to assist eligible students to graduate from Black Hawk College and transfer to a four-year school. The East Campus Student Success Center is a part of the Education to Careers Center on the second floor of Building A.

## Student ID

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

Information is available at www.BHCMoneyCard.com.

# Flexible Learning Options

| Evening College | Online Degree |
| Weekend College | Study Unlimited |
| Telecourses | Interactive Television |
| Online Learning | Minimester |

Black Hawk College students may earn a degree entirely through flexible learning options. Students with busy schedules will also find it convenient to enroll in courses offered through Evening College, Weekend College, Online Learning or Study Unlimited in order to accelerate their degree completion plans.

## Evening College

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

## Weekend College

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

## Telecourses

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

## Online Learning

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

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

It is NOT necessary to have a high level of computer proficiency, but students should have some computer experience navigating the Internet and using e-mail. The ability to use a word processing program is very important in an online course.

## Online Degree

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

To learn more about online courses, evaluate whether online learning is right for you, and learn how to register, visit the College's web site at www.bhc.edu/onlinelearningcenter.

### Illinois Community Colleges Online (ILCCO)

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

### Illinois Virtual Campus

Black Hawk College is a partner of the Illinois Virtual Campus (IVC), which provides an online searchable directory of distance education courses and degree programs offered by over 73 colleges and universities. College credit and continuing education and training courses are offered via the Internet and the Student Support Center provides advising, technical, library, bookstore, and testing services for students taking online or Distance Learning courses. Visit the IVC catalog at its web site at www.ivc.illinois.edu.

## Study Unlimited

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

Courses taken via Study Unlimited place a great deal of responsibility on the students. Although the course instructor will impose certain time and progress requirements, students work at their own pace and at their own times within these guidelines. Thus, students must be self-disciplined and self-motivated to do well. Students who need the structure of the regular classroom, such as a regular time and place to meet, contact with an instructor and peer group, and continual personal guidance regarding when and how to do coursework, are not candidates for Study Unlimited.

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

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

College credit courses generally available are listed below:
- BA 160
- BA 220
- BE 106
- BIOL 150
- BIOL 200
- ENG 101
- ENG 102
- ENG 210
- HEAL 102
- PHIL 103
- TV 212

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

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

## Interactive Television

At both the Quad-Cities and East campuses, students can take courses by means of the Interactive Television (DL) system. These courses may originate from either campus or from other sites.

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

## Minimester

Minimester allows students to use the holiday vacation or time between semesters to earn college credit and accelerate their program of study. A typical three credit hour Minimester class might meet for four hours each day Monday through Friday except on holidays. Minimester classes are published in the Spring schedule and enjoy the same cost structure, financial aid eligibility and transfer equivalency as courses offered in the traditional semester length format.

# International Study Programs

**Study Abroad Opportunities**
**International Field Study Program**

**International Studies Certificate**
**International Business Programs**

## Study Abroad Opportunities

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

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

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

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

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

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

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

## International Field Study Programs

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

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

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

## International Studies Certificate

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

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

| | |
|---|---|
| ART 285 | Study of Asian Art (3) |
| ARCH 203 | Intro to Archaeology (3) |
| ECON 270 | International Business |
| ENG 217 | Black Literature (3) |
| ENG 218 | Latin American Literature (3) |
| ENG 219 | Eastern Literatures (3) |
| FREN 101 | Elementary French I (4) |
| FREN 102 | Elementary French II (4) |
| GERM 101 | Elementary German I (4) |
| GERM 102 | Elementary German II (4) |
| HIST 151 | History of Middle East since 1700 (3) |
| HIST 222 | Comparative Religions (3) |
| HIST 261 | History of Europe to 1815 (3) |
| HIST 262 | History of Europe Since 1815 (3) |
| MUSC 148 | Intro to Nonwestern Music |
| POLS 258 | Selected Studies in Political Science (1-3) |
| POLS 262 | Intro to Non-European Comparative Government (3) |
| SBS 200 | Pyschology and Societies of Asia (3) |
| SPAN 101 | Elementary Spanish I (4) |
| SPAN 102 | Elementary Spanish II (4) |
| SPEC 175 | Intercultural Communication (3) |

and courses available through Study Abroad Programs

## International Business Programs

International Business Programs are detailed on pages 66 and 111.

# Career Program Descriptions

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

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

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

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

# Agriculture Programs

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

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

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

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

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

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

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

## Agribusiness Management

*Associate in Applied Science Code: 9142*
*Contact Persons: East Campus, Bill Good, Ext. 1831, Rm. A-226, or Recruiter, Ext. 1724, Rm. A-202B*

Students completing the Agribusiness Management Program will find a great demand for their skills and services in the ag chemicals, feed, fertilizer, grain, seeds and other agri-related supply and service businesses. Jobs will be in sales, operation and management.

The Agribusiness Management Program offers classroom instruction and laboratory exercises coupled with supervised on-the-job experience to prepare students for gainful employment.

Special program features include: instructors with practical expertise in their areas of specialization; supervised on-the-job experience during both first and second years of the program; minimum of 3 elective hours of coursework, allowing students to specialize in their areas of interest; practical two-week summer session; 10-week fourth semester enabling students to secure full-time employment on or about April 1; and a majority of courses are in agriculture or are agriculture-related.

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| AG 101 | Introductory Ag Seminar | 1 |
| AG 121 | Ag Economics | 3 |
| AG 125 | Computers in Agriculture | 1 |
| AG 131 | Soils and Soil Fertility | 4 |
| AG 141 | Animal Science | 4 |
| * AG Electives | | 1 |
| Communications Elective | | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| AG 102 | Ag Work Experience Seminar | 1 |
| AG 107 | Agribusiness Work Experience | 7 |
| AG 122 | Farm Management | 4 |

| AG 132 | Field Crop Science | 1.5 |
|--------|-------------------|-----|
| AG 135 | Integrated Pest Management 1 | |
| | | 1.5 |
| AG 171 | Ag Materials Handling Equipment | 2 |
| * AG Electives | | 1 |
| Mathematics Elective | | 3 |

SUMMER SEMESTER SUGGESTED COURSES

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

THIRD SEMESTER SUGGESTED COURSES

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

FOURTH SEMESTER SUGGESTED COURSES

| AG 202 | Advanced Ag Seminar | 1 |
|--------|--------------------|---|
| AG 222 | Agricultural Marketing | 4 |
| AG 223 | Agriculture Marketing | 3 |
| * AG Electives | | 7 |

Minimum total hours required for degree            71

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

# Agribusiness Management—Crop Protection Technology Option

*Associate in Applied Science Code: 9143*
*Contact Persons: East Campus, Bill Good, Ext. 1831, Rm. A-226, or Recruiter, Ext. 1724, Rm. A-202B*

Students completing this program will have the technical skills to operate, calibrate, and maintain agriculture chemical application equipment. Operators can earn an annual income of $35,000 to $45,000 per year. Opportunities for growth and advancement within the agriculture business exists for qualified individuals.

The Agribusiness Management Program offers classroom instruction and laboratory exercises coupled with supervised on-the-job experience to prepare students for employment.

Special program features include: instructors with practical expertise in their areas of specialization; supervised on-the-job experience during both first and second years of the program; minimum of 11 elective hours of coursework, allowing students to specialize in their areas of interest; practical two-week summer session; 10-week fourth semester enabling students to secure full-time employment

on or about April 1; and a majority of courses are in agriculture or are agriculture-related.

**First Year**

FALL SEMESTER

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

SPRING SEMESTER

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

SUMMER SEMESTER

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

**Second Year**

FALL SEMESTER

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

SPRING SEMESTER

| AG 174 | Ag Chemical Equipment Tech II | 1 |
|--------|------------------------------|---|
| AG 202 | Advanced Ag Seminar | 1 |
| AG 214 | Agriculture Tech & Info Mgmt | 3 |
| AG 222 | Agricultural Marketing | 4 |
| AG 223 | Ag Marketing | 3 |
| AG Elective | | 1 |

Minimum total hours required for degree            72

NOTE: A minimum of three elective hours in agriculture are required in the Agricultural Chemical Applicator Option. Suggested electives include: (Fall Sem.) AG 138 Crop & Soil Management, AG 238 Crop and Soil Evaluation II, AG 272 Grain Drying and Handling, AG 275 Field Machinery Operation I; (Spring Sem.) AG 232 Forage Crops, AG 276 Field Machinery Operations II.

# Agriculture Production Technology

*Associate in Applied Science Code: 9141*
*Contact Persons: East Campus, Andrew Larson, Ext. 1830, Rm. B-213; or Recruiter, Ext. 1724, Rm. A-202B*

Students interested in agriculture production with emphasis on crops and/or livestock should consider the Agriculture Production Technology curriculum. Graduates of this program may become employed as farm operators or assistant managers, herdsmen, swine specialists, equipment operators or general farmhands.

Classroom study and laboratory exercises coupled with supervised on-the-job work-experience to prepare students for gainful employment in agriculture.

Special program features include: instructors with practical expertise in their areas of specialization; supervised on-the-job experience during both first and second years of the program; minimum of 11 elective hours of coursework, allowing students to specialize in their areas of interest; practical two-week summer session; 10-week fourth semester enabling students to begin full-time employment on or about April 1; majority of courses are in agriculture or are agriculture-related.

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| AG 101 | Introductory Ag Seminar | 1 |
| AG 121 | Ag Economics | 3 |
| AG 131 | Soils and Soil Fertility | 4 |
| AG 141 | Animal Science | 4 |
| AG 125 | Computers in Agriculture | 1 |
| * AG Electives | | 1 |
| Communications Elective | | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| AG 102 | Ag Work Exp. Seminar | 1 |
| AG 108 | Ag Production Work Exp. | 7 |
| AG 122 | Farm Management | 4 |
| AG 132 | Field Crop Science | 1.5 |
| AG 135 | Integrated Pest Management 1 | 1.5 |
| AG 171 | Materials Handling Equipment | 2 |
| * AG Electives | | 1 |
| Mathematics Elective | | 3 |

| SUMMER SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| AG 133 | Field Crop Science 2 | 2 |
| AG 136 | Integrated Pest Management 2 | 1 |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| AG 201 | Advanced. Agricultural Work Experience Seminar | 1 |
| AG 208 | Advanced Agricultural Production Work Experience | 5 |
| AG 275 | Field Machinery Operations I | 3 |
| AG 134 | Field Crop Science 3 | 0.5 |
| AG 137 | Integrated Pest Management 3 | 0.5 |

| | | |
|---|---|---|
| AG 225 | Computer Applications in Ag | 3 |
| * AG Electives | | 2 |

| FOURTH SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| AG 202 | Advanced Ag Seminar | 1 |
| AG 222 | Agricultural Marketing | 4 |
| AG 223 | Ag Marketing | 3 |
| * Ag Electives | | 7 |

| | |
|---|---|
| Minimum total hours required for degree | 71 |

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

# Agriculture Production

*Certificate Codes: 9541, 9543, 9544*
*Contact Persons: East Campus, Andrew Larson, Ext. 1830, Rm. B-213; or Recruiter, Ext. 1724, Rm. A-202B*

Three certificate programs are offered in Agriculture Production. A student with a career interest in beef cattle and swine production may consider one of the following programs. Additional courses may be taken while completing the requirements for a certificate program. Elective coursework beyond the 12-hour certificate requirements available. Elective courses include: AG 141, AG 190 and HORT 191.

**Animal Science** Certificate Code 9541

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| AG 141 | Animal Science | 4 |
| AG 244 | Swine Science | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| AG 245 | Beef Science | 3 |
| AG 247 | Animal Health | 2 |

| | |
|---|---|
| Minimum total hours required for certificate | 12 |

**Beef Production** Certificate Code 9543

| FIRST SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| AG 141 | Animal Science | 4 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| AG 245 | Beef Science | 3 |
| AG 246 | Meat Animal Evaluation | 3 |
| AG 247 | Animal Health | 2 |

| | |
|---|---|
| Minimum total hours required for certificate | 12 |

**Swine Production** Certificate Code 9544

FIRST SEMESTER SUGGESTED COURSES

| | | |
|---|---|---|
| AG 141 | Animal Science | 4 |
| AG 244 | Swine Science | 3 |

SECOND SEMESTER SUGGESTED COURSES

| | | |
|---|---|---|
| AG 246 | Meat Animal Evaluation | 3 |
| AG 247 | Animal Health | 2 |

| | |
|---|---|
| Minimum total hours required for certificate | 12 |

# Equestrian Science

*Associate in Applied Science Code: 9096*
*Contact Persons: East Campus, Donna Irvin, Ext. 1840, Rm. A-215, or Recruiter, Ext. 1724, Rm. A-202B*

Students completing the Equestrian Science Program will find many career opportunities in all phases of the horse industry. Some of the specific jobs available are stewards, riding instructors, trainers, horse show judges and show personnel.

The Equestrian Science Program offers classroom study and laboratory exercises coupled with supervised on-the-job experience to prepare students for employment or for transfer to a four-year school in order to pursue a bachelor's degree related to horsemanship.

Special program features include: hands-on training of horses on campus each semester; general education courses which will easily transfer to four-year schools; elective courses to expand an individual's area of interest and knowledge; supervised on-the-job experience; and an opportunity to participate in horse judging and evaluation.

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| AG 125 | Computers in Agriculture | 1 |
| AG 285 | Animal Science **OR** | 4 |
| AG 141 | Animal Science | |
| EQ 101 | Introductory Equine Seminar | 1 |
| EQ 151 | Horse Production and Mgt. | 4 |
| EQ 158 | Horse Evaluation I | 1 |
| EQ 161 | Prin and Meth of Stock Seat Eq. | 4 |
| HPE 200 | First Aid | 1 |
| Communications Elective | | 3 |

SECOND SEMESTER SUGGESTED COURSES

| | | |
|---|---|---|
| EQ 102 | Horse Science Work Experience Seminar | 1 |
| EQ 109 | Horse Science Work Experience | 7 |
| EQ 154 | Horse Equipment and Facilities | 3 |
| EQ 159 | Horse Evaluation II | 1 |
| EQ 167 | Fund of Horse Handling and Training | 3 |
| Mathematics Elective | | 3 |

THIRD SEMESTER SUGGESTED COURSES

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

FOURTH SEMESTER SUGGESTED COURSES

| | | |
|---|---|---|
| AG 211 | Agricultural Salesmanship | 3 |
| AG 225 | Computer Applications in Agriculture **OR** | 3 |
| AG 289 | Microcomputer Skills for Agriculture **OR** | |
| CS 100 | Introduction to Computers | |
| EQ 264 | Advanced Horse Training & Development | 4 |
| EQ 266 | Horse Show Preparation & Management | 2 |
| *EQ/AG Electives | | 3 |

| | |
|---|---|
| Minimum total hours required for degree | 70 |

* A minimum of seven or eight elective hours (depending upon whether AG 121 or AG 281 is taken during the third semester) are required in the Equestrian Science Technology program. Suggested electives include: (Fall Semester) ENG 102, SPEC 101, EQ 253 or EQ 258; (Spring Semester) AG 122, AG 222, AG 232, EQ 120, EQ 152, EQ 220, EQ 254, EQ 259, or EQ 265.

# Horse Science Technology

*Associate in Applied Science Code: 9099*
*Contact Person: East Campus, Recruiter, Ext. 1724, Rm. A-202B*

Students completing the Horse Science Technology Program will find a demand for their skills and services in occupations relating to the raising, breeding and management of horses. Some of the specific jobs available include stable manager, groomer, salesperson in a tack store and public relations specialist.

The Horse Science Technology Program offers classroom study and laboratory exercises coupled with supervised on-the-job work experience to prepare students for gainful employment in the horse industry.

Special program features include: supervised on-the-job experience during the first and second year, elective courses to expand an individual's areas of interest and knowledge, 8-week Spring semester on campus, with the balance of semester on the job; majority of courses in agriculture or are agriculture-related.

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| AG 125 | Computers in Agriculture | 1 |
| AG 141 | Animal Science **OR** | 4 |
| AG 285 | Animal Science | |
| EQ 101 | Introductory Equine Seminar | 1 |
| EQ 151 | Horse Production and Management | 4 |

| | | |
|---|---|---|
| EQ 158 | Horse Evaluation I | 1 |
| EQ 161 | Princ and Methods of Stock Seat Eq. | 4 |
| HPE 200 | First Aid | 1 |
| Communications Elective | | 3 |

**SECOND SEMESTER SUGGESTED COURSES**

| | | |
|---|---|---|
| EQ 102 | Horse Science Work Experience Seminar | 1 |
| EQ 109 | Horse Science Work Experience | 8 |
| EQ 154 | Horse Equipment and Facilities | 3 |
| EQ 159 | Horse Evaluation II | 1 |
| AG 232 | Forage Crops | 3 |
| Mathematics Elective | | 3 |

**THIRD SEMESTER SUGGESTED COURSES**

| | | |
|---|---|---|
| AG 121 | Ag Economics **OR** | 3 |
| AG 281 | Ag Economics | 4 |
| AG 142 | Animal Nutrition | 3 |
| EQ 253 | Horse Health Care | 4 |
| EQ 254 | Stable Management | 3 |
| *EQ/AG Electives | | 3 or 4 |

**FOURTH SEMESTER SUGGESTED COURSES**

| | | |
|---|---|---|
| AG 201 | Advanced Agric. Work Experience Seminar | 1 |
| EQ 209 | Advanced Horse Science Work Experience | 5 |
| AG 211 | Ag Salesmanship | 3 |
| AG 225 | Computer Applications in Ag | 3 |
| *EQ/AG Electives | | 3 |

| | |
|---|---|
| Minimum total hours required for degree | 70 |

\* A minimum of six or seven elective hours (depending upon whether AG 121 or AG 281 is taken during the 3$^{rd}$ semester) are required in the Horse Science Technology Program. Suggested electives include: (Fall Semester) AG 131, EQ 258, 262, or 267; (Spring Semester) AG 214, AG 222, EQ 120, EQ 167, EQ 220, EQ 259, EQ 263, EQ 264, or EQ 266.

## Horse Science Technology Certificate

*Certificate Code: 9599*
*Contact Person: East Campus, Recruiter, Ext. 1724, Rm. A-202B*

Students who are preparing for the increasing job opportunities in occupations relating to the raising, breeding and management of horses and for directly related businesses, should consider this curriculum. Some of the specific jobs available include stable manager, groomer, salesperson in a tack store and public relations specialist.

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

**SECOND SEMESTER SUGGESTED COURSES**

| | | |
|---|---|---|
| AG 232 | Forage Crops | 3 |
| EQ 154 | Horse Equip. and Facilities | 4 |
| *EQ/AG Electives | | 1 |

| | |
|---|---|
| Minimum total hours required for certificate | 30 |

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

## Horticulture Science

*Associate in Applied Science Code: 9045*
*Contact Persons: East Campus, Jeff Hawes, Ext. 1835, Rm. A-216; Recruiter, Ext. 1724, Rm. A-202B*

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

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

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

**SECOND SEMESTER SUGGESTED COURSES**

| | | |
|---|---|---|
| AG 135 | Integrated Pest Management 1 | 1.5 |
| AG 136 | Integrated Pest Management 2 | 1 |
| AG 137 | Integrated Pest Management 3 | 0.5 |
| BIOL 211 | General Botany | 4 |
| HORT 194 | Identification of Hort Plants | 3 |
| HORT 196 | Perennials and Ground Cover | 3 |
| HORT 198 | Turf and Lawn Management | 3 |
| HORT Electives | | 3 |

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

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

| | |
|---|---|
| Minimum Total Hours Required for Degree | 66 |

**Note:** A minimum of 9 elective hours are required in the Horticulture Science program. Suggested electives include: Fall Semester -HORT 190, Identification of Landscape Plants; HORT 193, Trees/Arboriculture; HORT 191, Beginning Floral Design; Spring Semester - HORT 203, Horticulture Research Internship; HORT 293, Small Fruits and Viticulture; HORT 195, Vegetable Production; and HORT 295, Landscape Construction Maintenance and Operation; HORT 203, Horticulture Research Internship.

# Horticulture Science Certificate

*Certificate Code: 9646*
*Contact Persons: East Campus, Jeff Hawes, Ext. 1835, Rm. A-216; Recruiter, Ext. 1724, Rm. A-202B*

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

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

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

| | |
|---|---|
| Minimum Total Hours Required for Certificate | 30 |

# Business Programs

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

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

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

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

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

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

The Business Information Technology (BIT) programs are either one or two years in length. The two-year programs lead to an Associate in Applied Science degree in Administrative Assisting, Legal Office Professional, or Business Information Technology. The one-year programs lead to a certificate in Business Information Technology, Legal Office Support, Administrative Assisting, Information Processor, Information Technology Specialist, Inventory Specialist, and Medical Office Receptionist.

After evaluation of previous education, experience, and future goals, a program will be designed for each student. High school articulation credit may be granted.

Individuals planning to re-enter the work force after an absence and who now wish to upgrade their knowledge and skills are welcomed and encouraged to contact an instructor in the Business Information Technology programs for advice and assistance.

All students in Business Information Technology programs at the Quad-Cities Campus are encouraged to meet with a faculty advisor from the Business and Office Technology Education Department. East Campus students should contact the appropriate advisor for the particular program prior to class enrollment.

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

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

# Accounting Clerk

*Certificate Code: 5731*
*Contact Persons: QC Campus: Mary Kline, Ext. 5321, Rm. 2-252; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

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

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

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

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| BA 110 | Introduction to Business | 3 |
| BA 180 | Fundamentals of Accounting II | 3 |
| BA 181 | Fundamentals of Accounting Lab II | 1 |
| BA 220 | Business Math II | 3 |
| BA 290 | Accounting Applications I | 2 |
| ❶ BE 180 | Business Communications | 4 |
| ACCT 121 | Accounting with QuickBooks **OR** | 2 |
| ACCT 122 | Accounting with Peachtree | |

| Minimum total hours required for certificate | 35 |
|---|---|

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

# Accounting Specialist

*Associate in Applied Science Code: 5265*
*Contact Persons: QC Campus: Mary Kline, Ext. 5321, Rm. 2-252; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

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

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

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

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

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

THIRD SEMESTER SUGGESTED COURSES

| | | |
|---|---|---|
| ACCT 102 | Managerial Accounting | 3 |
| ACCT 104 | Managerial Accounting Lab | 1 |
| ACCT 209 | Intermediate Accounting I | 3 |
| ACCT 250 | Federal Income Tax I | 4 |
| BL 202 | Business Law II | 3 |
| ❸SPEC 101 | Principles of Speech Communication | 3 |

FOURTH SEMESTER SUGGESTED COURSES

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

❶ Students enrolling in BE 180 must have an appropriate COMPASS test score or have taken COMM 105 as a prerequisite.

❷ Students enrolling in BA 160 must have an appropriate COMPASS test score or have taken MATH 103 or MATH 080 as a prerequisite.

❸ Speech 111 may be substituted with permission of advisor.

❹ Students enrolling in Internship courses must have prior approval of the coordinator.

# Administrative Assisting

*Associate in Applied Science Code: 5068*
*Contact Persons: Quad-Cities Campus, Amy Levins-Smith, Ext. 5329, Rm. 1-357; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

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

Administrative Assisting students acquire proficiency in working with current MS Windows software applications, computerized keyboarding, machine transcription, business correspondence, desktop publishing, records management, data entry, business math and accounting, time and project management, electronic office procedures, editing and proofreading, and office management.

Because these graduates develop strong organizational skills and human relations skills, work opportunities exist for these professional specialists in a variety of offices: education, insurance, manufacturing, banks, government, engineering, and medical. Students are given the opportunity to develop team building and collaborative work techniques through many group project assignments. Students completing this two-year degree complete a one-semester internship. This provides them with work experience in the community.

Students are also invited to network with the members of the International Association of Administrative Professionals by attending or joining a student association sponsored by the local chapter of this organization. With these opportunities in place, graduates are successful in finding employment with this degree.

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| BE 100 | Work Environment Orientation | 2 |
| BE 106 | Records Management (fall only) | 3 |
| BE 110 | Data Entry (fall only) | 2 |
| BE 112 | Document Editing/Proofreading (fall only) | 3 |
| BE 145A,B,C | Info Processing I, II, III Word **OR** | 3 |
| BE 145 | Information Processing | |
| BE 160 | Machine Transcription (fall only) | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| BA 160 | Business Math I | 3 |
| BE 122 | Administrative Support Systems (spring only) | 3 |
| BE 142 | Keyboarding II (spring only) | 3 |
| BE 146 | Excel for Business (spring only) | 3 |
| BE 163 | Presentation Graphics (PowerPoint) | 1 |
| COMM 105 | Essentials of English | 3 |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| BE 101 | Office Accounting (fall only) | 3 |
| BE 170 | Beginning Web Page Development (fall only) | 3 |
| *BE 180 | Business Communications | 4 |
| BE 248 | Desktop Publishing (fall only) **OR** | 3 |
| BE 248 A,B,C | Desktop Publishing I, II, III (fall only) | |
| BE 264 | Introduction to Data Base Management | 3 |

| FOURTH SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| BE 243 | Computerized Keyboarding III (spring only) | 3 |
| BE 247 | Advanced Information Processing (spring only) | 3 |
| BE 260 | Office Management (spring only) | 3 |
| BE 261 | Seminar | 1 |
| BE 265 | Internship | 3 |
| SPEC 114 | Interpersonal Communications **OR** | 3 |
| SPEC 175 | Intercultural Communications | |
| Minimum total hours required for degree | | 64 |

*Students should look at Assessment and Orientation.

# Administrative Office Support Certificate

*Certificate Code: 5768*
*Contact Persons: Quad-Cities Campus, Amy Levins-Smith, Ext. 5329, Rm. 1-357; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

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

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

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| BE 100 | Work Environment Orientation | 2 |
| BE 106 | Records Management (fall only) | 3 |
| BE 110 | Data Entry (fall only) | 2 |
| BE 112 | Document Editing/Proofreading (fall only) | 3 |
| BE 145 A,B,C | Information Processing – Word **OR** | 3 |
| BE 145 | Information Processing | |
| BE 160 | Machine Transcription (fall only) | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| BA 160 | Business Math I | 3 |
| BE 122 | Administrative Support Systems (spring only) | 3 |
| BE 142 | Computerized Keyboarding II (spring) | 3 |
| BE 146 | Excel for Business (spring only) | 3 |
| BE 163 | Presentation Graphics (PowerPoint) | 1 |
| COMM 105 | Essentials of English | 3 |

| Minimum total hours required for certificate | 32 |
|---|---|

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

# Administrative Virtual Assistant Certificate

*Certificate Code: 5767*
*Contact Persons: Quad-Cities Campus, Amy Levins-Smith, Ext. 5329, Rm. 1-357; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

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

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

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| BE 161 | Introduction to Microsoft Windows | 1 |
| BE 180 | Business Communications | 4 |
| BE 248 A | Desktop Publishing I (fall only) | 1 |
| BE 248 B | Desktop Publishing II (fall only) | 1 |
| ACCT 121 | QuickBooks **OR** | 2 |
| ACCT 122 | Peach Tree | |
| BA 121 | Small Business Management | 3 |
| BA 245 B | The Business Plan | 1 |
| ❶Elective | | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| BE 171 | Web Software Development Tools (spring only) | 3 |
| BE 243 | Keyboarding III (spring only) | 3 |
| BE 247 | Advanced Information Processing (spring only) | 3 |
| BE 270 | Virtual Office Administration (spring) | 2 |
| BE 275 | Virtual Assistant Internship (spring only) | 3 |
| BA 113 | Business Relations | 1 |
| BA 245 C | Financial Statement Analysis | 1 |

| Minimum total hours required for certificate | 32 |
|---|---|

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

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

# Business Continuity Planning

*Certificate code: 5835*
*Contact persons: QC Campus, Gwen Johnson, Ext. 5268, Q2-259; East Campus, Alan Abbott, Ext. 1812, B-219*

Business Continuity Planning is the detailed master plan for ensuring that a business can survive disasters such as flood/tornadoes/power outage/terrorism, etc. It includes such things as how payroll will occur, where offices will be temporarily located, how and where budgets, HR documents and IT processes are backed up and accessed, etc. The certificate is primarily designed for people who are currently working in an organization and have been designated to build their firm's Business Continuity Program. Courses will also be business electives for students in the Business Management and Marketing curriculum.

The field of continuity planning is an emerging one, but graduates should find opportunities with federal, state, county and local government agencies, hospitals, the Red Cross, Salvation Army or in business and industry. Job titles include risk managers, disaster planners, emergency response coordinator, loss-prevention specialist, hazard analyst, hazard materials coordinator or similar positions.

The BCP certificate program consists of the four courses below; any or all of these courses may be taken as electives for students in the Business Management and Marketing curriculum.

| | | Credit Hours |
|---|---|---|
| BA 190A | Planning for Crisis | 3 |
| BA 190B | Responding to a Crisis | 3 |
| BA 190C | Crisis Event Recovery | 3 |
| BA 190D | Business Continuity Management | 3 |
| | | |
| Minimum total hours required for certificate | | 12 |

# Business Information Technology

*Associate in Applied Science Code: 9365*
*Contact Persons: Quad-Cities Campus, Cathy Attebery, Ext. 5314, Rm. 1-367; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

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

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

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

| | | Credit Hours |
|---|---|---|
| FIRST SEMESTER SUGGESTED COURSES | | |
| BE 100 | Work Environment Orientation | 2 |
| BE 120 | Technology Tools (fall only) | 2 |
| BE 141 | Computerized Keyboarding I | 3 |
| BE 145A,B,C | Information Processing – Word **OR** | 3 |
| BE 145 | Information Processing | |
| BA 160 | Business Math I | 3 |
| COMM 105 | Essentials of English | 3 |
| | | |
| SECOND SEMESTER SUGGESTED COURSES | | |
| BE 142 | Computerized Keyboarding (spring only) | 3 |
| BE 144 | Concepts of Information Processing (spring only) | 3 |
| BE 146 | Excel for Business (spring only) | 3 |
| BE 163 | Presentation Graphics (PowerPoint) | 1 |
| BE 264 | Introduction to Database Management | 3 |
| COER 116 | Microcomputer Hardware | 3 |
| | | |
| THIRD SEMESTER SUGGESTED COURSES | | |
| BE 170 | Beginning Web Page Development (fall only) | 3 |
| *BE 180 | Business Communications | 4 |
| BE 248 | Desktop Publishing (fall only) **OR** | 3 |
| BE 248 A, B, C | Desktop Publishing I, II, III (fall only) | |
| BA 110 | Introduction to Business | 3 |
| SPEC 114 | Interpersonal Communication **OR** | 3 |
| SPEC 175 | Intercultural Communications | |

FOURTH SEMESTER SUGGESTED COURSES

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

| | |
|---|---|
| Minimum total hours required for degree | 64 |

*Students should look at Assessment and Orientation.

# Business Information Technology Certificate

*Certificate Code: 5678*
*Contact Persons: Quad-Cities Campus, Cathy Attebery, Ext. 5314, Rm. 1-367; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

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

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

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

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

SECOND SEMESTER SUGGESTED COURSES

| | | |
|---|---|---|
| BE 142 | Computerized Keyboarding II (spring only) | 3 |
| BE 144 | Concepts of Information Processing (spring only) | 3 |
| BE 146 | Excel for Business (spring only) | 3 |
| BE 163 | Presentation Graphics | 1 |
| BE 264 | Intro to Database Management | 3 |
| COER 116 | Microcomputer Hardware | 3 |

| | |
|---|---|
| Minimum total hours required for certificate | 32 |

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

# Business Management and Marketing

*Associate in Applied Science Code: 5035*
*Contact Persons: QC Campus, Acie Earl, Ext. 5267, Rm. 2-255; Gwen Johnson, Ext. 5268, Rm. 2-259; East Campus, Deana Bobzien, Ext. 1810, Rm. A-226A*

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

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

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

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

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| BA 230 | Principles of Marketing | 3 |
| BA 240 | Principles of Management | 3 |
| BA 260 | Business Financial Management I | 3 |
| ECON 221 | Principles of Macro Economics **OR** | 3 |
| ECON 222 | Principles of Micro Economics | |
| Business Elective | | 3 |
| Business Elective | | 3 |

FOURTH SEMESTER SUGGESTED COURSES

| | | |
|---|---|---|
| BA 236 | Principles of Advertising | 3 |
| BA 238 | Principles of Salesmanship | 3 |
| BA 250 | Human Resources Management | 3 |
| Internship BA 247 or BA 140 or BA 276 | | 3 |
| Internship Seminar BA 249 or BA 145 or BA 278 | | 1 |
| Business Elective | | 3 |
| | | |
| Minimum total hours required | | 69 |

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

❶Students enrolling in BA 160 must have an appropriate COMPASS test score (see course description) OR have taken MATH 103 or MATH 080.
❷Students wishing to take BA 270 online should enroll in the online section of ECON 270.
❸REQUIRED BUSINESS ELECTIVE: Students enrolling in BE 180 must have an appropriate COMPASS test score (see course description) OR take COMM 105 as a prerequisite.

# Financial Services Management

*Associate in Applied Science Code: 5099*
*Contact Person: QC Campus, Gary Drew, Ext. 5249, Rm. 2-258*

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

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

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

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

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

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

SECOND SEMESTER SUGGESTED COURSES

| | | |
|---|---|---|
| BA 111 | Business Relations I | 1 |
| BA 112 | Business Relations II | 1 |
| BA 113 | Business Relations III | 1 |
| BA 170 | Fundamentals of Accounting I | 3 |
| BA 171 | Accounting I Lab | 1 |
| BA 220 | Business Math II | 3 |
| ❷BE 180 | Business Communications | 4 |
| BL 202 | Business Law II | 3 |

THIRD SEMESTER SUGGESTED COURSES

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

FOURTH SEMESTER SUGGESTED COURSES

| | | |
|---|---|---|
| BA 266 | Business Policy and Ethics | 3 |
| ECON 150 | Consumer Economics | 3 |
| BA 215 | Personal Investing | 3 |
| *Elective | | 3 |
| *Elective | | 2-3 |
| | | |
| Minimum total hours required for degree | | 66 |

*Recommended Electives

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

❶Students enrolling in BA 160 must have an appropriate COMPASS test score (see course description) OR have taken MATH 103 or MATH 080.
❷REQUIRED BUSINESS ELECTIVE: Students enrolling in BE 180 must have an appropriate COMPASS test score (see course description) OR take COMM 105 as a prerequisite.

# Banking and Finance Certificate

*Certificate Code: 5595*
*Contact Person: QC Campus, Gary Drew, Ext. 5249, Rm. 2-258*

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

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| BA 110 | Introduction to Business | 3 |
| ❶BA 160 | Business Math I | 3 |
| BL 201 | Business Law I | 3 |
| CS 100 | Introduction to Computers | 3 |
| SPEC 101 | Principles of Speech Communication **OR** | 3 |
| SPEC 111 | Business & Professional Communications | |

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

| Minimum total hours required for certificate | 30 |
|---|---|

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

# Information Processor

*Certificate Code: 5869*
*Contact Persons: Quad-Cities Campus, Amy Levins-Smith, Ext. 5329, Rm. 1-357; East Campus, Wendy Smith, Ext. 1713, Rm. A-246.*

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

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

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

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

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| BE 100 | Work Environment Orientation | 2 |
| *BE 142 | Computerized Keyboarding II (spring only) | 3 |
| BE 144 | Concepts of Information Processing (spring only) | 3 |
| BE 146 | Excel for Business (spring only) | 3 |
| *BE 180 | Business Communications | 4 |
| COMM 105 | Essentials of English | 3 |

| Minimum total hours required for certificate | 35 |
|---|---|

*Students should look at Assessment and Orientation.

# Information Technology Specialist

*Certificate Code: 5646*
*Contact Persons: East Campus, Wendy Smith, Ext. 1713, Rm. A-246; Quad-Cities Campus, Cathy Attebery, Ext. 5314, Rm. 1-367*

This certificate is offered only on the East Campus.

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

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

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

SECOND SEMESTER SUGGESTED COURSES

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

Minimum total hours required for certificate          33

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

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

*Students should look at Assessment and Orientation.

## International Trade

*Certificate Code: 5531*
*Contact Person: QC Campus, Gwen Johnson, Ext. 5268, Rm. 2-259*

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

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

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

SECOND SEMESTER SUGGESTED COURSES

| | | |
|---|---|---|
| BA 230 | Principles of Marketing | 3 |
| BA 272 | International Marketing | 3 |
| BA 276 | International Internship | 3 |
| BA 278 | International Seminar | 1 |
| BA 280 | Introduction to E-Commerce **OR** | 3 |
| GEOG 105 | Introduction to Regional Geography | |
| BA 287 | International Business Cultures | 3 |

Minimum total hours required for certificate          31

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

## Inventory Specialist

*Certificate Code: 5774*
*Contact Persons: QC Campus, Gwen Johnson, Ext. 5268; Cathryn Lass, Ext. 5474, Rm. 1-124; East Campus, Jodee Werkheiser, Ext. 1821, Rm. EC2-114*

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

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| BE 100 | Work Environment Orientation | 2 |
| BE 101 | Office Accounting (fall only) | 3 |
| BE 110 | Data Entry Applications (fall only) | 2 |
| BE 141 | Computerized Keyboarding | 3 |
| BA 160 | Business Math I | 3 |
| BA 241 | Intro to Supply Chain Management | 3 |

SECOND SEMESTER SUGGESTED COURSES

| | | |
|---|---|---|
| BE 146 | Excel for Business (spring only) | 3 |
| BE 153 | Warehouse Management Systems | 2 |
| BE 261 | Seminar | 1 |
| BE 264 | Intro to Database Management | 3 |
| BE 265 | Field Project/Internship | 3 |
| COMM 100 | Communications Skills | 3 |

Minimum total hours required for certificate          31

## Lead Employee

*Certificate Code: 5736*
*Contact Person: QC Campus, Acie Earl, Ext. 5267, Rm. 2-255*

Students who enroll in the Lead Employee Certificate program will pursue a one-year course of study designed to give students a basic understanding of several business

topics, including accounting, computer skills, human relations, and law. This certificate helps provide a foundation toward the completion of the Business Management and Marketing degree.

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

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

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| BA 111 | Business Relations I | 1 |
| BA 112 | Business Relations II | 1 |
| BA 113 | Business Relations III | 1 |
| BA 170 | Fundamentals of Accounting | 3 |
| BA 171 | Fundamentals of Accounting Lab | 1 |
| SPEC 101 | Principles of Speech Communication **OR** | 3 |
| SPEC 111 | Business & Professional Communication | |
| ECON 221 | Principles of Macro Economics | 3 |

Minimum total hours required for certificate          25

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

# Legal Office Professional

*Associate in Applied Science Code: 5150*
*Contact Persons: Quad-Cities Campus, Amy Levins-Smith, Ext. 5329, Rm. 1-357; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

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

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

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

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

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| BE 100 | Work Environment Orientation | 2 |
| BE 106 | Records Management (fall only) | 3 |
| BE 120 | Technology Tools (fall only) | 2 |
| BE 141 | Computerized Keyboarding I | 3 |
| BE 145 A,B,C | Information Processing Word **OR** | 3 |
| BE 145 | Information Processing | |
| BE 160 | Machine Transcription (fall only) | 3 |
| BE 248 B | Desktop Publishing (fall only) | 1 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| BE 122 | Administrative Support Systems (spring) | 3 |
| BE 142 | Computerized Keyboarding II (spring) | 3 |
| BE 151 | Legal Terminology and Procedures (spring only) | 3 |
| BL 201 | Business Law I | 3 |
| COMM 105 | Essentials of English | 3 |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| BE 101 | Office Accounting (fall only) | 3 |
| BE 170 | Beginning Web Page Development (fall only) | 3 |
| *BE 180 | Business Communications | 4 |
| BA 160 | Business Math I | 3 |
| BL 202 | Business Law II | 3 |

| FOURTH SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| BE 146 | Excel for Business (spring only) | 3 |
| BE 243 | Computerized Keyboarding III (spring) | 3 |
| BE 260 | Office Management (spring only) | 3 |
| BE 261 | Seminar | 1 |
| BE 265 | Internship | 3 |
| SPEC 114 | Interpersonal Communications **OR** | 3 |
| SPEC 175 | Intercultural Communications | |

Minimum total hours required for degree          64

* Students should look at Assessment and Orientation.

# Legal Office Support Certificate

*Certificate Code: 9150*
*Contact Persons: Quad-Cities Campus, Amy Levins-Smith, Ext. 5329, Rm. 1-357; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

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

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

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

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| BE 100 | Work Environment Orientation | 2 |
| BE 106 | Records Management (fall only) | 3 |
| BE 120 | Technology Tools (fall only) | 2 |
| BE 141 | Computerized Keyboarding I | 3 |
| BE 145 A,B,C Information Processing – Word **OR** | | 3 |
| BE 145 | Information Processing | |
| BE 160 | Machine Transcription (fall only) | 3 |
| BE 248B | Desktop Publishing II (fall only) | 1 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| BE 122 | Administrative Support Systems (spring only) | 3 |
| BE 142 | Computerized Keyboarding II (spring) | 3 |
| BE 151 | Legal Terminology and Procedures (spring only) | 3 |
| BL 201 | Business Law I | 3 |
| COMM 105 Essentials of English | | 3 |

| Minimum total hours required for certificate | 32 |
|---|---|

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

# Medical Office Receptionist

*Certificate Code: 5588*
*Contact Person: QC Campus, Amy Levins-Smith, Ext. 5329, Rm. 1-357*

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

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

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

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| BE 100 | Work Environment Orientation | 2 |
| BE 106 | Records Management (fall only) | 3 |
| BE 141 | Computerized Keyboarding | 3 |
| BIOL 150 Medical Terminology | | 3 |
| BE 110 | Data Entry (fall only) | 2 |
| BE 101 | Office Accounting/Quickbooks (fall only) | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| BE 122 | Administrative Support Systems (spring only) | 3 |
| BE 145 A & B Information Processing I & II | | 2 |
| *BE 180 | Business Communications | 4 |
| HIM 156 Intro to Health Ins | | 3 |
| HIM 200 Advanced Medical Terminology | | 3 |
| HIM 255 Medical Manager Software | | 3 |

| Minimum total hours required for Certificate | 34 |
|---|---|

* Students should look at Assessment and Orientation.

# Small Business Management

*Certificate Code: 9597*
*Contact Persons: QC Campus, Gwen Johnson, Ext. 5248, Rm. 2-259 or Marty Hanson at hansonm@bhc.edu; East Campus, Deana Bobzien, Ext. 1810, Rm. A-226A*

Small businesses represent the majority of businesses in the United States. This curriculum provides students with the skills and core competencies necessary to successfully start, own, and maintain a small business or franchise. These courses are quite appropriate for those seeking new skills for a career change.

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

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

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

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

| Minimum total hours required for certificate | 31 |
|---|---|

Suggested Business Online Electives

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

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

# Team Leader

*Certificate Code: 5735*
*Contact Person: QC Campus, Acie Earl, Ext. 5267, Rm. 2-255*

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

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

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

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| BA 112 | Business Relations II | 1 |
| BA 113 | Business Relations III | 1 |
| BA 170 | Fundamentals of Accounting | 3 |
| BA 171 | Fundamentals of Accounting Lab | 1 |
| ECON 221 | Principles of Macro Economics | 3 |
| SPEC 101 | Principles of Speech Communication **OR** | 3 |
| SPEC 111 | Business & Professional Communication | |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| BA 230 | Principles of Marketing | 3 |
| BA 240 | Principles of Management **OR** | 3 |
| BA 242 | Principles of Supervision | |
| BA 243 | Developing Team Skills | 3 |
| BE 180 | Business Communications | 4 |

| Minimum total hours required for certificate | 37 |
|---|---|

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

# Computer Technology Programs

A certificate or Associate in Applied Science degree in a computer career program will provide the hands-on, problem-solving skills needed to get started in a variety of computer fields. The Associate of Applied Science degrees and many of the certificates include a real-world internship so students leave with real on-the-job experience.

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

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

Visual Communication, offered through the Communications and Fine Arts department, develops strong skills and technical knowledge using a variety of software programs as well as experience with digital cameras, downloading images, scanning, printers, and digital prepress.

Opportunities for employment are excellent in these areas.

---

## Art Technology Certificate

*Certificate Code: 5957*
*Contact Person: Quad-Cities Campus, Zaiga Thorson, Ext. 5469, Rm. 4-134*

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

The Art Technology Certificate is a one-year certificate that emphasizes the technical aspects of visual communication, focusing in particular on the development of graphic design skills. The curriculum is rooted in a strong foundation of basic drawing and design skills. Students develop strong skills and technical knowledge using a variety of software program (based in the Adobe Creative Suite, which includes Illustrator, InDesign and Photoshop), as well as experience with digital cameras, downloading images, scanning, printers and digital prepress considerations.

Students completing this certificate program will have the skills necessary for entry-level positions in graphic design, including advertising and editorial design, production artist, photo retouching or desktop publishing.

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| ART 101 | 2-D Design | 3 |
| ART 121 | Drawing | 3 |
| ART 290 | Applications in Computer Art | 3 |
| ART 230 | Type & Digital Layout | 3 |
| ART 215 | Digital Imagery (Photoshop) | 3 |
| ART 100 | Art Appreciation **OR** | 3 |
| ART 281 | Art History | |

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

| | |
|---|---|
| Minimum total hours required for certificate | 35 |

# Computer Specialist

*Certificate Code: 5178*
*Contact Persons: QC Campus, Debbie Collins, Ext. 5316, Rm. 2-155, collinsd@bhc.edu; Don Mosier, Ext. 5278, Rm. 2-154, mosierd@bhc.edu; East Campus, Jodee Werkheieser, Ext. 1821, Rm. EC2-114*

This degree is offered at the Quad-Cities Campus.

The Computer Specialist Associate in Applied Science degree is a multi-disciplinary degree designed to produce graduates with the knowledge necessary to work in today's information technology environment. All students will study a variety of basic courses consisting of HTML, networking, Windows and Linux operating systems, security, hardware, programming logic and Microsoft Project. With this strong foundation, students can go into depth by selecting a track for specialization. Tracks include Desktop Support Technician, Network Administration, Web Programming, Computer Programming, and Network Security. The degree is designed so that an individual may complete one of the related certificate programs (Desktop Support Technician Certificate, Web Developer Certificate, PC Application Programmer Certificate, Network Technician Certificate, Network Administrator Certificate, and Network Security Certificate), and then complete the Computer Specialist Associate's degree. Individuals may also enroll directly in the Computer Specialist program without any prior coursework. The two-year course of study culminates in the internship which provides valuable on-the-job experience.

Many of the courses prepare students for industry-related certifications including CompTIA's A+ and N+ certification, Microsoft's MCITP (Microsoft Certified IT Professional) and MTS certification, CISCO's CCNA and CCENT certification, and CIW (Certified Internet Web Professional) Foundations exam.

About the tracks: Desktop support work involves installing, configuring, repairing, and managing computer hardware and software. Network administration work manages the back-office by building and configuring networks, installing and configuring servers and workstations, troubleshooting hardware, network, and related problems including routers and switches. Network security work secures systems and detects security attacks. Programmers design and create complex programs in high-level languages. Languages studied include Visual Basic, SQL, VBA, and Java. Web programmers develop and update Web sites with interactive technologies including HTML, CSS, JavaScript, Flash, ASP.NET and PHP.

# Computer Specialist Tracks

## Desktop Support Technician Track
*Major Code: 5725*

| | Credit Hours |
|---|---|
| **FIRST SEMESTER SUGGESTED COURSES** | |
| CIP 170    Web Page Development **OR** | 4 |
| CIP 170A and CIP 170B | |
| CIP 101    Computer Logic and Design | 4 |
| COER 116   Microcomputer Hardware | 3 |
| NETW 120   Basic Computer Networks | 3 |
| COER 110   Basic Electronics (fall only) | 3 |
| | |
| **SECOND SEMESTER SUGGESTED COURSES** | |
| COER 112   Microcomputer Operating System | 3 |
| BE 180      Business Communication **OR** | 3-4 |
| ENG 101    Composition I | |
| ❷ENGT 105 PC Applications in Technology | 3 |
| COER 118   Computer Troubleshooting | 3 |
| ❶Technical Elective | 3 |
| | |
| **SUMMER** | |
| General Ed Elective in Humanities, Social Sciences, Science, or Non-Western Studies | 3 |
| | |
| **THIRD SEMESTER SUGGESTED COURSES** | |
| CIP 230    Spreadsheet Analysis | 3 |
| NETW 170  Intro to Information Security | 3 |
| NETW 210  Windows Workstation | 3 |
| SPEC 111  Business and Professional Comm **OR** | 3 |
| SPEC 101  Principles of Speech Communication | |
| ❶Technical Elective | 3 |
| | |
| **MINIMESTER** | |
| CIP 201    Microsoft Project | 1 |
| | |
| **FOURTH SEMESTER SUGGESTED COURSES** | |
| COER 180   Desktop Application Support (Spring) | 3 |
| COER 216   Advanced PC Hardware/A+ Prep | 3 |
| NETW 215  Windows Server (spring only) | 3 |
| NETW 190  Internship | 3 |
| COER 125   Seminar | 1 |
| | |
| Minimum total hours required for certificate | 64 |

❶Suggested Technical Electives (6 credits needed)

| | |
|---|---|
| CIP 104    Intro to Computer Programming | 3 |
| CIP 151    Adv Office Applications w/VBA | 3 |
| CIP 167    Scripting for Administration | 3 |
| CIP 226    Database Management | 3 |
| NETW 125  CISCO I | 3 |
| NETW 145  CICSO II | 3 |
| NETW 255  Advanced Networking/N+ Prep(spring) | 3 |

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

**Network Administration Track**
*Major Code: 5659*

|  |  | Credit Hours |
|---|---|---|
| FIRST SEMESTER SUGGESTED COURSES | | |
| CIP 170 | Web Page Development **OR** | 4 |
| CIP 170A and CIP 170B | | |
| CIP 101 | Computer Logic and Design | 4 |
| COER 116 | Microcomputer Hardware | 3 |
| NETW 120 | Basic Computer Networks | 3 |
| *ENGT 105 | PC Applications in Technology | 3 |
| | | |
| SECOND SEMESTER SUGGESTED COURSES | | |
| COER 112 | Microcomputer Operating System | 3 |
| NETW 125 | Cisco I | 3 |
| NETW 215 | Windows Server (spring only) | 3 |
| NETW 252 | E-Mail Server Administration (spring) | 3 |
| NETW 250 | Web Server Administration (spring only) | 3 |
| | | |
| SUMMER | | |
| General Ed Elective in Humanities, Social Sciences, Science, Non-Western Studies | | 3 |
| | | |
| THIRD SEMESTER SUGGESTED COURSES | | |
| BE 180 | Business Communication **OR** | 3-4 |
| ENG 101 | Composition I | |
| NETW 170 | Intro to Information Security | 3 |
| NETW 145 | Cisco II | 3 |
| CIP 167 | Scripting for System Administration (fall) | 3 |
| SPEC 111 | Business and Professional Comm **OR** | 3 |
| SPEC 101 | Principles of Speech Communication | |
| | | |
| MINIMESTER | | |
| CIP 201 | Microsoft Project | 1 |
| | | |
| FOURTH SEMESTER SUGGESTED COURSES | | |
| NETW 165 | Cisco III (first 8 weeks) | 3 |
| NETW 185 | Cisco IV (second 8 weeks) | 3 |
| NETW 216 | Windows Network Environment (spring) | 3 |
| NETW 190 | Internship | 3 |
| COER 125 | Seminar | 1 |
| | | |
| Minimum total hours required for certificate | | 64 |

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

**Network Security Track**
*Major Code: 5647*

|  |  | Credit Hours |
|---|---|---|
| FIRST SEMESTER SUGGESTED COURSES | | |
| CIP 170 | Web Page Development **OR** | 4 |
| CIP 170A and CIP 170B | | |
| CIP 101 | Computer Logic and Design | 4 |
| COER 116 | Microcomputer Hardware | 3 |
| *ENGT 105 | PC Applications in Technology | 3 |
| NETW 120 | Basic Computer Networks | 3 |
| | | |
| SECOND SEMESTER SUGGESTED COURSES | | |
| COER 112 | Microcomputer Operating System | 3 |
| BE 180 | Business Communication **OR** | 3-4 |
| ENG 101 | Composition I | |
| NETW 125 | Cisco I | 3 |
| NETW 215 | Windows Server (spring only) | 3 |
| NETW 255 | Advanced Networking/N+ Prep (spring) | 3 |
| | | |
| SUMMER | | |
| General Ed Elective in Humanities, Social Sciences, Science, or Non-Western Studies | | 3 |
| | | |
| THIRD SEMESTER SUGGESTED COURSES | | |
| NETW 145 | Cisco II | 3 |
| NETW 170 | Intro to Information Security | 3 |
| CIP 167 | Scripting for System Administration (fall) | 3 |
| SPEC 111 | Business and Professional Comm **OR** | 3 |
| SPEC 101 | Principles of Speech Communication | |
| | | |
| MINIMESTER | | |
| CIP 201 | Microsoft Project | 1 |
| | | |
| FOURTH SEMESTER SUGGESTED COURSES | | |
| NETW 250 | Web Server Administration (spring only) | 3 |
| NETW 274 | Ethical Hacking and Security (spring only) | 3 |
| NETW 280 | Network Firewalls (spring only) | 3 |
| NETW 216 | Windows Network Environment (spring) | 3 |
| NETW 190 | Internship | 3 |
| COER 125 | Seminar | 1 |
| | | |
| Minimum total hours required for certificate | | 64 |

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

**Programming Track**
*Major Code: 5244*

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| CIP 101 | Computer Logic and Design | 4 |
| CIP 104 | Intro to Computer Programming | 3 |
| CIP 170 | Web Page Development **OR** | 4 |
| CIP 170A and CIP 170B | | |
| CIP 226 | Database Management (fall only) | 3 |
| *ENGT 105 | PC Applications in Technology | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| COER 112 | Microcomputer Operating System | 3 |
| BE 180 | Business Communication **OR** | 3-4 |
| ENG 101 | Composition I | |
| CIP 204 | Visual Basic Programming | 4 |
| CIP 227 | Database Management II (spring only) | 3 |
| CIP 151 | Adv. Office Applications w/VBA (spring) | 3 |

| SUMMER | |
|---|---|
| General Ed Elective in Humanities, Social Sciences, Science, or Non-Western Studies | 3 |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| NETW 120 | Basic Computer Networks | 3 |
| NETW 170 | Intro to Information Security | 3 |
| CIP 205 | Advanced Visual Basic (fall only) | 4 |
| CIP 167 | Scripting for Systems Admin (fall only) | 3 |
| COER 116 | Microcomputer Hardware | 3 |

| MINIMESTER | | |
|---|---|---|
| CIP 201 | Microsoft Project | 1 |

| FOURTH SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| CIP 250 | Java (spring only) | 3 |
| CIP 260 | Systems Design and Development (spring) | 3 |
| CIP 270 | Field Project (spring only) | 3 |
| SPEC 111 | Business and Professional Comm **OR** | 3 |
| SPEC 101 | Principles of Speech Communication | |

| Minimum total hours required for certificate | 66 |
|---|---|

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

**Web Programmer Track**
*Major Code: 5245*

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

| MINIMESTER (OR SUMMER) | | |
|---|---|---|
| CIP 185 | XML – eXtensible Markup Language | 1 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| CIP 182 | Client-Side Scripting | 3 |
| CIP 204 | Visual Basic Programming | 4 |
| CIP 211A | Intro to Flash (spring only – 1$^{st}$ 8 weeks) | 2 |
| CIP 211B | Flash Programming (spring – 2$^{nd}$ 8 weeks) | 2 |
| CIP 227 | Database Management II (spring only) | 3 |

| SUMMER | |
|---|---|
| General Ed Elective in Humanities, Social Sciences, Science, or Non-Western Studies | 3 |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| *ENGT 105 | PC Applications in Technology | 3 |
| BE 180 | Business Communication **OR** | 3-4 |
| ENG 101 | Composition I | |
| CIP 205 | Advanced Visual Basic (fall only) | 4 |
| CIP 228 | Web Database Programming (fall only) | 3 |
| COER 112 | Microcomputer Operating System | 3 |

| MINIMESTER | | |
|---|---|---|
| CIP 201 | Microsoft Project | 1 |

| FOURTH SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| CIP 250 | Java (spring only) | 3 |
| CIP 260 | Systems Design and Development (spring) | 3 |
| CIP 270 | Field Project (spring only) | 3 |
| NETW 250 | Web Server Administration (spring only) | 3 |
| SPEC 111 | Business and Professional Comm **OR** | 3 |
| SPEC 101 | Principles of Speech Communication | |

| Minimum total hours required for certificate | 67 |
|---|---|

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

# Desktop Support Technician Certificate

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

This certificate is offered at the Quad-Cities Campus.

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

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

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

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| *ENGT 105 | PC Applications in Technology | 3 |
| NETW 120 | Basic Computer Networks | 3 |
| COER 116 | Microcomputer Hardware | 3 |
| COER 110 | Basic Electronics | 3 |
| NETW 210 | Windows Workstation (fall only) | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| COER 112 | Microcomputer Operating Systems | 3 |
| COER 180 | Desktop Application Support (spring only) | 3 |
| COER 216 | Advanced PC Hardware/A+ Prep | 3 |
| COER 118 | Computer Troubleshooting | 3 |
| COER 124 | Internship | 3 |
| COER 125 | Seminar | 1 |

| | | |
|---|---|---|
| Minimum total hours required for certificate | | 31 |

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

# Network Administrator Certificate

*Certificate Code: 5659*
*Contact Persons: QC Campus, Don Mosier, Ext. 5278, Rm. 2-154, mosierd@bhc.edu; East Campus, Jodee Werkheieser, Ext. 1821, Rm. EC2-114*

This certificate is offered at the Quad-Cities Campus.

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

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

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| COER 112 | Operating Systems | 3 |
| NETW 120 | Basic Computer Networks | 3 |
| NETW 170 | Intro to Information Security | 3 |
| NETW 210 | Windows Workstation (fall only) | 3 |
| NETW 125 | Cisco I | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| NETW 145 | Cisco II | 3 |
| NETW 215 | Windows Server (spring only) | 3 |
| NETW 216 | Windows Network Environment (spring) | 3 |
| NETW 255 | Advanced Networking/N+ Prep (spring) | 3 |
| NETW 252 | E-Mail Server Administration (spring) | 3 |

| | | |
|---|---|---|
| Minimum total hours required for certificate | | 30 |

# Networking Security Specialist

*Certificate Code: 5647*
*Contact Persons: QC Campus, Don Mosier, Ext. 5278, Rm. 2-154, mosierd@bhc.edu; East Campus, Jodee Werkheieser, Ext. 1821, Rm. EC2-114*

This certificate is offered at the Quad-Cities Campus.

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

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

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

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| NETW 170 | Intro to Information Security | 3 |
| NETW 125 | Cisco I | 3 |
| CIP 167 | Scripting for Systems Administration (fall) | 3 |
| Technical Elective | | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| NETW 145 | Cisco II | 3 |
| NETW 215 | Windows Server (spring only) | 3 |
| NETW 250 | Web Server Administration (spring only) | 3 |
| NETW 274 | Ethical Hacking and Security (spring) | 3 |
| NETW 280 | Network Firewalls (spring only) | 3 |
| NETW 255 | Advanced Networking/N+ Prep (spring) | 3 |

Minimum total hours required for certificate          30

# Network Technician

*Certificate Code: 5578*
*Contact Persons: QC Campus, Don Mosier, Ext. 5278, Rm. 2-154, mosierd@bhc.edu; East Campus, Jodee Werkheieser, Ext. 1821, Rm. EC2-114*

This certificate is offered at the Quad-Cities Campus.

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

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

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

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| COER 116 | Microcomputer Hardware | 3 |
| NETW 120 | Basic Computer Network | 3 |
| NETW 125 | CISCO I | 3 |
| NETW 210 | Windows Workstation (fall only) | 3 |
| COER 112 | Microcomputer Operating Systems | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| NETW 145 | CISCO II | 3 |
| NETW 170 | Intro to Information Security | 3 |
| NETW 215 | Windows Server (spring only) | 3 |
| NETW 255 | Advanced Networking/N+ Prep (spring) | 3 |
| NETW 190 | Networking Internship | 3 |
| COER 125 | Seminar | 1 |

Minimum total hours required for certificate          31

# PC Application Programmer Certificate

*Certificate Code: 5847*
*Contact Persons: QC Campus, Debbie Collins, Ext. 5316, Rm. 2-155, collinsd@bhc.edu; East Campus, Jodee Werkheiser, Ext. 1821, Rm. EC2-114*

This certificate is offered at the Quad-Cities Campus.

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

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

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

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| CIP 101 | Computer Logic & Design | 4 |
| CIP 104 | Introduction to Computer Programming | 3 |
| CIP 226 | Database Management (fall only) | 3 |
| CIP 230 | Spreadsheet Analysis | 3 |
| *Tech Elective | | 3 |

MINIMESTER SUGGESTED COURSES
| CIP 201 | Microsoft Project | 1 |
|---|---|---|

SECOND SEMESTER SUGGESTED COURSES
| CIP 204 | Visual Basic Programming | 4 |
|---|---|---|
| CIP 227 | Database Management II (spring only) | 3 |
| CIP 151 | Adv Office Applications w/VBA (spring) | 3 |
| *Technical Elective | | 6 |

| Minimum total hours required for certificate | 33 |
|---|---|

*Suggested Technical Electives (5 credits needed)
(some courses require a pre-requisite – check course descriptions in catalog)
| BE 145 A, B, C | Word | 1-3 |
|---|---|---|
| BE 248 A, B, C | Desktop Publishing | 1-3 |
| CIP 167 | Scripting for Systems Administration | 3 |
| CIP 185 | XML | 1 |
| CIP 205 | Advanced Visual Basic (recommended) | 4 |
| CIP 250 | JAVA | 3 |
| CIP 280 | Intro to Game Programming | 3 |
| CIP 299 | Independent Study | 1-3 |
| COER 112 | Microcomputer Operating Systems | 3 |
| COER 180 | Desktop Application Support | 3 |
| NETW 120 | Intro to Networks | 3 |

# Visual Communication

*Associate in Applied Science Code: 5447*
*Contact Person: QC Campus, Zaiga Thorson, Rm. 4-134, Ext. 5469*

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

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

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

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

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

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

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

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

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

Two courses in one of the following tracks:

**Photography track:**
| ART 231 | Photography | 3 |
|---|---|---|
| ART 232 | Photography | 3 |

**Illustration track:**
| Art 211 | Painting | 3 |
|---|---|---|
| ART 210 | Introduction to Illustration | 3 |

**Web Design track:**
| CIP 170 | Web Page Development | 4 |
|---|---|---|
| CIP 211A | Introduction to Flash | 2 |

| Minimum total hours required for degree | 65 |
|---|---|

# Web Developer Certificate

*Certificate Code: 5746*
*Contact Persons: QC Campus, Debbie Collins, Ext. 5316, Rm. 2-155, collinsd@bhc.edu; East Campus, Jodee Werkheieser, Ext. 1821, Rm. EC2-114*

This certificate is offered at the Quad-Cities Campus.

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

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

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

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| CIP 170 | Web Page Development **OR** | 4 |
| | CIP 170A and CIP 170B | |
| ART 215 | Digital Imagery **OR** | 3 |
| ART 290 | Applications in Computer Art **OR** | |
| CIP 299 | Independent Study | |
| CIP 104 | Introduction to Computer Programming | 3 |
| CIP 101 | Computer Logic and Design | 4 |

MINIMESTER SUGGESTED COURSES
| CIP 185 | XML | 1 |
|---|---|---|

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

| Minimum total hours required for certificate | 31 |
|---|---|

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

*Design Emphasis*
| ART 215, ART 290 or CIP 299 – select course not taken first semester | | 3 |
|---|---|---|
| ART 231 | Photography | 3 |
| BE 248B | Adobe Acrobat | 1 |

*Database Programming Emphasis*
| CIP 227 | Database Management II | 3 |
|---|---|---|
| CIP 228 | Web Database Programming | 3 |

*Web 2.0 Emphasis:*
| CIP 206 | AJAX and Web Services | 3 |
|---|---|---|

*Networking Emphasis*
| COER 112 | Microcomputer Operating Systems | 3 |
|---|---|---|
| NETW 170 | Intro to Information Security | 3 |
| NETW 120 | Intro to Networks | 3 |

*Miscellaneous*
| CIP 299 | Independent Study | 1-3 |
|---|---|---|

# Health Related Programs

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

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

## Technical Abilities Required by the Health Programs

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

The following Health Programs are offered through Black Hawk College:

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

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

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

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

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

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

# Associate Degree in Science – EMS

**Emergency Medical Services – Paramedic**
*Associate in Applied Science Code: 5039*
*Contact Persons: QC Campus, Stephanie Valdes, Ext. 5361, Rm. 3-310A, Nan Reddy, Ext. 5161, Rm. 1-220; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

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

| | Credit Hours |
|---|---|
| **FIRST SEMESTER SUGGESTED COURSES** | |
| EMS 100  Emergency Medical Technician Basic | 8 |
| EMS 102  Emergency Medical Technician Basic Clinical | 1 |
| BIOL 145  Anatomy Physiology I | 4 |
| | |
| **SECOND SEMESTER SUGGESTED COURSES** | |
| BIOL 150  Medical Terminology I | 3 |
| BIOL 146  Anatomy Physiology II | 4 |
| PSYC 101 Introduction to Psychology | 3 |
| ENG 101   Composition I | 3 |
| | |
| **SUMMER** | |
| SPEC 175 Intercultural Communication **OR** | 3 |
| ANTH 102 Introduction to Cultural Anthropology | 3 |
| | |
| **THIRD SEMESTER SUGGESTED COURSES** | |
| EMS 110  Paramedic Theory I | 7 |
| EMS 112  Paramedic Theory II | 8 |
| EMS 114  Paramedic Clinical Clinical I | 1 |
| | |
| **FOURTH SEMESTER SUGGESTED COURSES** | |
| EMS 210  Paramedic Theory III | 7 |
| EMS 212  Paramedic Theory IV | 8 |
| EMS 214  Paramedic Clinical II | 2 |
| | |
| **SUMMER** | |
| EMS 216  Paramedic Clinical III | 8 |
| | |
| Minimum total hours required for a degree: | 70 |

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

**Emergency Medical Services – Certificate**
*Certificate Code: 5639*
*Contact Persons: QC Campus, Stephanie Valdes, Ext. 5361, Rm. 3-310A; Nan Reddy, Ext. 5161, Rm. 1-220; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

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

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

A physical examination and immunizations are required prior to beginning clinical practice/ride time.

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

Successful completion of the Illinois Department of Public Health state examination is required for licensure prior to employment. Students must also successfully document and meet all health and background checks required by academic programs and/or clinical sites prior to admission to program and/or courses.

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

**Emergency Medical Technician - Paramedic Certificate**

| | Credit Hours |
|---|---|
| **FIRST SEMESTER SUGGESTED COURSES** | |
| EMS 100  Emergency Medical Technician Basic | 8 |
| EMS 102  Emergency Medical Technician Basic Clinical | 1 |
| | |
| **SECOND SEMESTER SUGGESTED COURSES** | |
| EMS 110  Paramedic Theory I | 7 |
| EMS 112  Paramedic Theory II | 8 |
| EMS 114  Paramedic Paramedic Clinical Clinical I | 1 |
| | |
| **THIRD SEMESTER SUGGESTED COURSES** | |
| EMS 210  Paramedic Theory III | 7 |
| EMS 212  Paramedic Theory IV | 8 |
| EMS 214  Paramedic Clinical II | 2 |
| | |
| **FOURTH SEMESTER SUGGESTED COURSES** | |
| EMS 216  Paramedic Clinical III | 8 |
| | |
| Minimum total hours required for a degree: | 50 |

# Nursing Associate Degree

*Associate in Applied Science Code: 5355*
*Contact Persons: QC Campus, Karen Baber, Ext. 5362, Rm. 3-380, Nan Reddy, Ext. 5161, Rm. 1-220; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

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

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

The curriculum for nursing is career-oriented. The program is accredited by the Illinois Department of Finance and Professional Regulation (IDFPR) and the National League for Nursing Accrediting Commission (404-975-5000, www.nlnac.org).

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

1.  High school graduate or equivalent.
2.  Top 25% of high school graduation class or consent of nursing department.
3.  ACT composite score of 20 or above if applicant has graduated from high school within the past five years and has taken no college courses.
4.  Any developmental courses that are required as determined by ASSET or COMPASS scores.
5.  A 2.7 (C+) cumulative grade point average in college courses. Minimum of nine college level credit hours required if out of high school over five years or does not meet high school requirements.
6.  Attendance at informational meeting.
7.  Physically able to provide client care.
8.  Transfer students are admitted into the ADN program on an individual basis. In addition to following transfer admission guidelines (page 15), a transfer student intending to enroll in the ADN program must produce unofficial transcripts at their individual conference with nursing faculty and/or nursing advisor.

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

Students with chronic health problems or physical disabilities will be accepted unless the health problem or disability is such that the student would be unable to complete the objectives of the program. (See *Technical Abilities Required by Health Care Programs* for more information.)

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

All students must achieve grades of "B" or above in BIOL 145 and 146 and a "C" or above in all other required general education courses.

Required general education courses may be repeated until a "C" grade is earned but the student may have to drop out of nursing in order for the course to be properly sequenced in the nursing curriculum.

Students must achieve a grade of "C" or better in all nursing courses. If a lower grade is earned the course may be repeated once. If the student fails to earn a grade of "C" or better on the second attempt, they will be dismissed from the program. A second failure to earn a "C" in subsequent nursing courses, even though the first course may have been successfully repeated, is also grounds for dismissal.

Students returning to the nursing program after a period of absence will be evaluated on an individual basis as to both theory and clinical competencies before re-admission.

Non-nursing courses may be taken prior to or concurrently with the nursing courses in the same level, unless permission is obtained from the Associate Degree Nursing Department to alter the plan.

Laboratory fees for nursing courses are approximately $400 per semester. These are in addition to other College fees.

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

## NURSING ASSOCIATE DEGREE

| | | Credit Hours |
|---|---|---|
| **PREPARATORY COURSE** | | |
| PSYC 101 | Introduction to Psychology | 3 |
| | | |
| **FIRST SEMESTER (LEVEL I)** | | |
| NURS 112 | Nursing Concepts I | 10 |
| NURS 138 | Intro to Professional Nursing | 1 |
| BIOL 145 | Anatomy-Physiology I | 4 |
| PSYC 200 | Human Growth and Development | 3 |
| | | |
| **SECOND SEMESTER (LEVEL II)** | | |
| NURS 122A | Psychosocial Nursing Concepts | 5 |
| NURS 122B | Physiological Nursing Concepts | 5 |
| BIOL 146 | Anatomy-Physiology | 4 |
| SOC 101 | Principles of Sociology | 3 |
| | | |
| **THIRD SEMESTER (LEVEL III)** | | |
| NURS 216 | Nursing Concepts III | 10 |
| BIOL 261 | Microbiology | 4 |
| SPEC 175 | Intercultural Communications **OR** | 3 |
| ANTH 102 | Introduction to Cultural Anthropology **OR** | |
| PHIL 103 | Ethics **OR** | |

PHIL 100　　Logic **OR**
　　　　　　a foreign language course

**FOURTH SEMESTER (LEVEL IV)**

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

Minimum total hours required for degree　　72

*100 level math course

Completion of the Associate Degree Nursing program does not automatically guarantee a graduate the right to take the National Council Licensing Examination or to become licensed as a registered nurse. The student is bound by the Illinois Nursing Act Section 8 and Section 15. For more information, refer to the Joint Committee on Administrative Rules – Administrative Code: http://www.ilga.gov.commission/jcar/admincode/068/0680 13000000750r.html.

# Basic Nurse Assistant Training Program

*Certificate Code: 5566*
*Contact Persons: QC Campus, Cheryl Ballantyne, Ext. 5404, Rm. 3-155, Nan Reddy, Ext. 5161, Rm. 1-220; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

The applicant must meet the following admission requirements:
• Must be at least 16 years of age.
• Minimum of 8th grade education; 10th grade or above preferred.
• English as a Second Language (ESL) students required to take the Michigan Test.

Prior to starting the clinical practicum portion of the class, the applicant must show proof of the following:
• 2-step tuberculosis screening or negative chest x-ray.
• 2 MMR immunizations or negative titer.
• Hepatitis B immunization series or a signed waiver.
• Varicella immunization or history of chicken pox.

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

All students must achieve grades of "C" or above in theory and application areas and complete 40 clinical hours in order to receive a certificate of completion. Students must also successfully document and meet all health and background checks required by academic departments and/or clinical sites prior to admission to program and/or clinical sites prior to clinical practicum.

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

**Basic Nurse Assistant Training Curriculum**

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

# Health Information Management

*Associate in Applied Science Code: 5192*
*Contact Person: QC Campus, Betsey Morthland, Ext. 5285, Rm. 1-314*

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

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

The curriculum for this associate's degree includes coursework in three certificate areas of medical transcription, billing, and coding. A student with a certificate in one of the above areas may transfer all the coursework toward this Health Information Management (HIM) degree.

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

The HIM professional has a thorough knowledge of medical office procedures including health insurance filing, coding, and regulations. The graduate is prepared to

use health information to document patient care and facilitate delivery of health care services. The student will be aware of all standards and requirements that apply to the medical record, as well as the legal significance of the patient file.

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

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

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

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| BE 100 | Work Environment Orientation | 2 |
| BE 141 | Computerized Keyboarding I | 3 |
| HIM 156 | Introduction to Health Insurance | 3 |
| BIOL 150 | Medical Terminology | 3 |
| PN 110 | Basic Anatomy & Physiology | 3 |
| COMM 105 | Essentials of English | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| BE 145 A&B | Information Processing | 2 |
| HIM 148 | Beginning Medical Transcription | 4 |
| HIM 200 | Advanced Medical Terminology | 3 |
| HIM 251 | Medical Office Procedures | 3 |
| HIM 255 | Medical Manager | 3 |

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

| FOURTH SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| BE 180 | Business Communications | 4 |
| HIM 249 | Management of Health Information | 3 |
| HIM 258 | Procedure and Diagnosis Coding II | 3 |
| HIM 261 | Seminar | 1 |

| HIM 265 | Internship | 3 |
|---|---|---|
| BE 143 | Keyboard Speed & Accuracy | 2 |

| Minimum total hours required for certificate | 65 |
|---|---|

# Massage Therapy & Bodywork Program

*Certificate Program Code: 5589*
*Contact Person: Jennifer Johnson, 796-5120, johnsonj@bhc.edu*

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

Students in the Massage Therapy and Bodywork Program will be asked to fill out an application to grant permission to the State of Illinois and any affiliate acting on behalf of the State of Illinois to conduct a criminal history record check in accordance with the Uniform Conviction Information Act. Students must also successfully document and need all health and background checks required by academic departments and/or clinical sites prior to admission to program and/or courses.

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

Designed to provide a comprehensive understanding of massage therapy techniques and bodywork modalities with an emphasis on traditional relaxation massage techniques, the curriculum combines lecture and hands-on practice. Students will take classes designed to give particular understanding and skills in such areas as basic Swedish massage, chair massage, anatomy, physiology, pathology, kinesiology, medical terminology, wellness and stress management, introductory business, and ethics. They will also be introduce to various bodywork modalities.

Each application must meet the following requirements:
• 18 years of age.
• High school graduate or equivalent.
• Prior approval by the coordinator of the program.
• Fill out the application for State of Illinois Uniform Conviction Information Act.

- Take the COMPASS test or provide transcripts of successfully completed college level courses.
- Must complete Health Care Provider level CPR and complete the required medical information before enrolling in clinic.

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

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

# Medical Assisting Certificate

*Certificate Code: 5864*
*Contact Person: QC Campus, Betsey Morthland, Ext. 5285, Rm. 1-314*

This certificate is offered at the Quad-Cities Campus.

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

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

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

# Medical Billing Specialist Certificate

*Certificate Code: 5586*
*Contact Person: QC Campus, Betsey Morthland, Ext. 5285, Rm. 1-314*

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

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

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

To deliver these special skills in this program, this curriculum provides both classroom instruction and hands-on experience in the form of an internship.

Primarily, the job would include accounts receivable work, posting receipts, verifying and precertifying insurance, follow up on insurance claims, customer service, medical bill review, handling all assigned claims to conclusion, working with insureds and doctors to arrange settlement, computer work on windows-based programs including Medical Manager software, and collections.

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

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

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| BE 180 | Business Communications | 4 |
| HIM 200 | Advanced Medical Terminology | 3 |
| HIM 251 | Medical Office Procedures | 3 |
| HIM 249 | Management of Health Information | 3 |
| HIM 255 | Medical Manager | 3 |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| HIM 254 | Law, Liability and Medical Ethics | 3 |
| HIM 261 | Seminar | 1 |
| HIM 265 | Internship | 3 |
| Elective | | 3 |

Minimum total hours required for Certificate          39

# Medical Coding Specialist Certificate

*Certificate Code: 5584*
*Contact Person: QC Campus, Betsey Morthland, Ext. 5285, Rm. 1-314*

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

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

The Medical Coding Specialist job entails the translation of diagnoses, procedures, services, and supplies into numeric/alpha-numerical components for statistical reporting and reimbursement. The Medical Coding Specialist can expect team working experience with medical billing specialists and medical transcriptionists and others on the health care team; this person will need special training in medical terminology, anatomy and physiology as well as a thorough understanding of CPT-4 procedure and ICD-9/10 diagnosis coding; also necessary knowledge includes an in-depth understanding of third-party reimbursement and overage policies, the review and the abstract of in-patient and out-patient medical records, the ability to utilize new coding standards, HIPPA regulations, the ability to resolve insurance carrier rejects and denials related to coding and coverage issues.

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

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| BE 141 | Computerized Keyboarding I | 3 |
| BIOL 150 | Medical Terminology | 3 |
| BE 100 | Orientation to Work Environment | 2 |
| HIM 156 | Introduction to Health Insurance | 3 |
| HIM 257 | Proced and Diagnosis Coding I | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| HIM 200 | Advanced Medical Terminology | 3 |
| HIM 251 | Medical Office Procedures | 3 |
| HIM 258 | Proced & Diagnosis Coding II | 3 |
| Elective | | 3 |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| HIM 254 | Law Liability and Medical Ethics | 3 |
| HIM 261 | Seminar | 1 |
| HIM 265 | Internship | 3 |

| Minimum total hours required for Certificate | 33 |
|---|---|

# Medical Transcription

*Certificate Code: 5785*
*Contact Person: Quad-Cities Campus, Betsey Morthland, Ext. 5285, Rm. 1-314*

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

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

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

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

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

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| BE 100 | Work Environment Orientation | 2 |
| PN 110 | Basic Anatomy and Physiology | 3 |
| BIOL 150 | Medical Terminology | 3 |
| BE 141 | Computerized Keyboarding I | 3 |
| BE 145 A&B | Information Processing | 2 |
| COMM 105 | Essentials of English | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| HIM 148 | Beginning Medical Transcription | 4 |
| HIM 251 | Medical Office Procedures | 3 |
| HIM 200 | Advanced Medical Terminology | 3 |
| HIM 255 | Medical Manager | 3 |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| HIM 252 | Pharmacology Terminology | 3 |
| HIM 250 | Advanced Medical Transcription | 4 |
| HIM 261 | Seminar | 1 |
| HIM 265 | Internship | 3 |
| BE 143 | Keyboarding Speed & Accuracy | 2 |
| Elective | | 3 |

| Minimum total hours required for certificate | 45 |
|---|---|

*Students should look at the Assessment and Orientation.

# Physical Therapist Assistant

*Associate in Applied Science Code: 5179*
*Contact Persons: QC Campus, Larry Gillund, Ext. 5393, Rm. 3-152, Nan Reddy, Ext. 5161, Rm. 1-220; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

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

Employment of Physical Therapist assistants is expected to grow much faster than average for all occupations through 2014.

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

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

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

Students are strongly encouraged to get their application in early, as this selection process begins in January and is very competitive. Applicants are interviewed and reviewed for selection in the order in which the program received their application. This program admits 24 students each fall. Applications will be accepted starting September 1st. Applications are available online at www.bhc.edu or you may request to have one mailed to you through New Student Services at the Quad-Cities Campus. Students must also successfully document and need all health and background checks required by academic departments and/or clinical sites prior to admission to program and/or courses.

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| BIOL 145 | Anatomy and Physiology I | 4 |
| BIOL 150 | Medical Terminology | 3 |
| ENG 101 | Composition I | 3 |
| PTA 100 | Introduction to PTA | 3 |
| PTA 113 | Physical Agents I | 2 |
| PTA 201 | Kinesiology | 4 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| BIOL 146 | Anatomy and Physiology II | 4 |
| PSYC 101 | Introduction to Psychology | 3 |
| PTA 202 | Physical Rehabilitative Techniques | 3 |
| PTA 203 | Pathology | 2 |
| PTA 204 | Practicum I | 3 |
| PTA 207 | Massage | 1 |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| PSYC 200 | Human Growth and Development | 3 |
| PTA 205 | Physical Therapy Science | 2 |
| PTA 208 | Therapeutic Exercise I | 3 |
| PTA 214 | Practicum II | 3 |
| SPEC 114 | Interpersonal Communication | 3 |

| FOURTH SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| MATH 108 | Statistics for General Education **OR** | 3 |
| CS 100 | Introduction to Computers | |
| PTA 209 | Therapeutic Exercise II | 4 |
| PTA 213 | Physical Agents II | 3 |
| PTA 290 | Clinical Seminar | 2 |
| SPEC 175 | Intercultural Communication | 3 |

| FIFTH SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| PTA 280 | Clinical Internship I | 4 |
| PTA 281 | Clinical Internship II | 4 |

| Minimum total hours required for degree | 72 |
|---|---|

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

# Practical Nursing

*Certificate Code: 5666*
*Contact Persons: QC Campus, Sally Flesch, Ext. 5392, Rm. 3-153, Nan Reddy, Ext. 5161, Rm. 1-220; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

The curriculum in Practical Nursing is career-oriented and the applicant must meet the following requirements for admission.
- High school graduation or equivalent
- Physical examination is required prior to beginning clinical practice
- Student must achieve a grade of "C" or above in all courses to continue in the program

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

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

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

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

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| PN 106 | Pharmacology in Practical Nursing II | 1 |
| PN 114 | Intergenerational Nursing | 8 |
| PN 113 | Adult Health Nursing | 8 |

| Minimum total hours required for certificate | 40 |
|---|---|

Completion of the Practical Nursing program does not automatically guarantee a graduate the right to take the National Council Licensing Examination or to become licensed as a practical nurse. The student is bound by the Illinois Nursing Act Section 9 and Section 15.

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

# Radiologic Technology

*Associate in Applied Science Code: 5071*
*Contact Person: QC Campus, Student Services, Trinity College of Radiography, 779-7750*

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

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

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

| GENERAL EDUCATION COURSES | Credit Hours |
|---|---|
| ENG 101　　Composition I | 3 |
| PSYC 101　Introduction to Psychology | 3 |
| SPEC 101　Principles of Speech Communication **OR** | 3 |
| SPEC 114　Interpersonal Communication **OR** | |
| SPEC 175　Intercultural Communication | |
| MATH 110　Math for General Education | 3 |
| Humanities Elective | 3 |

| TECHNICAL CORE COURSES | |
|---|---|
| Radiologic Technology | 35-53 |

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

\* Or comparable general education MATH course.

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

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

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

# Child Development

*Associate in Applied Science Code: 5059/*
*Certificate Code: 5069*
*Contact Persons: QC Campus, Chris Bachelder,*
*Ext. 5986, Rm. 1-473; East Campus, Wendy Smith,*
*Ext. 1713, Rm. A-246*

The Child Development curriculum is offered by the Department of Social, Behavioral and Educational Studies at the Quad-Cities Campus, Moline, and through distance learning and online courses at the East Campus. The Child Development career program is especially designed to prepare persons to work with groups of pre-school children in facilities which foster healthy social, physical, emotional and intellectual growth. The Black Hawk College Child Development Program has been approved as an entitled program leading to the Illinois Director Credential, Level I. To earn this credential, students must follow a prescribed course of study. The Gateways Level 2, 3, and 4 and Infant-Toddler Level 2, 3 and 4 credentials are now available also. The AAS Degree is now fully accredited by the National Association for the Education of Young Children (NAEYC). Black Hawk College is one of only seven associate degree programs in Illinois and a part of the 10 percent of eligible programs to have this accreditation. The accreditation system establishes professional preparation standards to raise the quality of early childhood teacher education, and in turn raise the quality of early education programs serving young children.

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

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

The Teacher Aide Certificate is designed to prepare individuals to be Teacher Aides in the public school systems; from preschool through high school, including special education. This certificate can lead directly into the

2-year Child Development Associate in Applied Science degree.

### Associate in Applied Science Degree

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| CD 100 | Introduction to Early Childhood | 3 |
| CD 200 | Growth and Development of the Young Child | 3 |
| CD 206 | Creative Activities for the Young Child | 3 |
| COMM 100 | Communication Skills **OR** | 3 |
| ENG 101 | Composition I | |
| SPEC 111 | Business & Professional Communications **OR** | 3 |
| SPEC 175 | Intercultural Communications **OR** | |
| SPEC 101 | Principles of Speech Communication | |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| CD 202 | Observ/Guid/Assessmt Y.C. | 3 |
| ❶CD 203 | Curriculum for Early Childhood Programs | 3 |
| CD 225 | Math and Science for the Young Child | 2 |
| PSYC 101 | Introduction to Psychology **OR** | |
| SOC 101 | Principles of Sociology | 3 |
| ❷HPE 200 | First Aid | 3 |
| Humanities | | 3 |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| CD 205 | Language Development and Activities for the Young Child | 3 |
| CD 204 | Child Development Practicum I | 3 |
| CD 224 | Methods of Guiding Children's Behavior | 3 |
| HEAL 102 | Living in a Changing World | 2 |
| Mathematics | | 3 |
| Elective | | 3 |

| FOURTH SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| CD 201 | Health, Safety, and Nutrition | 3 |
| CD 214 | Child Development Practicum II | 3 |
| CD 212 | Survey of Children with Special Needs | 3 |
| CD 220 | Child Care Center/Early Childhood Administration | 3 |
| CD 207 | Music for Young Children **OR** | 3 |
| CD 222 | Child, Family, Community | |

| Minimum total hours required for degree | 64 |
|---|---|

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

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

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

**Teacher Aide Certificate**

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| CD 102 | Role of Teacher Assistant | 2 |
| CD 205 | Language Development and Activities for the Young Child | 3 |
| CD 200 | Growth and Development of Young Child | 3 |
| COMM 100 | Communication Skills **OR** | 3 |
| ENG 101 | Composition I | |
| HEAL 102 | Living in a Changing World | 2 |
| SOC 101 | Principles of Sociology **OR** | 3 |
| PSYC 101 | Introduction to Psychology | |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| CD 202 | Observ/Guid/Assessmt Y.C. | 3 |
| CD 212 | Survey of Children with Special Needs | 3 |
| HPE 200 | First Aid | 3 |
| Child Development Elective | | 3 |
| Humanities | | 3 |

| | |
|---|---|
| Minimum total of hours required for certificate | 31 |

# English as a Second Language

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

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

To receive an internal certificate of proficiency in ESL, a student must receive a "C" grade or better in each of the following:
>ESL 061 Basic Sentence Structure  **OR**  ESL 062/062A Intermediate Grammar
>ESL 063 Reading I  **OR**  ESL 064/064A Intermediate Reading
>ESL 065 Writing I  **OR**  ESL 066/066A Intermediate Writing
>ESL 067 Listening/Speaking I
>ESL 069 Pronunciation and Conversation  **OR**  ESL 070/070A Communication Skills
>COMM 105/ESL 072/072A Complex Sentence Structure
>ESL 073 Reading II  **OR**  ESL 074/074A Advanced Reading
>ESL 075 Writing II  **OR**  ESL 076/076A Advanced Writing
>COMM 100/ESL 078 Listening/Speaking II  **OR**  ESL 078A Advanced Oral Skills

Also, while in the advanced level, Level 7, students complete a graduation essay. Students who pass the classes and receive a "pass" on the essay will receive an internal certificate of proficiency.

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

# Trade and Technical Programs

Black Hawk College offers Certificate programs and Associate in Applied Science degree programs in trade technology career fields.

These programs cover a wide range of training in technical and trade related fields and vary in time and duration. Students interested in a technical career can tailor their course selection in many areas, including basic science, mathematics, and applied disciplines. It is important that students be motivated to enter these areas and be willing to spend extra hours in study and laboratory work. Both day and evening classes are available in most courses, and both full and part-time students may enroll.

Opportunities for employment are excellent in these areas. Graduates in technology based programs are highly sought by industrial recruiters. Salaries are good to excellent, but depend on training, availability, industrial experience, and motivation of the job applicant.

Many industrial update, CEU, and continuing training programs are available by cooperative design with the College. Contact the specific person responsible for each program for information.

Students interested in pursuing a four-year program in engineering should see the *Pre-Engineering* curriculum.

There are many trade and technical courses which will articulate (transfer) from high school to college credit. See an advisor for more information.

## Agriculture Mechanics

*Certificate Code: 9583*
*Contact Persons: East Campus, Gary Werkheiser, Ext. 1833, Rm. B-116; or Recruiter, Ext. 1724, Rm. A-202B*

The Agriculture Mechanics Certificate program provides practical knowledge of the component parts and fundamentals of operation of the agricultural equipment and machinery as well as diagnostic and repair procedures. Classroom and laboratory instruction is provided. The Agriculture Mechanics Certificate program differs from the Agriculture Mechanics Technology degree program in that it is comprised of only mechanics courses and may be completed in one year.

Enrollment in the Agriculture Mechanics certificate program is limited. Students are required to provide their own basic set of tools. Information on admission requirements and required tools may be secured from one of the contact persons or the Enrollment Services Office.

|  |  | Credit Hours |
|---|---|---|
| **FALL SEMESTER** | | |
| AG 275 | Field Machinery Operations I | 3 |
| MECH 102 | Brake and Hydraulic Systems | 4 |
| MECH 103 | Electrical Systems I | 4 |
| MECH 111 | Engine Repair I | 4 |
| **SPRING SEMESTER** | | |
| AG 276 | Field Machinery Operations II | 3 |
| MECH 104 | Electrical Systems II | 3 |
| MECH 108 | Hydraulic Transmissions | 3 |
| MECH 109 | Power Trains | 3 |
| MECH 211 | Engine Repair II | 4 |

| **SUMMER SEMESTER** | | |
|---|---|---|
| AG 273 | Lawn and Garden Equipment Repair | 4 |
| MECH 105 | Fuel Control Systems | 4 |
| MECH 112 | Air Conditioning | 3 |
| MECH 290 | Work Experience Intern Seminar | 1 |
| Minimum total hours required for certificate | | 43 |

## Agriculture Mechanics Technology

*Associate in Applied Science Code: 9081*
*Contact Persons: East Campus, Gary Werkheiser, Ext. 1833, Rm. B-116; or Recruiter, Ext. 1724, Rm. A-202B*

The Agriculture Mechanics Technology degree program provides a proper balance of theory and practical application for students preparing for careers in the agricultural machinery and equipment industry. Graduates of the program may become employed as mechanics, machinery and equipment technicians, parts specialists, machinery and equipment sales persons, or service managers in agricultural implement dealerships and agricultural equipment repair businesses.

The curriculum emphasizes laboratory diagnostic procedures in the areas of diesel and gasoline engines; electrical systems, including computerized control systems and electronic fuel control systems; transmissions and power trains; and hydraulic systems. Additional experience will be provided to students in the area of machinery operation and management. Students are placed in agricultural implement dealerships and agricultural equipment repair businesses for an eight-week internship.

Through the internship, students gain valuable on-the-job experience as they apply what they have learned in class.

Enrollment in the Agriculture Mechanics Technology degree program is limited. Students are required to provide their own basic set of tools. Information on admission requirements and required tools may be secured from one of the contact persons or the Enrollment Services Office.

### First Year

| FALL SEMESTER | | Credit Hours |
|---|---|---|
| AG 275 | Field Machinery Operations I | 3 |
| MECH 102 | Brake and Hydraulic Systems | 4 |
| MECH 103 | Electrical Systems I | 4 |
| MECH 111 | Engine Repair I | 4 |

| SPRING SEMESTER | | |
|---|---|---|
| AG 276 | Field Machinery Operations II | 3 |
| MECH 104 | Electrical Systems II | 3 |
| MECH 108 | Hydraulic Transmissions | 3 |
| MECH 211 | Engine Repair II | 4 |
| MECH Elective | | 3 |

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

### Second Year

| FALL SEMESTER | | Credit Hours |
|---|---|---|
| CS 100 | Introduction to Computers | 3 |
| COMM 100 | Communication Skills | 3 |
| MATH Elective | | 3 |
| Science Elective | | 3 |

| SPRING SEMESTER | | |
|---|---|---|
| BA 110 | Introduction to Business | 3 |
| AG or MECH Electives | | 6 |

Minimum total hours required for degree    64

Suggested electives: AG 172, 271; MECH 109, 215, 219, 291

# Air Conditioning Specialist

*Certificate Code: 5513*
*Contact Persons: East Campus, Gary Werkheiser, Ext. 1833, Rm. B-116; or Recruiter, Ext. 1724, Rm. A-202B*

The Air Conditioning Specialist certificate program provides the practical knowledge of the component parts as well as the diagnostic and repair procedure required to become an air conditioning specialist. Students completing this certificate program may be employed as sentry-level air conditioning technicians in air conditioning specialty shops, automotive repair businesses, or automotive

dealerships. This program may be completed in one semester.

Enrollment in the Air Conditioning Specialist certificate program is limited. Students are required to provide their own basic set of tools. Information on admission requirements and required tools may be secured from one of the contact persons or the Enrollment Services Office.

| SUMMER SEMESTER | | Credit Hours |
|---|---|---|
| AUTO 207 | Engine Performance II | 3 |
| AUTO 299 | ASE Review | 1 |
| MECH 105 | Fuel Control Systems | 4 |
| MECH 112 | Air Conditioning | 3 |
| MECH 290 | Work Experience Intern Seminar | 1 |

Minimum total hours required for certificate    12

# Apprenticeship Construction Laborer (ACL)

*Associate in Applied Science Code: 5372*
*Certificate Code: 5973*
*Contact Persons: QC Campus, Cathryn Lass, Ext. 5474, Rm. Q1-124; or LU 309 Apprenticeship Training Coordinator, Terrance Whitecotton, c/o 309-786-5479 or emailo union309@aol.com.*

This program is designed for those who have been accepted into the Illinois Laborers' and Contractors' Construction Craft Laborer Apprenticeship and Training Program. It is a three-year program that includes 3,200 hours of construction laborer apprenticeship training. Students seeking admission must meet the admissions requirements of the Bureau of Apprenticeship Training, U.S. Department of Labor, and Black Hawk College. Training has been approved by the U.S. Department of Labor and developed by the Illinois Laborers and Contractors Joint Apprenticeship and Training Program (JATP). Black Hawk College has formed an agreement with the JATP and may grant college credit for approved and completed coursework. For further information concerning apprenticeship training, contact regional training coordinator of the Illinois Laborers and Contractors, LU 309 Apprenticeship Training Coordinator, Terrance Whitecotton, c/o 786-5479 or e-mail union 309@aol.com or Cathryn Lass at Black Hawk College.

### Associate in Applied Science
### First Year

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| LBR 111 | Orientation to Laborer's Craft | 2 |
| LBR 113 | Mason Tending | 3 |
| LBR 291 | Concrete Practice Fundamentals | 2 |
| *General Education Choice* | | |
| ENG 101 | English Comp. I **OR** | 3 |
| ENG 102 | English Comp. II | |

SECOND SEMESTER SUGGESTED COURSES
LBR 115   Asphalt Techn. & Construction          3
LBR 116   Labor Apprenticeship I                    3
LBR 292   Concrete Apprenticeship I                2
*General Education Choice*
SOC 101   Principles of Sociology                    3

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

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

**Third Year**
FIRST SEMESTER SUGGESTED COURSES
LBR 153   Hazardous Waste Worker                  4
LBR 250   Landscaping                                   3
*General Education:*
SPEC 101  Principles of Speech Communication   3

SECOND SEMESTER SUGGESTED COURSES
LBR 150   Construction Surveying                    2
LBR 152   Bridge Construction                         3
LBR 156   Labor Apprenticeship III                  3
*General Education Choice:*
SPEC 175  Intercultural Communication             3

Minimum total hours required for degree         65

**Certificate Program**

This program is designed for those who have been accepted into the Illinois Laborers' and Contractors' Construction Craft Laborer Apprenticeship and Training Program. The program provides an option for a certificate in construction labor, with training approved by the U.S. Department of Labor and developed by the Illinois Laborers and Contractors Joint Apprenticeship and Training Program (JATP). Black Hawk College has formed an agreement with the JATP and may grant college credit for approved and completed coursework. For further information concerning apprenticeship training, contact regional training coordinator of the Illinois Laborers and Contractors, LU 309 Apprenticeship Training Coordinator, Terrance Whitecottom, c/o 786-5479 or email union 309@aol.com or Cathryn Lass at Black Hawk College.

**First Year**

|  |  | Credit Hours |
|---|---|---|
| FIRST SEMESTER SUGGESTED COURSES |  |  |
| LBR 111 | Orientation to Laborer's Craft | 3 |
| LBR 113 | Mason Tending | 3 |
| LBR 291 | Concrete Practice Fundamentals | 2 |

SECOND SEMESTER SUGGESTED COURSES
LBR 115   Asphalt Techn. & Construction          3
LBR 116   Labor Apprenticeship I                    3
LBR 292   Concrete Apprenticeship I                2

**Second Year**
FIRST SEMESTER SUGGESTED COURSES
LBR 131   Principles of Pipelaying                   3
HIST 190  History of American Labor               3
LBR 293   Forming & Finishing Concrete           3

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

**Third Year**
FIRST SEMESTER SUGGESTED COURSES
LBR 153   Hazardous Waste Worker                  4
LBR 250   Landscaping                                   3

SECOND SEMESTER SUGGESTED COURSES
LBR 150   Construction Surveying                    2
LBR 152   Bridge Construction                         3
LBR 156   Labor Apprenticeship III                  3

Minimum total hours required for certificate     50

# Apprenticeship Electrical Construction

*Associate in Applied Science Code: 6174*
*Certificate Code: 6574*
*Contact Persons: QC Campus, Cathryn Lass, Ext. 5474, Rm. 1-124, or at the Quad City Electrical Training Center, Mike Ellison, 309-762-3270 or e-mail m_ellison@qcejatc.org.*

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

**First Year**

|  |  | Credit Hours |
|---|---|---|
| FALL SEMESTER SUGGESTED COURSES |  |  |
| EC 110 | IBEW Apprenticeship I | 4 |
| EC 111 | OSHA 10-Hour Safety Training | 1 |
|  |  |  |
| SPRING SEMESTER SUGGESTED COURSES |  |  |
| EC 115 | IBEW Apprenticeship II | 4 |
| EC 116 | Life Skills: Attitude/Ethics | 1 |

**Second Year**

FALL SEMESTER SUGGESTED COURSES
EC 120    IBEW Apprenticeship III                4
EC 121    Basic Welding                          1

SPRING SEMESTER SUGGESTED COURSES
EC 125    IBEW Apprenticeship IV                 4
ENG 101 English Composition I **OR**             3
ENG 102 English Composition II

### Third Year
FALL SEMESTER SUGGESTED COURSES
EC 230    IBEW Apprenticeship V                  4
General Education Choice:
CS 100    Introduction to Computers **OR**       3
          Math Elective

SPRING SEMESTER SUGGESTED COURSES
EC 235    IBEW Apprenticeship VI                 4
General Education Choice:
SPEC 101 Principles of Speech Communication      3

### Fourth Year
FALL SEMESTER SUGGESTED COURSES
EC 240    IBEW Apprenticeship VII                4
General Education Choice:
SPEC 114 Interpersonal Communication **OR**      3
SPEC 175 Intercultural Communication

SPRING SEMESTER SUGGESTED COURSES
EC 245    IBEW Apprenticeship VIII               4
EC 246    OSHA 30-Hour Safety Training           2

### Fifth Year
FALL SEMESTER SUGGESTED COURSES
EC 250    IBEW Apprenticeships IX                4
General Education Choice:
SOC 101   Principles of Sociology **OR**         3
PSYC 101 Intro to Psychology

SPRING SEMESTER SUGGESTED COURSES
EC 255    IBEW Apprenticeship X                  4

Minimum total hours required for degree         60

### Certificate Program

A certificate program is available at 45 credit hours and includes the following courses without the core courses in communication and math offered at Black Hawk College.

EC 110  IBEW Apprenticeship I
EC 111  OSHA 10-Hour Safety Training
EC 115  IBEW Apprenticeship II
EC 116  Life Skills: Attitude/Ethics
EC 120  Life Apprenticeship III
EC 121  Basic Welding
EC 125  IBEW Apprenticeship IV
EC 230  IBEW Apprenticeship V
EC 235  IBEW Apprenticeship VI
EC 240  IBEW Apprenticeship VII
EC 245  IBEW Apprenticeship VIII
EC 246  OSHA 30-Hour Safety Training

EC 250  IBEW Apprenticeship IX
EC 255  IBEW Apprenticeship X

# Apprenticeship Pipe Trades (APT)

*Associate in Applied Science Code: 6079*
*Certificate Code: 6077*
*Contact Persons: QC Campus, Cathryn Lass, Ext. 5474, Rm. 1-124, or LU 25 Apprenticeship Training Coordinator Matt Lienan, 309-788-4159 or e-mail jac25info@lu25.org.*

The Apprenticeship Pipe Trades (APT) Program is designed for those who have been accepted into the Pipe Trades Training Program, Local 25 Program School. This is a five-year program that includes 8500 hours of Pipe Trades apprenticeship training. Students seeking admission must meet the admissions requirements of the Bureau of Program Training, U.S. Department of Labor, the Joint Apprenticeship Committee of Eastern Iowa and Western Illinois LU 25 JAC, and Black Hawk College. For further information concerning program training, contact the Apprenticeship Training Coordinator, Matt Lienan or Cathryn Lass at Black Hawk College.

### Associate in Applied Science

The Apprenticeship Pipe Trades AAS program will train apprentice plumbers, pipefitters, steamfitters, pipelayers, and heating and cooling technicians. The program stresses successful coordination with technicians of other trades through blueprint reading, applied mathematics, and interpersonal relationship skills.

Although this program is intended for entry-level jobs, a person with work experience may wish to complete the necessary coursework for a degree, which may then lead to a leadership position.

The degree program includes core courses in communications and math in addition to technical skills training. General Education courses are offered at Black Hawk College, and apprenticeship training is coordinated through the LU JAC training center.

|                | First Year | Credit |
|----------------|------------|--------|
| FALL SEMESTER SUGGESTED COURSES | | Hours |
| PT 111 | Heritage I | 1 |
| PT 112 | Basic Pipe Trade Concepts | 2 |
| PT 113 | Industrial Safety | 1 |
| PT 114 | Math I | 2 |

SPRING SEMESTER SUGGESTED COURSES
PT 115    Pipe Trades Technology I               3
PT 116    Occupational Field Training            1
General Education Choice:
CS 100    Introduction to Computers **OR**       3
          Math/Computer Science

### Second Year

**FALL SEMESTER SUGGESTED COURSES**

| | | |
|---|---|---|
| PT 121 | Pipe Trades Technology II | 3 |
| PT 122 | Scientific Principles | 1 |
| PT 123 | Human Relations | 1 |

**SPRING SEMESTER SUGGESTED COURSES**

| | | |
|---|---|---|
| PT 124 | Welding Techniques I | 2 |
| PT 125 | Math II | 2 |
| PT 126 | Occupational Field Training | 1 |
| General Education Choice: | | |
| ENG 101 | English Comp. I **OR** | 3 |
| ENG 102 | English Comp. II | |

**Third Year**

**FALL SEMESTER SUGGESTED COURSES**

| | | |
|---|---|---|
| PT 231 | Pipe Trades Technology III | 3 |
| PT 232 | Welding Techniques II | 2 |
| PT 233 | Math III | 2 |

**SPRING SEMESTER SUGGESTED COURSES**

| | | |
|---|---|---|
| PT 113 | Industrial Safety | 1 |
| PT 236 | Occupational Field Training | 1 |
| General Education Choice: | | |
| SPEC 101 | Principles of Speech Communication | 3 |

**Fourth Year**

**FALL SEMESTER SUGGESTED COURSES**

| | | |
|---|---|---|
| PT 240 | Pipe Trades Technology IV | 3 |
| PT 241 | Medical Gas Installation | 1 |
| General Education Choice: | | |
| SPEC 114 | Interpersonal Communication **OR** | 3 |
| SPEC 175 | Intercultural Communication | |

**SPRING SEMESTER SUGGESTED COURSES**

| | | |
|---|---|---|
| PT 242 | Welding Techniques III | 3 |
| PT 243 | Math IV | 2 |
| PT 244 | Heritage II | 1 |
| PT 246 | Occupational Field Training | 1 |

**Fifth Year**

**FALL SEMESTER SUGGESTED COURSES**

| | | |
|---|---|---|
| PT 249 | Welding Techniques IV | 3 |
| PT 250 | Pipe Trades Technology V | 2 |

**SPRING SEMESTER SUGGESTED COURSES**

| | | |
|---|---|---|
| PT 251 | Certification Seminar | 3 |
| PT 113 | Industrial Safety | 1 |
| PT 256 | Occupational Field Training | 1 |
| *General Education Choice:* | | |
| SOC 101 | Principles of Sociology **OR** | 3 |
| PSYC 101 | Principles of Psychology | |

| | |
|---|---|
| Minimum total hours required for degree | 65 |

### Certificate Program

The Apprenticeship Pipe Trades certificate includes the same objectives as those for the Apprenticeship Pipe Trades Associate in Applied Science degree program; however the certificate program does not include general education courses. An apprentice may earn a certificate after completing the following training courses offered through the LU 25 JAC.

| | | Credit |
|---|---|---|
| **First Year** | | Hours |

**FALL SEMESTER SUGGESTED COURSES**

| | | |
|---|---|---|
| PT 111 | Heritage I | 1 |
| PT 112 | Basic Pipe Trade Concepts | 2 |
| PT 113 | Industrial Safety | 1 |
| PT 114 | Math I | 2 |

**SPRING SEMESTER SUGGESTED COURSES**

| | | |
|---|---|---|
| PT 115 | Pipe Trades Technology I | 3 |
| PT 116 | Occupational Field Training | 1 |

**Second Year**

**FALL SEMESTER SUGGESTED COURSES**

| | | |
|---|---|---|
| PT 121 | Pipe Trades Technology II | 3 |
| PT 122 | Scientific Principles | 1 |
| PT 123 | Human Relations | 1 |

**SPRING SEMESTER SUGGESTED COURSES**

| | | |
|---|---|---|
| PT 124 | Welding Techniques I | 2 |
| PT 125 | Math II | 2 |
| PT 126 | Occupational Field Training | 1 |

**Third Year**

**FALL SEMESTER SUGGESTED COURSES**

| | | |
|---|---|---|
| PT 231 | Pipe Trades Technology III | 3 |
| PT 232 | Welding Techniques II | 2 |
| PT 233 | Math III | 2 |

**SPRING SEMESTER SUGGESTED COURSES**

| | | |
|---|---|---|
| PT 113 | Industrial Safety | 1 |
| PT 236 | Occupational Field Training | 1 |

**Fourth Year**

**FALL SEMESTER SUGGESTED COURSES**

| | | |
|---|---|---|
| PT 240 | Pipe Trades Technology IV | 3 |
| PT 241 | Medical Gas Installation | 1 |

**SPRING SEMESTER SUGGESTED COURSES**

| | | |
|---|---|---|
| PT 242 | Welding Techniques III | 3 |
| PT 243 | Math IV | 2 |
| PT 244 | Heritage II | 1 |
| PT 246 | Occupational Field Training | 1 |

**Fifth Year**

**FALL SEMESTER SUGGESTED COURSES**

| | | |
|---|---|---|
| PT 249 | Welding Techniques IV | 3 |
| PT 250 | Pipe Trades Technology V | 2 |

**SPRING SEMESTER SUGGESTED COURSES**

| | | |
|---|---|---|
| PT 251 | Certification Seminar | 3 |
| PT 113 | Industrial Safety | 1 |
| PT 256 | Occupational Field Training | 1 |

| | |
|---|---|
| Minimum total hours required for a certificate | 50 |

# AutoCAD Certificate

*Certificate Code: 5796*
*Contact Persons: QC Campus, Adebayo Badmos, Ext. 5280, Rm. 2-156; Ravi Manimaran, Ext. 5279, Rm. 2-158, Glenn Saddoris, Ext. 5283, Rm. 2-153; Cathryn Lass, Ext. 5474, Rm. 1-124.*

Graduates of the Engineering Technology AutoCAD Certificate program will be equipped to operate in the new technological environment and will have a valuable skill in using AutoCAD that employers need to remain competitive in the global market.

Manufacturing is evolving from human power to technology. In Illinois, there have been fewer jobs in manufacturing, but higher productivity levels. This productivity is a result of incorporating technology into the manufacturing processes.

| | | Credit Hours |
|---|---|---|
| ENGT 101 | Blueprint/Schematic Reading | 3 |
| ENGT 102 | Fundamentals of AutoCAD | 2 |
| ENGT 172 | AutoCAD I – 2D Graphics | 3 |
| ENGT 222 | AutoCAD II – 3D Graphics | 3 |
| ENGT 272 | Computer Aided Drafting I | 2 |
| MATH 123 | Technical Algebra/Trigonometry | 4 |
| Minimum total hours required for a certificate | | 17 |

# Automotive Repair

*Certificate Code: 5710*
*Contact Persons: East Campus, Gary Werkheiser, Ext. 1833, Rm. B-116; or Recruiter, Ext. 1724, Rm. A-202B*

The Automotive Repair Certificate program provides practical knowledge of the component parts and the fundamentals of operation of the automobile as well as diagnostic and repair procedures. Classroom and laboratory instruction is provided. Students completing the certificate may be employed as brake specialists, wheel alignment and suspension specialists, air conditioning specialists, transmission specialists, or automotive repair specialists in automotive repair businesses and automotive dealerships. The Automotive Repair Certificate differs from the Automotive Repair Technology degree in that it is comprised of only auto and mechanics courses and may be completed in one year.

Enrollment in the Automotive Repair program is limited. Students are required to provide their own basic set of tools. Information on admission requirements and required tools may be secured from one of the contact persons or the Enrollment Services Office.

| | | Credit Hours |
|---|---|---|
| **FALL SEMESTER** | | |
| AUTO 107 | Engine Performance I | 4 |
| MECH 102 | Brake and Hydraulic Systems | 4 |
| MECH 103 | Electrical Systems I | 4 |
| MECH 111 | Engine Repair I | 4 |
| **SPRING SEMESTER** | | |
| AUTO 115 | Wheel Alignment and Suspension | 4 |
| MECH 104 | Electrical Systems II | 3 |
| MECH 108 | Hydraulic Transmissions | 3 |
| MECH 109 | Power Trains | 3 |
| MECH 211 | Engine Repair II | 4 |
| **SUMMER SEMESTER** | | |
| AUTO 207 | Engine Performance II | 3 |
| MECH 105 | Fuel Control Systems | 4 |
| MECH 112 | Air Conditioning | 3 |
| Minimum total hours required for certificate | | 43 |

# Automotive Repair Technology

*Associate in Applied Science Code: 9298*
*Contact Persons: East Campus, Gary Werkheiser, Ext. 1833, Rm. B-116; or Recruiter, Ext. 1724, Rm. A-202B*

The Automotive Repair Technology program provides a proper balance of theory and practical knowledge for students preparing for careers in the automotive service industry. Graduates of the program may become employed as automotive mechanic technicians, transmission specialists, service managers, or service writers in automotive dealerships and automotive repair businesses.

The curriculum emphasizes laboratory diagnostic procedures in both domestic and foreign engines, electrical systems, transmissions, drive trains, suspension systems, computerized control systems, and electronic fuel control systems. Students will be prepared to take and expected to pass Automotive Service Excellence (ASE) certification tests in order to qualify for the work experience internship. Students will be placed in automotive dealerships and automotive repair businesses during the last semester of the program in order to gain on-the-job experience.

The Automotive Repair Certificate program provides practical knowledge of the component parts and the fundamentals of operation of the automobile as well as diagnostic and repair procedures. Classroom and laboratory instruction is provided. Students completing the certificate may be employed as brake specialists, wheel alignment and suspension specialists, air conditioning specialists, transmission specialists, or automotive repair specialists in automotive repair businesses and automotive dealerships. The Automotive Repair Certificate differs from the Automotive Repair Technology degree in that it is comprised of only auto and mechanics courses and may be completed in one year.

Enrollment in this program is limited. Students are required to provide their own basic set of tools. Information on admission requirements and required tools may be secured from one of the contact persons or the Enrollment Services Office.

### First Year

| FALL SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| AUTO 107 | Engine Performance I | 4 |
| MECH 102 | Brake and Hydraulic Systems | 4 |
| MECH 103 | Electrical Systems I | 4 |
| MECH 111 | Engine Repair I | 4 |

| SPRING SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| AUTO 115 | Wheel Alignment and Suspension | 4 |
| MECH 104 | Electrical Systems II | 3 |
| MECH 108 | Hydraulic Transmissions | 3 |
| MECH 211 | Engine Repair II | 4 |
| MECH Elective | | 3 |

| SUMMER SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| AUTO 207 | Engine Performance II | 3 |
| AUTO 299 | ASE Review | 1 |
| MECH 105 | Fuel Control Systems | 4 |
| MECH 112 | Air Conditioning | 3 |
| MECH 290 | Work Experience Inter Seminar | 1 |

### Second Year

| FALL SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| CS 100 | Intro to Computers | 3 |
| COMM 100 | Communication Skills | 3 |
| MATH | Elective | 3 |
| Science | Elective | 3 |

| SPRING SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| BA 110 | Introduction to Business | 3 |
| AUTO or MECH Electives | | 6 |

| Minimum total hours required for degree | 66 |
|---|---|

Suggested electives: AUTO 100, 101; MECH 109, 215, 219, 291

## Brake Specialist

*Certificate Code: 5512*
*Contact Persons: East Campus, Gary Werkheiser, Ext. 1833, Rm. B-116; or Recruiter, Ext. 1724, Rm. A-202B*

The Brake Specialist certificate program provides practical knowledge of the component parts as well as the diagnostic and repair procedure required to become a brake technician. Students completing the certificate may be employed as entry-level brake technicians in brake specialty shops, automotive repair businesses, or automotive dealerships. This program may be completed in one semester.

Enrollment in the Brake Specialist certificate program is limited. Students are required to provide their own basic set of tools. Information on admission requirements and required tools may be secured from one of the contact persons or the Enrollment Services Office.

| FALL SEMESTER | | Credit Hours |
|---|---|---|
| AUTO 107 | Engine Performance I | 4 |
| MECH 102 | Brake and Hydraulic Systems | 4 |
| MECH 103 | Electrical Systems I | 4 |
| MECH 111 | Engine Repair I | 4 |

| Minimum total hours required for certificate | 16 |
|---|---|

## CNC (Computer Numeric Control) Certificate

*Certificate Code: 5780*
*Contact Persons: QC Campus, Adebayo Badmos, Ext. 5280, Rm. 2-156; Ravi Manimaran, Ext. 5279 Rm. 2-158, Glenn Saddoris, Ext. 5283, Rm. 2-153; Cathryn Lass, Ext. 5474, Rm. 1-124.*

Graduates of the Engineering Technology CNC Certificate program will be equipped to operate in the new technological environment and will have a valuable skill in using CNC that employers need to remain competitive in the global market.

Manufacturing is evolving from human power to technology. In Illinois, there have been fewer jobs in manufacturing, but higher productivity levels. This productivity is a result of incorporating technology into the manufacturing processes.

| | | Credit Hours |
|---|---|---|
| ENGT 104 | Fundamentals of Machining | 2 |
| ENGT 186 | Introductory CNC | 3 |
| ENGT 236 | Intermediate CNC | 3 |
| ENGT 286 | Advanced CNC with CAM | 3 |
| MATH 123 | Technical Algebra/Trigonometry | 4 |

| Minimum total hours required for a certificate | 15 |
|---|---|

## Electro-Mechanical Certificate

*Certificate Code: 5781*
*Contact Persons: QC Campus, Adebayo Badmos, Ext. 5280, Rm. 2-156; Ravi Manimaran, Ext. 5279 Rm. 2-158, Glenn Saddoris, Ext. 5283, Rm. 2-153; Cathryn Lass, Ext. 5474, Rm. 1-124.*

Graduates of the Engineering Technology Electro-Mechanical Certificate program will be equipped to operate in the new technological environment and will have a valuable skill that employers need to remain competitive in the global market.

Manufacturing is evolving from human power to technology. In Illinois, there have been fewer jobs in manufacturing, but higher productivity levels. This productivity is a result of incorporating technology into the manufacturing processes.

| | | Credit Hours |
|---|---|---|
| ENGT 103 | Fundamentals of DC Circuits | 2 |
| ENGT 163 | Fundamentals of AC Power | 3 |
| ENGT 168 | Logic Systems I | 3 |
| ENGT 210 | Mechatronics I | 3 |
| ENGT 215 | Experimental Testing Systems | 3 |
| MATH 123 | Technical Algebra/Trigonometry | 4 |
| | | |
| Minimum total hours required for a certificate | | 18 |

# Engineering Technology

*Associate in Applied Science Code: 5187*
*Contact Persons: QC Campus, Adebayo Badmos, Ext. 5280, Rm. 2-156; Ravi Manimaran, Ext. 5279, Rm. 2-158, Glenn Saddoris, Ext. 5283, Rm. 2-153; Cathryn Lass, Ext. 5474, Rm. 1-124.*

The Engineering Technology degree program will allow students to enter into a wide range of career fields within industrial settings while also providing the option of university transfer upon graduation. After completing the first year of common courses in the Fundamentals of AutoCAD, DC circuits, machining, PC applications in technology, technical math and calculus and hydraulics/pneumatics, students choose from three tracks: electrical, mechanical processes, or manufacturing. Students will also have opportunities to do technology-based practicum or internships in industrial settings. Students will learn skills to take required manufacturing/engineering designs from concept to completion.

Opportunities for employment exist for engineering technicians in aerospace, electrical and electronic, industrial, mechanical, electro-mechanical, environmental, and civil engineering fields.

### AAS Degree Program

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| ENGT 105 | PC Applications in Technology | 3 |
| MATH 123 | Technical Algebra/Trigonometry | 4 |
| ENGT 101 | Blueprint/Schematic Reading | 3 |
| ENGT 100 | Engineering Technology Systems | 2 |
| ENGT 103 | Fundamentals of DC Circuits | 2 |
| ENGT 104 | Fundamentals of Machining | 2 |
| ENGT 102 | Fundamentals of AutoCAD | 2 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| MATH 223 | Technical Calculus | 4 |
| ENG 101 | Composition I **OR** | 3 |
| COMM 100 | Communication Skills | |
| ENGT 150 | Hydraulics/Pneumatics | 3 |
| ❶Engineering Technology Elective | | 3 |
| ❶Engineering Technology Elective | | 3 |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| ❷ENGT 190 Engineering Tech Practicum | | 2 |
| PHYS 101 | College Physics I **OR** | 5 |
| CHEM 101 | General Chemistry I | |
| ENGT 224 | Computer Programming | 3 |
| ❶Engineering Technology Elective | | 3 |
| ❶Engineering Technology Elective | | 3 |

| FOURTH SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| ❶Engineering Technology Elective | | 3 |
| ❶Engineering Technology Elective | | 3 |
| ❶Engineering Technology Elective | | 3 |
| ❶Engineering Technology Elective | | 3 |
| ❶Engineering Technology Elective | | 3 |
| | | |
| Minimum total hours required for degree | | 64 |

❶Choose electives from the appropriate tracks below.
❷It is recommended that this course be completed during the summer session if possible.

### Tracks

**Electrical Track Electives**

| ENGT 163 | Fundamentals of AC Power | 3 |
|---|---|---|
| ENGT 168 | Logic Systems I | 3 |
| ENGT 210 | Mechatronics I | 3 |
| ENGT 215 | Experimental Testing Systems | 3 |
| ENGT 218 | Logic Systems II | 3 |
| ENGT 260 | Mechatronics II | 3 |
| ENGT 263 | Topics in Engineering Tech | 3 |
| ENGT 268 | Engineering Technology Project | 3 |
| ENGT 290 | Engineering Tech Internship | 3 |

**Manufacturing Processes Track Electives**

| ENGT 180 | Basic Manufacturing Processes | 3 |
|---|---|---|
| ENGT 186 | Introductory CNC | 3 |
| ENGT 231 | Lathe Operations | 3 |
| ENGT 232 | Milling Operations | 3 |
| ENGT 236 | Intermediate CNC | 3 |
| ENGT 283 | Advanced Machining Operations | 3 |
| ENGT 286 | Advanced CNC with CAM | 3 |
| ENGT 170 | Engineering Materials | 3 |
| ENGT 280 | Quality Issues in Machining | 3 |

**Mechanical Track Electives**

| ENGT 170 | Engineering Materials | 3 |
|---|---|---|
| ENGT 172 | AutoCAD I – 2D Graphics | 3 |
| ENGT 222 | AutoCAD II – 3D Graphics | 3 |
| ENGT 226 | Professional Engineering I | 3 |
| ENGT 270 | Statics & Strength of Material | 4 |
| ENGT 276 | Professional Engineering II | 3 |
| ENGT 272 | Computer Aided Drafting I | 2 |
| ENGT 274 | Computer Aided Drafting II | 3 |
| ENGT 186 | Introductory CNC | 3 |

# Engineering Technology Fundamentals Certificate

*Certificate Code: 5782*
*Contact Persons: QC Campus, Adebayo Badmos, Ext. 5280, Rm. 2-156; Ravi Manimaran, Ext. 5279 Rm. 2-158, Glenn Saddoris, Ext. 5283, Rm. 2-153; Cathryn Lass, Ext. 5474, Rm. 1-124.*

Graduates of the Engineering Technology Fundamentals Certificate program will be equipped to operate in the new technological environment and will have a valuable skill that employers need to remain competitive in the global market.

Manufacturing is evolving from human power to technology. In Illinois, there have been fewer jobs in manufacturing, but higher productivity levels. This productivity is a result of incorporating technology into the manufacturing processes.

|  |  | Credit Hours |
|---|---|---|
| ENGT 100 | Engineering Technology Systems | 2 |
| ENGT 101 | Blueprint/Schematic Reading | 3 |
| ENGT 102 | Fundamentals of AutoCAD | 2 |
| ENGT 103 | Fundamentals of DC Circuits | 2 |
| ENGT 104 | Fundamentals of Machining | 2 |
| ENGT 105 | PC Applications of Technology | 3 |
| ENGT 150 | Hydraulics/Pneumatics | 3 |
| MATH 123 | Technical Algebra/Trigonometry | 4 |

| Minimum total hours required for a certificate | 21 |
|---|---|

# Fire Service Officer

*Associate in Applied Science Code: 5022*
*Contact Person: QC Campus, Chris Bachelder, Ext. 5986, Rm. 1-473*

The Fire Service Officer curriculum is primarily designed for employed fire fighters and volunteer fire fighters who are seeking to upgrade job skills. The program will provide necessary skills, knowledge and competencies utilized in the management and operations of facilities, services, and personnel in the fire science field. Students will receive instruction which will allow them the opportunity to specialize, to increase job competency, to become promotable and to prepare for certification through the office of the Illinois State Fire Marshall. Students completing the recommended courses are well prepared to compete for positions in the fire science field.

|  |  | Credit Hours |
|---|---|---|
| FIRST SEMESTER SUGGESTED COURSES |  |  |
| ENG 101 | Composition I | 3 |
| FSO 112 | Command Officer Management I | 3 |
| FSO 118 | Fire Service Instructor I | 3 |
| Humanities Elective |  | 3 |
| Elective |  | 4 |

| SECOND SEMESTER SUGGESTED COURSES |  |  |
|---|---|---|
| ENG 102 | Composition II **OR** | 3 |
| ENG 132 | Technical Writing I |  |
| FSO 114 | Fire Prevention Principles | 3 |
| FSO 115 | Tactics and Strategy I | 3 |
| FSO 212 | Command Officer Management II | 3 |
| Humanities Elective |  | 3 |
| Elective |  | 1 |

| THIRD SEMESTER SUGGESTED COURSES |  |  |
|---|---|---|
| FSO 215 | Fire Fighting Tactics and Strategy II | 3 |
| FSO 224 | Command Officer Management III | 3 |
| PSYC 101 | Introduction to Psychology | 3 |
| Speech Elective |  | 3 |
| Science Elective |  | 4 |

| FOURTH SEMESTER SUGGESTED COURSES |  |  |
|---|---|---|
| FSO 218 | Fire Service Instructor II | 3 |
| FSO 225 | Command Officer Management IV | 3 |
| SOC 101 | Principles of Sociology | 3 |
| Mathematics Elective |  | 3 |
| Science Elective |  | 4 |

| Minimum total hours required for degree | 64 |
|---|---|

BOT degree candidates should see advisor.

# General Occupational and Technical Studies

*Associate in Applied Science Code: 1111*
*Contact Person: QC Campus, Cathryn Lass, Ext. 5474, Rm. 1-124*

The Associate in Applied Sciences in General Occupational and Technical Studies degree (GOTS) offers a flexible alternative for students to demonstrate occupational and technical competency.

Students can include credit earned in course, certificate completions, and/or credit for prior learning hours toward the AAS in General Occupational and Technical Studies. For inclusion in the degree, these hours must be part of an educational plan of study as determined in consultation with an occupational and technical faculty advisor.

1) The GOTS degree must complete the minimum credits designated (63 credits) with a "C" (2.0) or above average for all college work attempted. Courses below 100 level may not be applied toward the GOTS degree. Overall, the degree will balance a core of occupational and/or technical skills with a minimum of 15 credit hours of general education courses.

2) General education course requirements for the GOTS degree are the following:
   a) One course from Communications Group (three hours minimum)
   b) One course from the Mathematics and Computer Science group (minimum of three hours)

c) The remaining general education courses are to be taken from any of the six categories (Communications, Humanities, Social Sciences, Mathematics and Computer Sciences, Science, and Non-Western/International Studies) so that three of the six categories are used to satisfy the general education component.

3) The student must complete ten credits of college course work at Black Hawk College, but this does not have to be the last ten hours of degree work. No credit earned through national testing programs or college proficiency examinations may be included within this ten-hour requirement.

4) The student may earn up to a maximum of 48 credit hours for the GOTS degree through the combination of a variety of college-approved prior learning options that correlate with occupational courses and/or certificates offered at Black Hawk College.

### AAS in General Occupational and Technical Studies Overview

#### General Education Core

| | |
|---|---|
| Communications Choice | 3 (minimum) |
| Math and Computer Science Choice | 3 (minimum) |
| Other General Education Choices | 9 (minimum) |
| | 15 |

#### Occupational and Technical Studies Core

| | |
|---|---|
| Additional electives may be chosen from any BHC occupational and technical courses and/or certificates | 48 (minimum) |
| | 63 (minimum) |

# Law Enforcement Technology

*Associate in Applied Science Code: 5049*
*Certificate Codes: 5549, 5543*
*Contact Person: QC Campus, Don Gano, Ext. 5281, Rm. 2-252*

The Law Enforcement curricula are provided by the Department of Social, Behavioral, and Educational Studies.

A working knowledge of the criminal justice system is provided by the law enforcement courses in the curriculum, an understanding of human behavior is provided by the psychology and sociology courses, and the government courses provide knowledge of bureaucratic structure.

Students completing the recommended courses are prepared to compete for jobs in the criminal justice field at the local and state level. Those students desiring employment with federal law enforcement agencies usually need to complete a four-year bachelor's degree. They are also qualified to enter the private security field.

The certificate program is basically designed for persons presently employed in the criminal justice system. Many people now working in that field received no formal training for their job, and this certificate program is designed to provide them with the basic skills necessary to perform their jobs.

Those interested in a four-year bachelor's degree should enroll in the Law Enforcement Associate in Science degree program in the Transfer Programs section of this catalog on page 125.

**Private Security Certificate** Students completing the recommended course of study may find jobs as detectives, guards, merchant patrollers, armored car guards, and other protection and security jobs in the private sector. Employment opportunities are expected to increase much faster than average in both Illinois and the nation.

### Associate in Applied Science

| FIRST SEMESTER SUGGESTED COURSES | Credit Hours |
|---|---|
| ❶COMM 100 Communication Skills | 3 |
| CRJU 151 Criminal Justice System | 3 |
| HEAL 102 Living In A Changing World | 2 |
| LAWN 101 Police Organization and Administration I | 3 |
| SOC 101 Principles of Sociology | 3 |
| Elective | 1 |

| SECOND SEMESTER SUGGESTED COURSES | |
|---|---|
| ❶ENG 132 Technical Writing I | 3 |
| LAWN 109 Police Community Relations | 3 |
| LAWN 152 Criminology and Delinquent Behavior | 3 |
| MATH 110 Mathematics for General Education | 3 |
| Law Enforcement Elective | 3 |

| THIRD SEMESTER SUGGESTED COURSES | |
|---|---|
| POLS 122 American National Government **OR** Humanities or Fine Arts | 3 |
| LAWN 251 Criminal Investigation | 3 |
| LAWN 255 Criminal Law I | 3 |
| PSYC 101 Introduction to Psychology | 3 |
| Law Enforcement Elective | 3 |

| FOURTH SEMESTER SUGGESTED COURSES | |
|---|---|
| POLS 252 State and Local Government | 3 |
| LAWN 257 Police Ethics | 3 |
| ❶SPEC 111 Business & Professional Communications | 3 |
| ❷200 Level PSYC | 3 |
| Elective | 3 |

| | |
|---|---|
| Minimum total hours required for degree | 60 |

❶ENG 101-102 and SPEC 101 may be substituted for students planning to transfer to a four-year school
❷PSYC 250 Abnormal Psychology recommended.

### Law Enforcement Certificate
*Certificate Code: 5549*

| FIRST SEMESTER SUGGESTED COURSES | Credit Hours |
|---|---|
| ❶COMM 100 Communication Skills | 3 |
| CRJU 151  Criminal Justice System | 3 |
| LAWN 101  Police Organization and Administration I | 3 |
| LAWN 251  Criminal Investigation | 3 |
| LAWN 255  Criminal Law I | 3 |

| SECOND SEMESTER SUGGESTED COURSES | |
|---|---|
| ❶ENG 132  Technical Writing I | 3 |
| LAWN 109  Police Community Relations | 3 |
| LAWN 152  Delinquent Behavior | 3 |
| LAWN 257  Police Ethics | 3 |
| Law Enforcement Elective | 3 |

| Minimum total hours required for Certificate | 30 |
|---|---|

❶ENG 101 or 102 may be substituted

### Private Security Certificate
*Certificate Code: 5543*

| FIRST SEMESTER SUGGESTED COURSES | Credit Hours |
|---|---|
| *COMM 100 Communication Skills | 3 |
| CRJU 151  Criminal Justice System | 3 |
| LAWN 251  Criminal Investigation | 3 |
| LAWN 255  Criminal Law I | 3 |
| SECR 165  Physical Security Concepts | 3 |

| SECOND SEMESTER SUGGESTED COURSES | |
|---|---|
| *ENG 132  Technical Writing I | 3 |
| LAWN 152  Delinquent Behavior | 3 |
| LAWN 257  Police Ethics | 3 |
| **Law Enforcement or Security Elective | 3 |
| SECR 166  Physical Security Concepts II | 3 |

| Minimum total hours required for Certificate | 30 |
|---|---|

*ENG 101 or 102 may be substituted
**Electives: SECR 160, SECR 270, SECR 272, SECR 275

# Logistics and Warehousing
*Certificate Code: 5792*
*Contact Persons: QC Campus, Debbie Collins, Ext. 5316, Rm. 2-155; Glenn Saddoris, Ext. 5283, Rm. 2-153.*

The logistics and warehousing certificate program will fill various training needs for Black Hawk College students. On one level, it can be taken by displaced workers or recent high school graduates who want to enter the workforce quickly. That population can simply follow a four-course plan to earn a 10 credit hour certificate alone or students may enroll as part of a larger 33 credit hour certificate program for broader business knowledge and potential for advancement.

The two logistic certificates will prepare graduates for a range of positions within the general career area: warehouse material mover and handler or supervisor, dispatcher, customer service representative, buyer, data entry clerk, allocations specialist, terminal or dock supervisor, delivery scheduling clerk or overage, shortage and damage clerk, quality control inspector, loader, shipper, receiving or return good clerk, supply technician, picker and packer, or fork lift worker.

### Logistic and Warehousing
*Certificate Code: 5792*
#### 10 Credit Hour Certificate

| Core Courses: | | Credit Hours |
|---|---|---|
| LW 100 | Beginning Logistics/Warehousing | 2.5 |
| LW 105 | Plant Safety in Warehousing | 2.5 |
| LW 110 | Warehousing Workplace Skills | 2.5 |
| LW 115 | Logistics/Warehousing Technology | 2.5 |

| Minimum total credit hours required for certificate | 10 |
|---|---|

### Logistic and Warehousing
*Certificate Code: 5793*
#### 33 Credit Hour Certificate

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| LW 100 | Beginning Logistics/Warehousing | 2.5 |
| LW 105 | Plant Safety in Warehousing | 2.5 |
| BA 110 | Introduction to Business | 3 |
| BA 160 | Math as Applied to Business | 3 |
| CS 100 | Introduction to Computers | 3 |
| BL 201 | Business Law I | 3 |

| SECOND SEMESTER SUGGESTED COURSESE | | |
|---|---|---|
| LW 110 | Warehousing Workplace Skills | 2.5 |
| LW 115 | Logistics/Warehousing Technology | 2.5 |
| BA 111 | Business Relations I | 1 |
| BA 112 | Business Relations II | 1 |
| BA 113 | Business Relations III | 1 |
| SPEC 101 | Principles of Speech Communication **OR** | 3 |
| SPEC 111 | Business & Professional Communications | |
| ECON 221 | Principles of Macroeconomics | 3 |

| THIRD SEMESTER (SUMMER) SUGGESTED COURSES | | |
|---|---|---|
| BE 153 | Warehouse Management Systems | 2 |

| Minimum total hours required for degree | 33 |
|---|---|

# Manufacturing Processes Certificate

*Certificate Code: 5784*
*Contact Persons: QC Campus, Adebayo Badmos, Ext. 5280, Rm. 2-156; Ravi Manimaran, Ext. 5279, Rm. 2-158, Glenn Saddoris, Ext. 5283, Rm. 2-153; Cathryn Lass, Ext. 5474, Rm. 1-124.*

Graduates of the Engineering Technology Manufacturing Processes Certificate program will be equipped to operate in the new technological environment and will have a valuable skill in the machine shop that employers need to remain competitive in the global market.

Manufacturing is evolving from human power to technology. In Illinois, there have been fewer jobs in manufacturing, but higher productivity levels. This productivity is a result of incorporating technology into the manufacturing processes.

|  |  | Credit Hours |
|---|---|---|
| ENGT 104 | Fundamentals of Machining | 2 |
| ENGT 180 | Basic Manufacturing Processes | 3 |
| ENGT 231 | Lathe Operations | 3 |
| ENGT 232 | Milling Operations | 3 |
| ENGT 283 | Advanced Machining Operations | 3 |
| MATH 123 | Technical Algebra/Trigonometry | 4 |
| Minimum total hours required for a certificate | | 18 |

# ProE Certificate

*Certificate Code: 5783*
*Contact Persons: QC Campus, Adebayo Badmos, Ext. 5280, Rm. 2-156; Ravi Manimaran, Ext. 5279, Rm. 2-158, Glenn Saddoris, Ext. 5283, Rm. 2-153; Cathryn Lass, Ext. 5474, Rm. 1-124.*

Graduates of the Engineering Technology ProE Certificate program will be equipped to operate in the new technological environment and will have a valuable skill in using ProE that employers need to remain competitive in the global market.

Manufacturing is evolving from human power to technology. In Illinois, there have been fewer jobs in manufacturing, but higher productivity levels. This productivity is a result of incorporating technology into the manufacturing processes.

|  |  | Credit Hours |
|---|---|---|
| ENGT 102 | Fundamentals of AutoCAD | 2 |
| ENGT 226 | Professional Engineering I | 3 |
| ENGT 276 | Professional Engineering II | 3 |
| ENGT 274 | Computer Aided Drafting II | 3 |
| MATH 123 | Technical Algebra/Trigonometry | 4 |
| Minimum total hours required for a certificate | | 15 |

# Sustainable Energy Certificate

*Certificate Code: 5629*
*Contact Persons: QC Campus, Glenn Saddoris, Ext. 5283, Rm. 2-153; Ravi Manimaran Ext. 5279, Rm. 2-158; Cathryn Lass, Ext. 5474, Rm. 1-124.*

The Sustainable Energy Certificate program is designed for direct entry into the job market after four semesters. Graduates may work as production, field-test, maintenance/service, or data technicians. In addition, workers in the heating, ventilation, and air conditioning field may wish to earn this certificate in order to broaden opportunities for employment and promotion since solar and geothermal energy systems are used for heating and cooling homes.

| FIRST YEAR | | Credit |
|---|---|---|
| FALL SEMESTER SUGGESTED COURSES | | Hours |
| ENGT 102 | Fundamentals of AutoCAD | 2 |
| ENGT 103 | Fundamentals of DC Circuits | 2 |
| ENGT 105 | PC Applications in Technology | 3 |
| MATH 123 | Technical Algebra/Trigonometry | 4 |
| ENGT 106 | Sustainable Energy Systems I | 3 |
| | | |
| SPRING SEMESTER SUGGESTED COURSES | | |
| ENGT 150 | Hydraulics/Pneumatics | 3 |
| ENGT 163 | Fundamentals of AC Power | 3 |
| ENGT 168 | Logic Systems I | 3 |
| ENGT 172 | AutoCAD I – 2D Graphics | 3 |
| MATH 223 | Technical Calculus | 4 |
| | | |
| SECOND YEAR | | |
| FALL SEMESTER SUGGESTED COURSES | | |
| ENGT 210 | Mechatronics I | 3 |
| ENGT 215 | Experimental Testing Systems | 3 |
| ENGT 218 | Logic Systems II | 3 |
| ENGT 206 | Sustainable Energy Systems II | 3 |
| | | |
| SPRING SEMESTER SUGGESTED COURSES | | |
| ENGT 170 | Engineering Materials | 3 |
| ENGT 256 | Energy Systems Practicum | 2 |
| ENGT 260 | Mechatronics II | 3 |
| Minimum hours required for degree | | 50 |

# Welding

*Certificate Code: 5635*
*Contact Persons: East Campus, Gary Werkheiser, Ext. 1833, Rm. B-116; QC Campus, Cathryn Lass, Ext. 5474, Rm. 1-124.*

The Welding Certificate Program is designed to enable the graduate to succeed in employment as a welder in industry. The graduate will be proficient in oxy-acetylene welding and cutting, arc welding, MIG and TIG welding. Students receive various levels of welding proficiency after successfully completing tests which measure their welding skills. Technician level skills are developed in courses such as blueprint reading, and measurement.

At the Quad-Cities Campus, courses are taught at the United Township High School facilities.

| FIRST SEMESTER REQUIRED COURSES | | Credit Hours |
|---|---|---|
| MATH 103 | Essentials of Technical Math | 5 |
| WLD 101 | Intro to Arc Welding | 0.5 |
| WLD 102 | Basic Arc Welding in the Flat Position | 0.5 |
| WLD 103 | Arc Welding in the Flat and Horizontal Position | 2 |
| WLD 117 | Arc Welding in the Vertical Position | 2 |
| WLD 118 | Arc Welding in the Overhead Position | 1 |

| SECOND SEMESTER REQUIRED COURSES | | |
|---|---|---|
| WLD 109 | Welding Blueprint Reading | 2 |
| WLD 120 | Intro to MIG Welding | 1 |
| WLD 121 | MIG Welding with Spray Arc Process | 3 |
| WLD 122 | MIG Welding with Globular Transfer and Short Arc | 2 |

| THIRD SEMESTER REQUIRED COURSES | | |
|---|---|---|
| MT 114 | Basic Precision Measurement | 2 |
| WLD 125 | TIG Welding | 2 |
| WLD 105 | Oxy-Acetylene Welding and Cutting | 2 |

| Minimum total hours required for certificate | 25 |
|---|---|

# Wheel Alignment/Suspension

*Certificate Code: 5514*
*Contact Persons: East Campus, Gary Werkheiser, Ext. 1833, Rm. B-116; Recruiter, Ext. 1724, Rm. A-202B*

The Wheel Alignment/Suspension certificate program provides students with practical knowledge of the component parts as well as the diagnostic and repair procedure required to become an alignment-suspension specialist. Students completing this certificate program may be employed as entry-level alignment-suspension technicians in alignment-suspension shops, automotive repair businesses, or automotive dealerships. This program may be completed in one semester.

Enrollment in the Wheel Alignment/Suspension certificate program is limited. Students are required to provide their own basic set of tools. Information on admission requirements and required tools may be secured from one of the contact persons or the Enrollment Services Office.

| SPRING SEMESTER | | Credit Hours |
|---|---|---|
| AUTO 115 | Wheel Alignment & Suspension | 4 |
| MECH 104 | Electrical Systems II | 3 |
| MECH 108 | Hydraulic Transmissions | 3 |
| MECH 109 | Power Trains | 3 |
| MECH 211 | Engine Repair II | 4 |

| Minimum total hours required for certificate | 17 |
|---|---|

# Scott Community College Cooperative Programs

The following programs are offered cooperatively between Black Hawk College and Scott Community College. Please contact the Advising Center for more information.

| Program Name | Major Code |
|---|---|
| Auto Collision Repair Technology | 5208, 5750 |
| Aviation Concentration | 1501 |
| Culinary Arts Apprenticeship | 5112 |
| Culinary Arts Assistant | 5920 |
| Dental Assisting | 5871 |
| Diesel Technology | 5416 |
| Electroneurodiagnostic Technology | 5290 |
| Health, Safety and Environmental Technology | 5189, 5617 |
| Heating, Ventilating and Air Conditioning | 5101, 5711 |
| Interior Design | 5114 |
| Interpreter Training Program | 5283 |
| Truck Driving | 5611 |

# Certificate of Course Completion

Black Hawk College issues certificates of course completion to students who successfully complete a series of courses designed to achieve the individual's academic goals. Included among these certificates of completion are the following:

- English as a Second Language (See page 90)
- International Studies Certificate (See page 50)

# Transfer Programs

The Transfer Programs are two-year courses of study leading to an Associate in Arts (AA), an Associate in Science (AS), or an Associate of Arts in Teaching (AAT) degree. The programs prepare students to transfer to four-year colleges or universities offering bachelor's degrees. Students preparing to transfer should be aware of the following:

## The Compact Agreement

Black Hawk College has an explicit agreement with a number of four-year colleges and universities which simplifies the transfer from Black Hawk. According to the agreement, Associate in Arts or Associate in Science degree graduates from Black Hawk may enter these schools with both junior status and the assurance that they have met all lower-division general education requirements of that school.

## Graduating at Black Hawk

Because of the Compact Agreement, the four-year schools mentioned above strongly urge all AA and AS students to graduate from Black Hawk College before transferring to a four-year school. Students who do not graduate before transferring will not receive the above mentioned benefits of the Compact Agreement and may, as a result, transfer with the need to complete additional coursework on the freshman-sophomore level.

## Academic Advising

It is strongly recommended that students in the Transfer Programs ask an academic advisor for assistance in planning their course of study. Because four-year schools differ considerably in the courses which they require for specific majors, most students find that they really do need an advisor's help. To assist the academic advisor and further ensure ease in transfer, students should ideally make an early selection of the school to which they intend to transfer and secure a copy of that school's admission, curriculum and graduation requirements. While an academic advisor can and will assist students in selecting the proper courses for their major, students are responsible for knowing the requirements for graduation in their major, both at Black Hawk and at the four-year school of their choice.

## Degree Planning Worksheets

Degree Planning Worksheets are available in the Advisement Services to help students prepare for graduation from Black Hawk College. Degree Planning Worksheets are also available through the College's Web page (www.bhc.edu). Students should go over this sheet with their academic advisors and use it for a personal record of all courses completed. This check sheet should be updated each semester so that students will be fully aware of their progress towards graduation.

**Transfer Program Curricula.** The following are suggested program of study and would not be appropriate for every student. Students should always consult with an academic advisor in choosing courses best suited to the student's needs and abilities. Please refer to the *Graduation Requirements*. These requirements must be met and take precedence over suggested programs of study if there is a conflict.

Some courses may not be available at both campuses. Students should consult with an academic advisor for course availability.

# Associate in Arts and Associate in Science Program

*Associate in Arts Code: 1045*
*Associate in Science Code: 1545*
*Contact Persons: East Campus, Wendy Smith, Ext. 1713, Rm. A-247; QC Campus, Advising Center, Ext. 5101, Bldg. 1*

Students who intend to transfer to a four-year college or university should meet with their academic advisor to select courses appropriate for their major at a specific four-year college or university. Students who are undecided about their major or whose goals cannot be readily fulfilled by one of the other curricula outlined in this catalog should follow one of the curriculum model on this page. This suggested model provides a guideline for scheduling courses to receive an Associate in Arts degree or an Associate in Science degree at Black Hawk College.

The first two years of a baccalaureate degree at a four-year college or university are devoted primarily to general education courses. Usually a small number of introductory courses for a specific major are taken during the first two years. Academic advisors work closely with students and the four-year colleges and universities to assure that suitable courses are scheduled.

### Associate in Arts or Associate in Science

| FIRST SEMESTER SUGGESTED COURSES | Credit Hours |
|---|---|
| ENG 101   Composition I | 3 |
| SPEC 101  Principles of Speech Communications | 3 |
| Social and Behavioral Sciences | 3 |
| Mathematics | 3 |
| Elective | 3 |

| SECOND SEMESTER SUGGESTED COURSES | |
|---|---|
| ENG 102   Composition II | 3 |
| ❶Physical Science | 3-4 |
| Mathematics or Computer Science | 3 |
| Fine Arts | 3 |
| Elective | 3 |

| THIRD SEMESTER SUGGESTED COURSES | |
|---|---|
| Humanities | 3 |
| ❶Life Science | 3-4 |
| Social and Behavioral Sciences | 3 |
| Elective | 6 |

| FOURTH SEMESTER SUGGESTED COURSES | |
|---|---|
| Humanities or Fine Arts | 3 |
| Social and Behavioral Sciences | 3 |
| Non-Western Studies | 3 |
| Elective | 9 |
| | |
| Minimum total hours for degree | 64 |

❶One science course must include a lab.

# Accounting

*Associate in Arts Code: 1001*
*Contact Persons: QC Campus, Paula Tigerman, Ext. 5323, Rm. 1-359; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

The Accounting degree is offered through the Department of Business and Office Technology Education. Courses are taught to prepare the students to transfer to a four-year college and earn a bachelor's degree in accounting. Basic business courses taught include accounting, economics, business law, and statistics.

Job opportunities for accountants after the receipt of a four-year degree or more have been very strong in the past and are likely to grow. Jobs can be secured in all levels of government, in industry, and both public and private accounting. A CPA certificate or accreditation in accounting is encouraged for those who wish to advance in the field.

Students seeking a one- or two-year degree in accounting should see the Career Program listings for accounting under *Business Programs*.

| FIRST SEMESTER SUGGESTED COURSES | Credit Hours |
|---|---|
| ENG 101 | Composition I | 3 |
| Humanities | | 3-4 |
| Physical Science | | 4 |
| CS 100 | Introduction of Computers | 3 |
| SPEC 101 | Principles of Speech Communications | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| ❷ACCT 101 | Financial Accounting | 3 |
| ACCT 103 | Financial Accounting Lab | 1 |
| PSYCH 101 | Introductory Psychology **OR** | 3 |
| SOC 101 | Principles of Sociology | |
| ENG 102 | Composition II | 3 |
| Humanities or Fine Arts | | 3 |
| ❶MATH 131 | Finite Mathematics for Business | 3 |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| ACCT 102 | Managerial Accounting | 3 |
| ACCT 104 | Managerial Accounting Lab | 1 |
| ECON 221 | Principles of Macro Economics | 3 |
| MATH 228 | Probability and Statistics **OR** | 3 |
| ECON 228 | Probability and Statistics | |
| Life Science | | 3 |
| MATH 132 | Calculus for Bus/Soc Sciences | 4 |

| FOURTH SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| ACCT 205 | Principles of Cost Accounting | 3 |
| ECON 222 | Principles of Micro Economics | 3 |
| ❸BL 201 | Business Law I **OR** | |
| BL 202 | Business Law II | 3 |
| Fine Arts | | 3 |
| Non-Western Studies | | 3 |
| | | |
| Minimum total hours required for degree | | 64 |

❶Students may need to take MATH 112 before enrolling in MATH 131.
❷Students enrolling in this course must have completed CS 100 and be eligible to enroll in MATH 112.
❸Consult an advisor.

# Agriculture Transfer

*Associate in Science Code: 7519*
*Contact Persons: East Campus, Andrew Larson, Ext. 1830, Rm. B-213 or Recruiter, Ext. 1724, Rm. A-202B*

Students who plan to complete a bachelor's program with a major in agriculture are encouraged to enroll in the Agriculture Transfer Program at Black Hawk College-East Campus.

All East Campus courses have been articulated with the four Illinois universities which offer degrees in agriculture including: Illinois State University (Normal), Southern Illinois University (Carbondale), Western Illinois University (Macomb), and University of Illinois (Champaign/Urbana).

These articulation agreements allow students completing the associate degree in agriculture to continue their education at these four-year institutions without loss of credits. Many BHE agriculture graduates have successfully transferred to universities across the country, such as Purdue, Iowa State, Michigan State, Oklahoma State, Kansas State, Colorado State, and Texas A & M.

Students should work closely with an academic adviser to plan a two-year program designed for successful transfer of credits.

| FIRST SEMESTER SUGGESTED COURSES | Credit Hours |
| --- | --- |
| AG 100    Introduction to Agriculture | 1 |
| ENG 101   Composition I | 3 |
| Life Science | 4 |
| Humanities **OR** Fine Arts | 3 |
| *AG Electives | 4 |

| SECOND SEMESTER SUGGESTED COURSES | |
| --- | --- |
| ENG 102   Composition II | 3 |
| Physical Science | 4 |
| SPEC 101 Principles of Speech Communication | 3 |
| Mathematics | 3 |
| *AG Electives | 4 |

| THIRD SEMESTER SUGGESTED COURSES | |
| --- | --- |
| Mathematics **OR** Computer Science | 3 |
| Social and Behavioral Sciences | 3 |
| Humanities **OR** Fine Arts | 3 |
| Non-Western Studies | 3 |
| *AG Electives | 4 |

| FOURTH SEMESTER SUGGESTED COURSES | |
| --- | --- |
| Social and Behavioral Sciences | 3 |
| Social and Behavioral Sciences | 3 |
| Humanities **OR** Fine Arts | 3 |
| *AG Electives | 7 |

| Minimum total hours required for degree | 64 |
| --- | --- |

*A minimum of 20 elective hours in agriculture are required in the Agriculture Transfer Program. Suggested electives include: (Fall semester) AG 280, AG 281, AG 285, or AG 287; (Spring semester) AG 282, AG 283, HORT 284, AG 288, AG 289.

# Anthropology-Archaeology

*Associate in Arts Code: 1034*
*Contact Persons: QC Campus, Nancy Smith, Ext. 5410, Rm. 1-472; East Campus, Vashti Berry, Ext. 1711, Rm. A-247*

Students planning to major in anthropology-archaeology at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for an anthropology-archaeology major, students should consult with the Advising Center at Black Hawk College for additional information.

This curriculum provides a broad perspective on the human condition and skills that are essential for any educated person. Students will learn the evolution of the human species and of the various cultural institutions that man has developed. In addition, they will study the methodologies employed by anthropologists and archaeologists to study human evolution. Students who complete this curriculum will have a solid foundation upon which to build an anthropology-archaeology major at a four-year school. Four-year degrees in anthropology and archaeology typically focus on physical anthropology, cultural anthropology, or archaeology. Students should select coursework during their first two years depending on their area of interest and the requirements of the program to which they plan to transfer.

Students who complete a degree in anthropology and archaeology may ultimately be employed in careers as teachers, college professors, or museum personnel. They may work on projects at anthropological and archaeological "sites" in this country or in exotic places around the globe from Kenya to Siberia.

| FIRST SEMESTER SUGGESTED COURSES | Credit Hours |
|---|---|
| ANTH 101 Introduction to Physical Anthropology | 3 |
| HIST 125 Western Civilization I | 3 |
| ENG 101 Composition I | 3 |
| SPEC 101 Principles of Speech Communications | 3 |
| ❶Physical Science | 3-4 |

| SECOND SEMESTER SUGGESTED COURSES | |
|---|---|
| ANTH 102 Introduction to Cultural Anthropology | 3 |
| HIST 127 Western Civilization II | 3 |
| ENG 102 Composition II | 3 |
| ❷Life Science | 3-4 |
| Elective | 3 |

| THIRD SEMESTER SUGGESTED COURSES | |
|---|---|
| ARCH 203 Introduction to Archaeology | 3 |
| ART 281 History of Art | 3 |
| SOC 101 Principles of Sociology | 3 |
| MATH 108 Statistics for General Education | 3 |
| Electives | 4 |

| FOURTH SEMESTER SUGGESTED COURSES | |
|---|---|
| ARCH 204 Archaeology in the Americas | 3 |
| HIST 222 Comparative Religions | 3 |
| CS 100 Introduction to Computers | 3 |
| ❸Electives | 8 |

| Minimum total hours required for degree | 64 |

❶Recommended: CHEM 110; GEOG 101 or 102; GEOL 101 or 102; PHYS 110
❷Suggested: BIOL 101, 190, 211
❸Recommended: ARCH 205; BIOL 145, 146; PSYC 101

# Art

*Associate in Arts Code: 1002*
*Contact Persons: QC Campus, Zaiga Thorson, Ext. 5469, Rm. 4-134; Melissa Hebert-Johnson, Ext. 5465, Rm. 4-135; East Campus, John Hartman, Ext. 1814, Rm. 4-100; Vashti Berry, Ext. 1711, A-247*

Students planning to major in art at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for an art major, students should consult with the Counseling Office at Black Hawk College for additional information.

A variety of instructional formats provide opportunities for both full and part-time students to develop the skills that meet the changing demands of this profession. Small classes enhance the educational environment and enable the student to develop technical proficiency as well as personal style. The uniqueness of each individual is stressed. Prospective students are eligible for scholarships based on a portfolio review prior to registration.

Students who wish to be a candidate for the Associate in Arts degree and plan to pursue a bachelor's degree in art will submit a portfolio of their work which meets the approval of the Art Faculty. The portfolio must include a complete representation of the student's period of study at Black Hawk College.

Art majors may enter careers such as illustrator, graphic designer, media designer, animator, fine artist, or teacher.

Black Hawk College reserves the right to exhibit and reproduce any work submitted by students for credit in art courses.

| FIRST SEMESTER SUGGESTED COURSES | Credit Hours |
|---|---|
| ART 101 2-D Design **OR** | 3 |
| ART 111 3-D Design | |
| ART 121 Drawing and Drawing Theory | 3 |
| ENG 101 Composition I | 3 |
| Social and Behavioral Science Elective | 3 |
| Physical Science Elective | 3 |

| SECOND SEMESTER SUGGESTED COURSES | |
|---|---|
| ART 101 2-D Design **OR** | 3 |
| ART 111 3-D Design | |
| ART 122 Drawing and Drawing Theory | 3 |
| ENG 102 Composition II | 3 |
| Non-Western Studies Elective | 3 |
| Life Science Elective | 4 |

| THIRD SEMESTER SUGGESTED COURSES | |
|---|---|
| ART 281 History of Art | 3 |
| ART 201 Life Drawing | 3 |
| Mathematics Elective | 3 |
| SPEC 101 Principles of Speech Communications | 3 |
| Social and Behavioral Science Elective | 3 |

| FOURTH SEMESTER SUGGESTED COURSES | |
|---|---|
| ART 282 History of Art | 3 |
| Art Studio Elective | 3 |
| Art Studio Elective | 3 |
| Social and Behavioral Science Elective | 3 |
| Mathematics or Computer Science Elective | 3 |
| Humanities Elective | 3 |

| Minimum total hours required for degree | 64* |

* The sequence of courses listed above will lead to the Associate in Arts degree at Black Hawk College. All transfer art students should take one additional studio elective to complete preparation for transfer. Please consult a member of the art faculty for additional information. Summer courses and online offerings may be an alternative to completing this curriculum.

# Biological Science

*Associate in Science Code: 1520*
*Contact Persons: QC Campus, Allan Markezich,*
*Ext. 5240, Rm. 2-267; East Campus, Katie Rushing-*
*Anderson*

Students planning to major in biology at a four-year institution should follow the Black Hawk College Associate in Science curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for a biology major, students should consult with the Counseling Office at Black Hawk College and/or an academic advisor at the transfer university as soon as possible.

Students taking the recommended courses will receive instruction in the basic concepts of math, chemistry and biology, as well as acquiring the laboratory skills necessary for upper division studies in biology. In the biological sciences today, a good background in chemistry is especially important. The biology portion of the suggested curriculum will include molecular and cellular biology as well as the unifying concepts in biology such as development, ecology, and evolution. In the sophomore year, the student may select from such courses as botany, zoology, genetics, or environmental biology, depending upon his/her interest and career goals. The study of biology gives a person an appreciation of the biology of his/her own body, of other life forms, and of the earth's environment.

Students successfully completing this curriculum, as well as more advanced studies, may wish to consider such careers as teaching, research, museum work, environmental protection, or such applied areas as agriculture, wildlife management, horticulture, health related careers, or forestry.

### Associate in Science Sequence

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| BIOL 105 | General Biology I | 5 |
| CHEM 101 | General Chemistry I | 4 |
| ENG 101 | Composition I | 3 |
| MATH 108 | Statistics for General Education | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| BIOL 106 | General Biology II | 5 |
| CHEM 102 | General Chemistry II | 4 |
| ENG 102 | Composition II | 3 |
| Non-Western | | 3 |
| SPEC 101 | Principles of Speech Communications | 3 |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| CHEM 203 | Organic Chemistry I **OR** | 5 |
| PHYS 101 | College Physics I | |
| MATH 124 | Calculus I | 4 |
| Humanities and Fine Arts (2 courses) | | 6 |
| Social and Behavioral Science | | 3 |

| FOURTH SEMESTER SUGGESTED COURSES | |
|---|---|
| ❶Elective | 4 |
| Social and Behavioral Science (2 courses) | 6 |
| Humanities or Fine Arts | 3 |
| | |
| Minimum total hours required for degree | 64 |

❶Suggested Elective: CHEM 204 or PHYS 102

This curriculum meets the Illinois Articulation Agreement General Education Requirements for the Associate's degree.

# Business Transfer

*Associate in Arts Code: 1029*
*Contact Persons: QC Campus, Paula Tigerman, Ext. 5323, Rm. 1-359; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

The Business Transfer degree is offered through the Department of Business and Office Technology Education. Courses are taught to prepare the students to transfer to a four-year college and pursue a bachelor's degree. Basic business courses taught include accounting, economics, business law, and statistics. Job opportunities following the receipt of a four-year degree can be in industry, government, and the service sector of our economy. Many opportunities exist for the quality student with good math, English, and communication skills, who can effectively make and communicate logical and intelligent decisions.

Students seeking a two-year degree in Business should see the listings for the Career Programs under *Business Programs*.

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| ENG 101 | Composition I | 3 |
| ❸Computer Science | | 3 |
| Life Science | | 3-4 |
| PSYC 101 | Introduction to Psychology **OR** | 3 |
| SOC 101 | Principles of Sociology | |
| SPEC 101 | Principles of Speech Communications | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| ❷ACCT 101 | Financial Accounting | 3 |
| ACCT 103 | Financial Accounting Lab | 1 |
| Humanities | | 3 |
| ENG 102 | Composition II | 3 |
| Humanities or Fine Arts | | 3 |
| ❶MATH 131 | Finite Mathematics for Business | 3 |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| ACCT 102 | Managerial Accounting | 3 |
| ACCT 104 | Managerial Accounting Lab | 1 |
| ECON 221 | Principles of Macro Economics | 3 |
| MATH 228 | Probability and Statistics **OR** | 3 |
| ECON 228 | Probability and Statistics | |
| MATH 132 | Calculus for Bus/Soc Sciences | 4 |
| Physical Science | | 3-4 |

FOURTH SEMESTER SUGGESTED COURSES

| | | |
|---|---|---|
| ACCT 205 | Principles of Cost Accounting | 3 |
| ❸BL 201 | Business Law I **OR** | 3 |
| ❸BL 202 | Business Law II | |
| ECON 222 | Principles of Micro Economics | 3 |
| Fine Arts | | 3 |
| Non-Western Studies | | 3 |

Minimum total hours required for degree        64

❶Students may need to take MATH 112 before enrolling in MATH 131.
❷Students enrolling in this course must have completed CS 100 and be eligible to enroll in MATH 112.
❸Consult an advisor.

# Business Transfer International Business

*Associate in Arts Code: 1051*
*Contact Persons: QC Campus, Paula Tigerman, Ext. 5323, rm. 1-359; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

The International Business degree is offered through the Department of Business and Office Technology Education. Courses are taught to prepare the student to transfer to a four-year college and pursue a bachelor's degree. This curriculum equips the student with an international awareness and provides an understanding of the global economy. This curriculum also develops fluency in foreign language of the student's choice. Finally, the student is made aware of differences and similarities of global business practices and ethics.

Various opportunities exist for the quality student with the combination of foreign language fluency and business skills.

The student is encouraged to participate in Black Hawk College's Study Abroad program. Details of these opportunities are available from Dr. Traci Davis on the Quad-Cities Campus.

| | | Credit Hours |
|---|---|---|
| FIRST SEMESTER SUGGESTED COURSES | | |
| ECON 221 | Principles of Macro Economics | 3 |
| ENG 101 | Composition I | 3 |
| Fine Arts | | 3 |
| Foreign Language | | 4 |
| SOC 101 | Principles of Sociology | 3 |

| | | |
|---|---|---|
| SECOND SEMESTER SUGGESTED COURSES | | |
| ECON 222 | Principles of Micro Economics | 3 |
| ENG 102 | Composition II | 3 |
| ❶Foreign Language | | 4 |
| MATH 131 | Finite Mathematics for Business | 3 |
| Physical Science Lab | | 4 |

THIRD SEMESTER SUGGESTED COURSES

| | | |
|---|---|---|
| ACCT 101 | Financial Accounting | 3 |
| ACCT 103 | Financial Accounting Lab | 1 |
| ECON 270 | Introduction to International Business | 3 |
| ❶Foreign Language | | 4 |
| MATH 132 | Calculus for Bus/Soc Sciences | 4 |

FOURTH SEMESTER SUGGESTED COURSES*

| | | |
|---|---|---|
| ACCT 102 | Managerial Accounting | 3 |
| ACCT 104 | Managerial Accounting Lab | 1 |
| BL 202 | Business Law II | 3 |
| MATH 228 | Probability and Statistics **OR** | 3 |
| ECON 228 | Probability and Statistics | |
| Life Science | | 3 |
| SPEC 101 | Principles of Speech Communications | 3 |

Minimum total hours required for degree        64

❶Language courses must be 202 level and above to fulfill Humanities group requirement.

# Supply Chain Management

*Associate in Science Code: 5153*
*Contact Persons: QC Campus, Paula Tigerman, Ext. 5323, Rm. 1-359; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

Students planning to major in Supply Chain Management at a four-year institution should follow the Black Hawk College Associate in Science Business transfer program and substitute the Supply Chain Management course (BA 241) as a fourth semester elective instead of ACCT 205. Completion of the course of study outlined under Business Transfer will satisfy Black Hawk College graduation requirements. Consult with an advisor at Black Hawk College for details on specific requirements for the intended school of transfer.

This program is a base for a four-year degree in Supply Chain Management, or logistics, the field involved in moving goods from supplier to manufacturer to buyer in the most efficient manner possible. The field for bachelor's degree graduates encompasses many job categories. Some of the positions are: logistics executives, warehouse managers and supervisors, business or finance analysts, production managers, import/export specialists, contract specialists, or buyers.

| | | Credit Hours |
|---|---|---|
| FIRST SEMESTER SUGGESTED COURSES | | |
| ENG 101 | Composition I | 3 |
| CS 100 | Introduction to Computers | 3 |
| ❶Life Sciences | | 3-4 |
| PSYC 101 | Introduction to Psychology **OR** | 3 |
| SOC 101 | Principles of Sociology | 3 |
| SPEC 101 | Principles of Public Speaking | 3 |

SECOND SEMESTER SUGGESTED COURSES
| | | |
|---|---|---|
| ACCT 101 | Financial Accounting | 3 |
| ACCT 103 | Financial Accounting Lab | 1 |
| Humanities | | 3 |
| ENG 102 | Composition II | 3 |
| Humanities or Fine Arts | | 3 |
| ❷MATH 131 Finite Mathematics for Business | | 3 |

THIRD SEMESTER SUGGESTED COURSES
| | | |
|---|---|---|
| ACCT 102 | Managerial Accounting | 3 |
| ACCT 104 | Managerial Accounting Lab | 1 |
| ECON 221 | Principles of Macro Economics | 3 |
| ❷❸MATH 108 Statistics for General Education **OR** | | 3 |
| MATH 228 | Probability and Statistics | 3 |
| ❷❹MATH 132 Mathematics Analysis for Business **OR** | | 4 |
| MATH 124 | Calculus I with Analytic Geometry | 4 |
| ❶Physical Science | | 3-4 |

FOURTH SEMESTER SUGGESTED COURSES
| | | |
|---|---|---|
| BL 201 | Business Law I **OR** | 3 |
| ECON 222 | Principles of Micro Economics | |
| Fine Arts | | 3 |
| Non-Western Studies | | 3 |
| BA 241 | Introduction to Supply Chain Management | 3 |

Minimum total hours required for degree          64

❶**Physical and Life Sciences:** Two courses (7 to 8 credits) with one course selected from the Life Sciences, one course from the Physical Sciences (include at least one laboratory course) or **both** NSCI 101 and NSCI 102.
❷Consult an advisor.
❸Students planning to transfer to WIU in the Supply Chain Management program may substitute MATH 108 for MATH 228.
❹Students planning to transfer to WIU in the Supply Chain Management program may substitute MATH 124 for MATH 132.

# Chemistry

*Associate in Science/Associate in Arts Codes: 1521, 1031*
*Contact Persons: Linus Griswold, Ext. 5247, Rm. 2-260; East Campus, Alan Abbott, Ext. 1812, Rm. B-219*

Students planning to major in chemistry at a four-year college should follow the Associate in Science curriculum. It is a rigorous, math oriented curriculum. The variety of analytical and synthesizing skills obtained from the listed courses place the student in a position to continue in chemistry and related sciences. Lab work complements the lecture material and gives the student practical applications of the theoretical lecture material.

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| CHEM 101 | General Chemistry I | 4 |
| ENG 101 | Composition I | 3 |
| MATH 124 | Calculus I | 4 |
| Social and Behavioral Science | | 3 |

SECOND SEMESTER SUGGESTED COURSES
| | | |
|---|---|---|
| CHEM 102 | General Chemistry II | 4 |
| ENG 102 | Composition II | 3 |
| Humanities or Fine Arts Elective | | 3 |
| MATH 225 | Calculus II | 4 |
| Social and Behavioral Science | | 3 |

THIRD SEMESTER SUGGESTED COURSES
| | | |
|---|---|---|
| CHEM 203 | Organic Chemistry I | 5 |
| Life Science | | 3 |
| PHYS 201 | General Physics | 5 |
| SPEC 101 | Principles of Speech Communications | 3 |

FOURTH SEMESTER SUGGESTED COURSES
| | | |
|---|---|---|
| CHEM 204 | Organic Chemistry II | 5 |
| Humanities and Fine Arts Electives (2 courses) | | 6 |
| Non-Western Studies | | 3 |
| Social and Behavioral Science | | 3 |

Minimum total hours required for degree          64

**Note:** Students wishing to take junior level chemistry courses after transferring to a four-year school may need MATH 226 and PHYS 202 as prerequisites.

# Pre-Chiropractic

*Associate in Science Code: 1531*
*Contact Person: QC Campus, Darryl Beckett, Ext. 5239, Rm. 2-268*

Graduates of the doctor of chiropractic program may choose to establish a private practice or they may choose to associate with another doctor in an established practice.

Entrance requirements for admission to Palmer College of Chiropractic (effective Fall semester 2001) are as follows:

1. Completion of 90 semester credit hours. It is recommended that 60 of these hours be completed at the 100 and 200 level, while at least 30 hours should come from 300 or 400 (junior or senior) level courses. Courses in science and communications are recommended for the 300 or 400 level.
2. A grade of "C" or better is required in all prerequisite courses.
3. A minimum grade point average of 2.5 on a 4.0 scale is required for the prerequisite courses.
4. A minimum of 48 of the 60 semester hours at the 100 and 200-level must be completed as listed below in the prerequisites for admission.
5. Consult with the BHC pre-chiropractic advisor to develop an appropriate course of study that will meet all course, application, and admission requirements.

## PREREQUISITE COURSES FOR ADMISSION

**\*SCIENCE -** A minimum of two semesters or the equivalent of one academic year in each science subject.

| | | Credit Hours |
|---|---|---|
| **Biology (with lab)** | | |
| BIOL 145 | Anatomy/Physiology I | 4 |
| BIOL 146 | Anatomy/Physiology II | 4 |
| **Inorganic Chemistry (with lab)** | | |
| CHEM 101 | General Chemistry I | 4 |
| CHEM 102 | General Chemistry II | 4 |
| | | |
| **Organic Chemistry (with lab)** | | |
| CHEM 203 | Organic Chemistry I | 5 |
| CHEM 204 | Organic Chemistry II | 5 |
| | | |
| **PHYS (with lab)** | | |
| PHYS 101 | College Physics I | 4-5 |
| PHYS 102 | College Physics II | 5 |
| **OR** | | |
| PHYS 201 | General Physics | 5 |
| PHYS 202 | General Physics | 5 |

**\* Survey courses are not recommended in the sciences.**

**PSYCHOLOGY** (minimum 3 credit hours) - Any college level course in psychology.

**COMMUNICATION AND/OR LANGUAGE SKILLS** (minimum 6 credit hours or more) - ENG 101, ENG 102, any Speech

**SOCIAL SCIENCE AND HUMANITIES** (minimum 15 semester hours) – The Social Sciences and Humanities Departments include course offerings in the following fields. This list does not include math, science, business, computer, engineering or physical education fields.

| | |
|---|---|
| **Social Science** | ANTH, ECON, GEOG (select 105 only), HIST, POLS, PSYC, SOC |
| **Humanities** | ART (theory or applied), ENG (literature), Foreign Languages, HIST, MUSC (theory or applied), PHIL, THEA |

**Note:** Students desiring to complete an Associate in Science degree in the pre-chiropractic curriculum must be certain that their course program includes 6 hours of Mathematics, 9 hours of Humanities and Fine Arts general education electives, 9 hours of Social Science general education electives, 3 hours in Non-Western Culture, and 2 courses (7-8 hours including one laboratory course) of Physical and Life Sciences, with one course from Life Sciences and one course from Physical Sciences, as well as those courses specified by Palmer College.

# Computer Science Information Systems

*Associate in Arts Code: 1032*
*Contact Persons: QC Campus, Ilga Higbee, Ext. 5328, Rm. 1-354; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

Students planning to major in computer science with an information systems emphasis at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirement sat Black Hawk College. Since universities may require specific courses for a computer science major, students should consult with the Transfer Center at Black Hawk College and/or a computer science advisor for additional information. Those not planning to transfer to a four-year school should also see the *Computer Technology Programs.*

The curriculum includes work with programming and problem analysis with applications from business and industry.

Students pursuing Computer Science-Information Systems are expected to complete the general requirements for the Associate in Arts degree, including ACCT 101, ACCT 102, ACCT 103, ACCT 104, CS 121, CS 140, ECON 221, ECON 222, MATH 131 and MATH 228.

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| CS 121 | Introduction to Computer Science | 5 |
| ENG 101 | Composition I | 3 |
| MATH 131 | Finite Mathematics | 3 |
| ECON 221 | Principles of Macro Economics | 3 |
| Humanities Elective | | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| CS 225 | Advanced Programming | 3 |
| ENG 102 | Composition II | 3 |
| MATH 228 | Probability and Statistics | 3 |
| ECON 222 | Principles of Micro Economics | 3 |
| Fine Arts | | 3 |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| ACCT 101 | Financial Accounting | 3 |
| ACCT 103 | Financial Accounting Lab | 1 |
| SPEC 101 | Principles of Speech Communication | 3 |
| Life Science | | 4 |
| Social and Behavioral Science | | 3 |
| \* Technical Elective | | 3 |

FOURTH SEMESTER SUGGESTED COURSES

| | | |
|---|---|---|
| ACCT 102 | Managerial Accounting | 3 |
| ACCT 104 | Managerial Accounting Lab | 1 |
| Physical Science (Lab Science) | | 5 |
| Humanities/Fine Arts | | 3 |
| Non-Western | | 3 |
| Minimum total hours required for degree | | 64 |

*Technical Elective At least 3 hours from the following, depending on the transferring school:

| | | |
|---|---|---|
| CIP 132 | Introduction to COBOL Programming | 3 |
| CIP 204 | Visual Basic Programming | 4 |
| MATH 161 | Discrete Mathematics | 3 |
| CS 242 | Computer Architecture | 3 |
| CS 252 | Data Structures | 3 |

# Computer Science

*Associate in Science Code: 1532*
*Contact Persons: QC Campus, Ilga Higbee, Ext. 5328, 1-354; East Campus, Wendy Smith, Ext. 1713, Rm. A-246*

Students planning to major in computer science with a science emphasis at a four-year institution should follow the Black Hawk College Associate in Science curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for a computer science major, students should consult with the Transfer Center at Black Hawk College and/or a computer science advisor for additional information. Those not planning to transfer to a four-year school should also see the *Computer Technology Programs.*

The curriculum includes work with programming, problem analysis and simulation in JAVA, with applications from science, engineering, mathematics, business, and industry.

Students pursuing the Computer Science-Science curriculum are expected to complete the general requirements for the Associate in Science degree, including MATH 124, MATH 225, CS 121, CS 225, as well as technical electives based on requirements of the transfer institution.

Many of the courses needed to complete this curriculum are not available at the East Campus. Students should always consult with an academic advisor for course availability.

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| CS 121 | Introduction to Computer Science | 5 |
| ENG 101 | Composition I | 3 |
| MATH 124 | Calculus I with Analytic Geometry | 4 |
| SPEC 101 | Principles of Speech Communications | 3 |

SECOND SEMESTER SUGGESTED COURSES

| | | |
|---|---|---|
| CS 225 | Advanced Programming | 4 |
| ENG 102 | Composition II | 3 |
| MATH 225 | Calculus II with Analytic Geometry | 4 |
| * Technical Elective | | 3 |
| Social and Behavioral Science | | 3 |

THIRD SEMESTER SUGGESTED COURSES

| | |
|---|---|
| * Technical Elective | 3 |
| Humanities | 3 |
| Non-Western Studies | 3 |
| Physical Science | 4 |
| Social and Behavioral Science | 3 |

FOURTH SEMESTER SUGGESTED COURSES

| | |
|---|---|
| *Technical Elective | 3 |
| Humanities or Fine Arts | 3 |
| Life Science | 4 |
| Fine Arts | 3 |
| Social and Behavioral Science | 3 |
| Minimum total hours required for degree | 64 |

* Technical Electives: Consult advisor for requirements of specific transfer institutions.

| | | |
|---|---|---|
| MATH 161 | Discrete Mathematics | 3 |
| MATH 226 | Calculus III with Analytic Geometry | 4 |
| CS 242 | Computer Architecture | 3 |
| CS 251 | Programming for Science | 3 |
| CS 252 | Data Structures | 3 |
| CIP 204 | Visual Basic Programming | 4 |
| CIP 226 | Database Management | 3 |

# Pre-Dietetics/Nutrition

*Associate in Arts Code: 1080*
*Contact Persons: QC Campus, Xixuan Collins, Ext. 5269, Rm. 2-267; East Campus, Vashti Berry, Ext. 1711, Rm. A-247*

Students who successfully complete Dietetic/Nutrition training would find employment as a dietitian or nutritionist in hospitals, nursing care facilities, outpatient care centers, and offices of physicians or other health practitioners.

Licensure, certification, or registration requirements vary by state.

The pre-dietetics/nutrition curriculum at Black Hawk College will provide students with the course experiences needed to transfer to a four-year institution to complete requirements for a Bachelor's degree with a major in dietetics, foods and nutrition, food service systems management, or a related field. The pre-dietetics/nutrition candidate will establish a good foundation of chemistry, biology and mathematics, as well as critical analytical thinking skills.

If the student desires an Associate in Science degree from Black Hawk College, he/she will need to select general

education electives with Black Hawk College degree requirements in mind. Transfer institution requirements vary; students are strongly advised to contact their intended transfer institutions for specific admission/course requirements.

| FIRST SEMESTER SUGGESTED COURSES | Credit Hours |
|---|---|
| ENG 101    Composition I | 3 |
| ❶CHEM 101 General Chemistry I | 4 |
| ❷BIOL 120 Nutrition | 3 |
| ❶Mathematics elective | 3 |
| Humanities and Fine Arts Elective | 3 |

| SECOND SEMESTER SUGGESTED COURSES | |
|---|---|
| ENG 102    Composition II | 3 |
| SPEC 101    Principles of Speech Communication | 3 |
| PSYC 101    Intro to Psychology | 3 |
| ❶CHEM 102 General Chemistry II | 4 |
| MATH 108  Statistics for General Education | 3 |

| THIRD SEMESTER SUGGESTED COURSES | |
|---|---|
| Humanities and Fine Arts Elective | 3 |
| ❶SOC 101    Principles of Sociology **OR** | 3 |
| ECON 221    Principles of Macro Economics | |
| ❶BIOL 100 Introduction to Biology **OR** | 4 |
| BIOL 105    General Biology I **OR** | |
| BIOL 108    Principles of Biology I | |
| ❸Elective | 3 |
| ❸Elective | 3 |

| FOURTH SEMESTER SUGGESTED COURSES | |
|---|---|
| Humanities and Fine Arts Elective | 3 |
| Non-Western Studies Elective | 3 |
| Social and Behavioral Science Elective | 3 |
| ❸Elective | 3 |
| ❸Elective | 3-4 |
| Minimum total hours required for degree | 64 |

**❶Major course requirements vary by transfer institution.** Students are strongly advised to contact their intended transfer institution for specific admission/course requirements.
❷BIOL 120 satisfies a major's course requirement for the following institutions: FCS 2100 (EIU); FCS 102 (ISU); FN 101 (2 Cr., SIUC); and FCS 109 (WIU)
❸Suggested electives (consult transfer institution): ACCT 101; ANTH 101; CS 100; ECON 221, 222; CHEM 203, 204; BIOL 145, 146, 150, 261; MATH 112, 124, 131, 132; PHIL 103; PSYC 290; SOC 200, SOC 251.

# Earth Science

*Associate in Arts Code: 1038*
*Contact Persons: QC Campus, Richard Harwood, Ext. 5271, Rm. 2-215; East Campus, Vashti Berry, Ext. 1711, Rm. A-247*

Students planning to major in earth science at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for an earth science major, students should consult with the Counseling Office at Black Hawk College for additional information.

The Associate in Arts degree as listed, emphasizes the social aspects of earth science, the urban studies. The catalog of the four-year school chosen should be consulted for requirements to be met and the student's schedule adjusted accordingly.

Job possibilities include city, regional and rural planning; transportation and trade; surveying in relation to regional drainage, flora, fauna, climate and land forms; and consulting as to trade, territorial policies and international problems. It is not implied that only persons with a four-year degree will find employment in the above areas; the person with the associate degree in many cases will also find jobs available, but normally at a lower level.

| FIRST SEMESTER SUGGESTED COURSES | Credit Hours |
|---|---|
| ENG 101    Composition I | 3 |
| GEOG 101    Physical Geography **OR** | 4 |
| GEOL 101    Physical Geology | |
| PHIL 101    Introduction to Philosophy | 3 |
| Social and Behavioral Sciences | 3 |
| Elective | 3 |

| SECOND SEMESTER SUGGESTED COURSES | |
|---|---|
| ANTH 102    Introduction to Cultural Anthropology | 3 |
| ENG 102    Composition II | 3 |
| Fine Arts | 3 |
| GEOG 102    Physical Geography **OR** | 4 |
| GEOL 102    Historical Geology | |
| MATH 118  Precalculus **OR** | 4-5 |
| MATH 124  Calculus | |

| THIRD SEMESTER SUGGESTED COURSES | |
|---|---|
| GEOG 105  Introductory Regional Geography | 3 |
| Humanities or Fine Arts | 3 |
| Life Science | 4 |
| SPEC 101    Principles of Speech Communications | 3 |
| Elective | 3 |

FOURTH SEMESTER SUGGESTED COURSES

| ARCH 203 | Introduction to Archaeology | 3 |
|---|---|---|
| CS 101 | Introduction to Structured Programming | 3 |
| GEOG 106 | Introductory Meteorology | 3 |
| MATH 228 | Probability and Statistics | 3 |
| | Social and Behavioral Science | 3 |

Minimum total hours required for degree			64

# Earth Science Geology

*Associate in Science Code: 1538*
*Contact Persons: QC Campus, Richard Harwood, Ext. 5271, Rm. 2-215; East Campus, Vashti Berry, Ext. 1711, Rm. A-247*

Students planning to major in Geology at a four-year institution should follow the Black Hawk College Associate in Science curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for a Geology major, students should consult with the Counseling Office at Black Hawk College for additional information.

The Associate in Science degree is a rigorous science-oriented curriculum which will allow the student to pursue a major in the earth sciences at a four-year school. It is essential that the scheduled be closely followed unless the school of choice has different requirements. A variety of analytical and synthesizing skills are learned and prepare the student to continue to study and work in the earth sciences. Lab work complements the lecture material and teaches the student such practical applications as rock identification, map reading and weather analysis.

Job possibilities include environmental protection, geologic hazard assessment, research consulting, engineering and construction consulting, soil conservation, field work in natural resource management and research, natural resource production in petroleum, natural gas, coal, minerals, metals, stone and clay products. Employers include state and national geological survey departments, departments of agriculture, public utilities, the energy and natural resources industries, and educational and research institutions.

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| ENG 101 | Composition I | 3 |
| GEOL 101 | Physical Geology | 4 |
| MATH 118 | Precalculus **OR** | 4-5 |
| MATH 124 | Calculus I | |
| PHIL 101 | Introduction to Philosophy | 3 |

SECOND SEMESTER SUGGESTED COURSES

| ENG 102 | Composition II | 3 |
|---|---|---|
| | Fine Arts | 3 |
| GEOL 102 | Historical Geology | 4 |
| MATH 124 | Calculus I **OR** | 4 |
| MATH 225 | Calculus II | |
| | Elective | 3 |

THIRD SEMESTER SUGGESTED COURSES

| CHEM 101 | General Chemistry I **OR** | 4-5 |
|---|---|---|
| PHYS 101 | College Physics I | |
| | Life Science | 4 |
| | Social and Behavioral Science | 3 |
| SPEC 101 | Principles of Speech Communication | 3 |
| | Elective | 3 |

FOURTH SEMESTER SUGGESTED COURSES

| ARCH 203 | Introduction to Archaeology | 3 |
|---|---|---|
| CHEM 102 | General Chemistry II **OR** | 4-5 |
| PHYS 102 | College Physics II | |
| GEOG 105 | Introductory Regional Geography | 3 |
| | Humanities or Fine Arts | 3 |
| | Social and Behavioral Science | 3 |

Minimum total hours required for degree			64

# Education Pre-Teaching

**Elementary Education/Special Education**
*Associate in Arts Code: 1014*
*Contact Persons: Christine Bachelder, Ext. 5986, Rm. 1-473; East Campus, Assistant Dean, Ext. 1723, Rm. A-203*

Students planning to major in elementary education at a four-year institution should follow the Black Hawk College Associate in Arts curriculum for education pre-teaching. Students taking the suggested courses gain experience and information which can help them determine whether their career goals align with teacher certification programs. The completion of the course of study outlined below will satisfy the graduation requirements of Black Hawk College. However, students planning to major in special education or early childhood education should follow the appropriate Associate in Arts in Teaching (AAT) degree requirements for their field of study if they plan to transfer to an Illinois college or university that accepts AAT degrees.

*Since all universities require specific courses for education majors, students should identify the school of transfer early. Because requirements in all education curricula frequently change and usually vary from institution to institution, students should consult a BHC advisor each term and, in addition, talk with an education advisor at the transfer school to confirm appropriate course selection throughout their course of study at Black Hawk College. The courses listed below do not apply to every transfer school.*

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| [1,2]ENG 101 | Composition I | 3 |
| [3]Humanities | | 3 |
| [4]Life Science | | 4 |
| PSYC 101 | Introduction to Psychology | 3 |
| [1,2]SPEC 101 | Principles of Speech Communications | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| [1,2]ENG 102 | Composition II | 3 |
| [5]Fine Arts | | 3 |
| POLS 122 | American National Government | 3 |
| HIST 105 | History of the United States to 1877 **OR** | 3 |
| HIST 106 | History of the US since 1877 | |
| [1,2]MATH 100 Math for Elementary Teachers I | | 3 |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| HPE 260 | Physical Education Grades 1-6 | 3 |
| [1,2]MATH 200 Math for Elementary Teachers II | | 3 |
| [6]Non-Western Studies | | 3 |
| [4]Physical Science | | 4 |
| [1,7,8]PSYC 200 Human Growth and Development **OR** | | 3 |
| PSYC 290 | Educational Psychology | |

| FOURTH SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| [9]CS 210 | Intro to Educational Computing | 3 |
| [1,7]EDUC 235 | Clinical Observation in Education | 2 |
| [10]Fine Arts or Humanities | | 3 |
| HEAL 102 | Living in a Changing World | 2 |
| [11]Life or Physical Science | | 4 |
| [12]Elective | | 3 |

| Minimum total hours required for degree | 64 |
|---|---|

**Notes for elementary education students planning to transfer to WIU** (*Associate in Arts Codes 1040*). A cumulative and major GPA of 2.75 is needed for admission and continuance in the Teacher Education Program at WIU. In addition, all major and support courses must be completed with a grade of "C" or better. *These notes are not intended to be a contract with WIU. This information is subject to change. Final responsibility for verifying transfer information lies with the student.*

[1]Grade of C or better required.
[2]Part of entrance requirements to teacher education program
[3]Select Humanities
[4]Students must have a total of 8 semester hours in science; at least one course must be a laboratory science course. Typically, students meet this requirement by taking laboratory courses in physical and life science.
[5]Select MUSC 153 or 154
[6]Select GEOG 105
[7]Select PSYC 200
[8]EDUC 235 and PSYC 200 do not need to be taken concurrently.

[9]If earning a math endorsement from WIU, select MATH 100, MATH 124, MATH 225, CS 121, CS 225, or CS 251
[10]Select ART 100
[11]General electives
[12]Select ENG 240

**Secondary Education**
*Associate in Arts Code: 1025*
*Contact Persons: Christine Bachelder, Ext. 5986, Rm. 1-473; East Campus, Assistant Dean, Ext. 1723, Rm. A-203*

Students planning to major in secondary education may follow the Black Hawk College Associate in Arts or Science curriculum depending on the discipline in which they choose to major. However, students planning to major in secondary mathematics should follow the Associate in Arts in Teaching Secondary Mathematics (AAT) degree requirements (*Associate in Arts Code 1101*) for their field of study if they plan to transfer to a college or university in Illinois that accepts this AAT degree.

*Since all universities require specific courses for education majors, students should identify the school of transfer early. Because requirements in all education curricula frequently change and usually vary from institution to institution, students should consult a BHC advisor each term and, in addition, talk with an education advisor at the transfer school to confirm appropriate course selection throughout their course of study at Black Hawk College. The courses listed below do not apply to every transfer school.*

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| ENG 101 | Composition I | 3 |
| Humanities or Fine Arts | | 3 |
| SPEC 101 | Principles of Speech Communication | 3 |
| PSYC 101 | Introduction to Psychology | 3 |
| Major Subject Course | | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| ENG 102 | Composition II | 3 |
| Fine Arts | | 3 |
| HIST 105 | History of the United States to 1877 **OR** | 3 |
| HIST 106 | History of the US since 1877Life Science | 4 |
| Major Subject Course | | 3 |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| Mathematics | | 3 |
| Non-Western Studies | | 3 |
| Physical Science | | 4 |
| PSYC 200 | Human Growth and Development **OR** | 3 |
| PSYC 290 | Educational Psychology | |
| Major Subject Course | | 3 |

| FOURTH SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| EDUC 235 | Clinical Observation in Education | 2 |
| POLS 122 | American National Government | 3 |
| Humanities | | 3 |

| | |
|---|---|
| Life or Physical Science | 3 |
| Mathematics or Computer Science | 3 |
| Major Subject Course | 3 |
| | |
| Minimum total hours required for degree | 64 |

# Pre-Engineering

*Associate in Science Code: 1526*
*Contact Persons: QC Campus, Doug Davidson, Ext. 5246, Rm. 2-261, and Matlub Ahmad, Ext. 5245, Rm. 2-262; East Campus, Vashti Berry, Ext. 1711, Rm. A-247*

Students planning to major in professional engineering at a four-year institution which offers an engineering curriculum should follow the Black Hawk College Associate in Science curriculum listed here. The completion of the course of study outlined will satisfy the graduation requirements of the Black Hawk College Associate in Science degree for pre-professional engineering. This is a unique Associate in Science curriculum designed to meet the specific needs of students planning to pursue a four-year degree in professional engineering.

Universities to which Black Hawk College engineering students may transfer include Bradley University, University of Illinois, University of Iowa, Iowa State University, University of Missouri, Northern Illinois University, Southern Illinois University, University of Wisconsin (Platteville), and others.

The various fields of engineering (such as mechanical, electrical, computer science) require certain courses in common as well as specific courses applicable only to that field. Normally, the courses encountered in the first two years of study are common courses. Since universities may require specific courses, students should consult with the Natural Science and Engineering department at Black Hawk College for additional information.

Since employment varies greatly in various fields of engineering, students in their freshman and sophomore years should begin to give serious thought to both their field of engineering and to its application in the employment market.

Students who successfully complete the Bachelor of Science degree in engineering may enter such careers as design, production and construction, operations, sales, management, testing, teaching and consulting. Two other areas, research and development, require an advanced degree.

Students who do not plan to transfer to a four-year school and are interested in two-year Engineering Technology curricula should see the *Engineering Technology Related Career* curricula.

| | | Credit Hours |
|---|---|---|
| **FIRST SEMESTER SUGGESTED COURSES** | | |
| ENG 101 | Composition I | 3 |
| CHEM 101 | General Chemistry I | 4 |
| MATH 124 | Calculus I | 4 |
| GE 101 | Engineering Graphics and Geometry | 3 |
| ❶ Social Science/Humanities Elective | | 3 |
| | | |
| **SECOND SEMESTER SUGGESTED COURSES** | | |
| ❷ENG 102 | Composition II | 3 |
| CHEM 102 | General Chemistry II | 4 |
| MATH 225 | Calculus II | 4 |
| PHYS 201 | General Physics | 5 |
| | | |
| **THIRD SEMESTER SUGGESTED COURSES** | | |
| MATH 226 | Calculus III | 5 |
| PHYS 202 | General Physics | 5 |
| ❸GE 201 | Analytic Mechanics (Statics) | 3 |
| CS 251 | Programming for Science | 3 |
| | | |
| **FOURTH SEMESTER SUGGESTED COURSES** | | |
| MATH 235 | Differential Equations | 3 |
| ❸GE 202 | Analytic Mechanics (Dynamics) | 3 |
| PHYS 214 | General Physics (Quantum) | 2 |
| GE 205 | Elementary Mechanics of Deformable Bodies | 3 |
| ❶Social Science/Humanities Elective | | 3 |
| ❶Social Science/Humanities Elective **OR** | | 3 |
| ❹Technical Elective | | |
| | | |
| Minimum total hours required for degree | | 66 |

❶Consult an advisor to choose appropriate general education classes.
❷Students planning to attend Bradley University substitute SPEC 101 for ENG 102.
❸Chemical Engineering students substitute CHEM 203-204, Organic Chemistry I and II.
❹Some students should take MATH 230 and/or GE 102. Consult an advisor.

**Note:** Students desiring to complete an Associate in Science degree in the pre-engineering curriculum must be certain that their course program includes 6 hours of Mathematics, 9 hours of Humanities and Fine Arts general education electives, 9 hours of Social Science general education electives, 3 hours in Non-Western Culture, and a Life Science general education elective, as well as those courses specified by institutions listed above. These general education electives must be chosen from the general education electives listed under *Graduation Requirements*.

# English Literature

*Associate in Arts Code: 1005*
*Contact Persons: QC Campus, William Desmond, Ext. 5437, Rm. 1-470; East Campus, Vashti Berry, Ext. 1711, Rm. A-247*

Students planning to major in English at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined below will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for an English major, students should consult with the Counseling Office at Black Hawk College for additional information.

Students taking the course of study outlined below will gain an intellectual and aesthetic awareness of literature within and beyond the American cultural experience. Students will read works of poetry, fiction, drama and literary criticism. Such extensive literary study will sharpen critical thinking skills and deepen cultural and aesthetic awareness of the humanities. Such studies are excellent preparation for employment in a wide variety of fields including teaching, publishing, and all areas of communication.

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| ENG 101 | Composition I | 3 |
| HIST 105 | History of the United States to 1877 | 3 |
| Social and Behavioral Science | | 3 |
| Foreign Language | | 4 |
| Mathematics | | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| ENG 102 | Composition II | 3 |
| HIST 106 | History of the US since 1877 | 3 |
| Foreign Language | | 4 |
| Physical Science | | 3-4 |
| ENG 190 | Introduction to Literature | 3 |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| ENG 208 | Introduction to Poetry **OR** | 3 |
| ENG 210 | Introduction to Fiction | |
| ENG 213 | American Literature I **OR** | 3 |
| ENG 221 | British Literature I | |
| Foreign Language | | 4 |
| Mathematics or Computer Science | | 3-4 |
| Non-Western Studies | | 3 |

| FOURTH SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| ENG 214 | American Literature II **OR** | 3 |
| any other 200 level literature course | | |
| Foreign Language | | 4 |
| Life Science | | 3-4 |
| SPEC 101 | Principles of Speech Communication | 3 |
| THEA 111 | Introduction to Theatre | 3 |

| Minimum total hours required for degree | 64 |
|---|---|

# English Writing

*Associate in Arts Code: 1019*
*Contact Persons: QC Campus, William Desmond, Ext. 5437, Rm. 1-470; East Campus, Vashti Berry, Ext. 1711, Rm. A-247*

Students planning to major in English at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined below will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for an English major, students should consult with the Counseling Office at Black Hawk College for additional information.

Students taking the recommended courses will write compositions, critical essays, technical reports, newspaper articles and poetry or fiction. Since employment opportunities as writers may come from many sources, the students with varied writing experiences will have the greatest opportunities. The writing internship is specifically designed to provide students with on-the-job experience and exposure to employers. Since writing skills are essential to continued advancement and higher paying positions in many career areas, the writing emphasis complements many career choices.

English Writing students prepare for such careers as teaching, journalism, advertising, public relations, radio, TV, technical writing, business, and communication.

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| ENG 101 | Composition I | 3 |
| JOUR 222 | Beginning Reporting **OR** | 3 |
| JOUR 230 | Newspaper Production | |
| Fine Arts | | 3 |
| Non-Western Studies | | 3 |
| SPEC 101 | Principles of Speech Communications | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| ENG 102 | Composition II | 3 |
| CS 100 | Introduction to Computers | 3 |
| ENG 214 | American Literature II | 3 |
| PSYC 101 | Introduction to Psychology | 3 |
| Physical Science | | 3-4 |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| ENG 231 | Fiction Writing | 3 |
| Life Science | | 4 |
| Mathematics | | 3 |
| Social and Behavioral Science | | 3 |
| Foreign Language | | 4 |

| FOURTH SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| ENG 132 | Technical Reporting **OR** | 3 |
| ENG 245 | Writing Internship | |
| ENG 232 | Poetry Writing | 3 |
| Social and Behavioral Science | | 3 |
| Foreign Language | | 4 |

| Minimum total hours required for degree | 64 |
|---|---|

# French

*Associate in Arts Code: 1006*
*Contact Persons: QC Campus, William Desmond, Ext. 5437, Rm. 1-470; East Campus, Vashti Berry, Ext. 1711, Rm. A-247*

Students planning to major in French at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since four year institutions may require specific courses for a French major, students should consult with the Counseling Office at Black Hawk College for additional information.

Students taking French learn to read, speak, write, and listen in the French language. Conversations cover a variety of everyday situations and different cultural aspects. French study includes the use of a basic text, a workbook, a reader, a laboratory manual and computer assisted instruction. Speaking and listening skills are developed through practice in class and with audio and video tapes and software.

Language training can give a student a mastery of English grammar and an understanding of another culture, as well as meet a requirement of many bachelor's degree and advanced degree programs.

Students who learn a second language and combine it with a major or minor in a field with good employment prospects will find themselves very competitive in the job market.

French is the major language of Quebec, France, and parts of Belgium and Switzerland. In addition, there are approximately 40 locations around the world where French is used either diplomatically or as a second language. Understanding French can open vast treasures of literature, history, philosophy, music, art, and other areas of a large and varied culture.

| FIRST SEMESTER SUGGESTED COURSES | Credit Hours |
|---|---|
| ENG 101    Composition I | 3 |
| FREN 101    Elementary French I | 4 |
| Any foreign language other than French | 4-5 |
| Mathematics | 3 |
| Social and Behavioral Science | 3 |

| SECOND SEMESTER SUGGESTED COURSES | |
|---|---|
| ENG 102    Composition II | 3 |
| FREN 102    Elementary French II | 4 |
| Any foreign language other than French | 4-5 |
| Life Science | 3 |
| SPEC 101 Principles of Speech Communications | 3 |

| THIRD SEMESTER SUGGESTED COURSES | |
|---|---|
| *FREN 201  Intermediate French I | 4 |
| Humanities | 3 |
| Non-Western Studies | 3 |
| Mathematics or Computer Science | 3 |
| Social and Behavioral Sciences | 3 |

| FOURTH SEMESTER SUGGESTED COURSES | |
|---|---|
| *FREN 202 Intermediate French II | 4 |
| Fine Arts | 3 |
| Physical Science | 4 |
| Social and Behavioral Science | 3 |
| | |
| Minimum total hours required for degree | 64 |

*Offered in alternate years, depending on enrollment.

# German

*Associate in Arts Code: 1007*
*Contact Persons: QC Campus, William Desmond, Ext. 5437, Rm. 1-470; East Campus, Vashti Berry, Ext. 1711, Rm. A-247*

Students planning to major in German at a four-year institution should follow the Black Hawk College Associate in Arts Curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since four-year institutions may require specific courses for a German major, students should consult with the Counseling Office at Black Hawk College for additional information.

Students taking German learn to read, speak, write, and listen in the German language. Conversations and texts cover a great variety of everyday situations and different cultural aspects. German study includes the use of a basic text, a workbook, a reader, a laboratory manual and computer assisted instruction. Speaking and listening skills are developed through practice in class and with audio and video tapes and software.

Language training can give a student a mastery of English grammar and an understanding of another culture, as well as meet a requirement of many bachelor's degree and advance degree programs. (German is required in many math and science graduate degree programs.)

Students who learn a second language and combine it with a major or minor in a field with employment prospects will find themselves very competitive in the job market.

German is the language of Austria, Liechtenstein, Germany, and the largest part of Switzerland, and is the most taught second language among Europeans. Understanding German can open vast treasures of literature, history, philosophy, music, art and other areas of a large and varied culture.

FIRST SEMESTER SUGGESTED COURSES | Credit Hours
--- | ---
ENG 101     Composition I | 3
Any foreign language other than German | 4-5
GERM 101   Elementary German I | 4
Mathematics | 3
Social and Behavioral Science | 3

SECOND SEMESTER SUGGESTED COURSES |
--- | ---
ENG 102     Composition II | 3
Any foreign language other than German | 4-5
GERM 102   Elementary German II | 4
Life Science | 3
SPEC 101     Principles of Speech Communications | 3

THIRD SEMESTER SUGGESTED COURSES |
--- | ---
*GERM 201 Intermediate German I | 4
Humanities | 3
Mathematics or Computer Science | 3
Non-Western Studies | 3
Social and Behavioral Sciences | 3

FOURTH SEMESTER SUGGESTED COURSES |
--- | ---
Fine Arts | 3
*GERM 202 Intermediate German II | 4
Physical Science | 4
Social and Behavioral Sciences | 3
| 
Minimum total hours required for degree | 64

*Course availability dependent upon enrollment.

# Health, Physical Education, Recreation, and Sport Management

*Associate in Arts Code 1009 and 1039*
*Contact Persons: QC Campus, Nelson Lay, Ext. 5386, Rm. 3-352, and Helene Washington, Ext. 5610, Rm. 3-354; East Campus, Vashti Berry, Ext. 1711, Rm. A-247*

Students planning to major in health education, physical education or recreation at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for a health, physical education or recreation major, students should identify the school of transfer as soon as possible and follow that curriculum.

Although there are employment opportunities for associate degree graduates, these curricula are primarily intended for those who wish to transfer to a four-year school to complete a bachelor's degree in health, physical education, recreation, or a closely related area. Associate in Arts degree graduates can find entry level employment opportunities in the areas of recreation or sports/fitness club organizations.

Opportunities for bachelor's degree graduates may include physical education, health education, coaching, recreation, sports medicine, athletic training, physical therapy, sports journalism, sporting goods manufacturing and sales, facility management, and other related occupations.

It is essential for the student to work closely with a departmental academic advisor to select courses which will apply to a specific program at the chosen four-year school.

## Physical Education
*Major Code: 1009*

FIRST SEMESTER SUGGESTED COURSES | Credit Hours
--- | ---
BIOL 101      General Human Biology **OR** | 
BIOL 105      General Biology I | 4
ENG 101       Composition I | 3
HEAL 102      Living In A Changing World | 2
HPE 212       Introduction to Physical Education | 2
❶HPE Electives (from courses numbered 125-199) | 2
PSYC 101      Introduction to Psychology | 3

SECOND SEMESTER SUGGESTED COURSES |
--- | ---
ENG 102       Composition II | 3
POLS 122      American National Government **OR** | 3
HIST 105       History of the United States to 1877 **OR** | 
HIST 106      History of the US since 1877 | 
HPE 200       First Aid | 3
❶HPE Electives (From courses numbered 125-199) | 2
Humanities or Fine Arts | 3
SPEC 101      Principles of Speech Communications | 3

THIRD SEMESTER SUGGESTED COURSES |
--- | ---
Fine Arts | 3
Humanities | 3
Mathematics | 3
Physical Science | 3
❶PSYC 290    Educational Psychology **OR** | 3
PSYC 200      Human Growth and Development | 

FOURTH SEMESTER SUGGESTED COURSES |
--- | ---
CS 100        Introduction to Computers | 3
❶EDUC 235   Clinical Observation in Education | 2
❶HPE 260     Physical Education, Grades 1-6 **OR** | 1-4
HPE 230       Intramural Management | 
Non-Western Studies | 3
Elective (Social Science elective if Psych 290 is taken) | 3
| 
Minimum total hours required for degree | 64

❶Pre-teaching majors only. (See school of transfer and Pre-Teaching curriculum.)

## Recreation
*Major Code: 1039*

FIRST SEMESTER SUGGESTED COURSES | Credit Hours
--- | ---
ENG 101     Composition I | 3
HEAL 102   Living In A Changing World | 2
HPE 125 199 Electives | 1
Physical Science | 4

| PSYC 101 | Introduction to Psychology | 3 |
| SOC 101 | Principles of Sociology | 3 |

**SECOND SEMESTER SUGGESTED COURSES**

| ENG 102 | Composition II | 3 |
| HPE 200 | First Aid | 3 |
| HPE 211 | Introduction to Community Recreation | 3 |
| Humanities or Fine Arts | | 3 |
| Mathematics or Computer Science | | 3 |
| Elective | | 2 |

**THIRD SEMESTER SUGGESTED COURSES**

| *Political Science Elective | | 3 |
| HPE 193 | Lifeguard Training | 1.5 |
| HPE 194 | Water Safety Instructor | 1.5 |
| HPE 215 | Leadership in Leisure Activities | 3 |
| HPE 230 | Intramural Management | 2 |
| Humanities | | 3 |
| Social and Behavioral Science | | 3 |

**FOURTH SEMESTER SUGGESTED COURSES**

| BIOL 200 | Environmental Biology I **OR** | 3 |
| BIOL 201 | Environmental Biology II | |
| Fine Arts | | 3 |
| Mathematics | | 3 |
| Non-Western Studies | | 3 |
| SPEC 101 | Principles of Speech Communication | 3 |

| Minimum total hours required for degree | 64 |

*See school of transfer.

### Sport Management

*Associate in Arts Code: 1053*
*Contact persons: QC Campus, Gary Huber at Ext. 5602, Rm. 3-317; East Campus, Vashti Berry, Ext. 1711, Rm. A-247*

Students planning to major in Sport Management at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined here will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for a Sport Management major, students should consult with the Counseling Office at Black Hawk College for additional information.

Introduction to Sport Management will help students who are thinking of a sport-related career determine their interest level in academic or professional sport management by providing a broad overview of the field. Topics will include the history and development of sport management and social, behavioral, organizational, and managerial foundations of sport management. Current Issues in Sport will investigate the complex issues present in today's sport industry and give a detailed examination of the many skills needed to coordinate a successful sporting event. The opportunity for two separate internships will allow students to directly experience sport management in the community, an important element of success in the sport industry. This program will give students the advantage of skills, knowledge, and experience for a range of possible sport management careers. Skills gained in these classes should enrich the personal lives of students by improving their poise, self-confidence, and effectiveness in sport management and help them gain desirable employment and/or receive a promotion.

**FIRST SEMESTER SUGGESTED COURSES** — Credit Hours

| ENG 101 | Composition I | 3 |
| HPE 210 | Intro to Sports Management | 3 |
| Behavioral Science Elective | | 3 |
| OR 100 | Intro to College | 1 |
| Life Sciences Elective | | 3-4 |
| CS 100 | Introduction to Computer Science | 3 |

**SECOND SEMESTER SUGGESTED COURSES**

| ENG 102 | Composition II | 3 |
| HEAL 102 | Living in a Changing World | 2 |
| SPEC 101 | Principles of Speech | 3 |
| Mathematics Elective | | 3 |
| Humanities Elective | | 3 |
| HPE 217 | Current Issues in Sports | 3 |

**THIRD SEMESTER SUGGESTED COURSES**

| Physical Sciences Elective | | 3-4 |
| HPE 270 | Internship: Sports Management | 3 |
| Humanities/Fine Arts | | 3 |
| Elective | | 3 |
| ECON 221 | Principles of Macro Economics | 3 |

**FOURTH SEMESTER SUGGESTED COURSES**

| Elective | | 3 |
| Elective | | 3 |
| ECON 222 | Principles of Micro Economics | 3 |
| BL 201 | Business Law I **OR** | 3 |
| BL 202 | Business Law II | |
| Non Western Studies | | 3 |

| Minimum total hours required for degree | 64 |

# History

*Associate in Arts Code: 1010*
*Contact Persons: QC Campus, Mark Esposito, Ext. 5427, Rm. 1-463, Jay Pearce, Ext. 5412, Rm. 1-451, and James Larrabee, Ext. 5634, Rm. 1-465; East Campus, Vashti Berry, Ext. 1711, Rm. A-247.*

Students planning to major in history at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for a history major, students should contact an advisor on the history/political science faculty.

This program provides a broad perspective on the human condition and skills essential to any educated person. Students will study the growth and development, triumphs and tribulations of the human race over the last five thousand years. Students may specialize in American or European history. Whichever choice is made, students should emerge from the program with a much better understanding of how earlier generations created and shaped the civilizations and societies in which we live today. Students who complete this program will have a solid foundation upon which to build a history major at a four-year school.

All history courses at Black Hawk College have significant reading and writing components. Successful completion of these courses requires students to demonstrate college-level abilities in these skill areas.

Students who complete a degree in history may be employed as teachers, college professors, museum workers, archivists, public officials, government employees, corporation executives, etc.

### American History

| FIRST SEMESTER SUGGESTED COURSES | | Hours |
|---|---|---|
| ENG 101 | Composition I | 3 |
| POLS 191 | Introduction to Political Science | 3 |
| HIST 125 | Western Civilization I | 3 |
| Physical Science | | 3-4 |
| SPEC 101 | Principles of Speech Communications | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| ENG 102 | Composition II | 3 |
| HIST 127 | Western Civilization II | 3 |
| Fine Arts | | 3 |
| Life Science | | 3-4 |
| Elective | | 3 |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| POLS 122 | American National Government | 3 |
| HIST 105 | History of the United States to 1877 | 3 |
| Mathematics | | 3 |
| ❶Non Western Studies | | 3 |
| Electives | | 6-7 |

| FOURTH SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| POLS 252 | State and Local Government | 3 |
| HIST 106 | History of the US since 1877 | 3 |
| Mathematics or Computer Science | | 3 |
| SOC 101 | Principles of Sociology | 3 |
| Electives | | 4 |

| Minimum total hours required for degree | 64 |
|---|---|

❶Recommended: POLS 262, POLS 271, HIST 141, HIST 142, HIST 151, or HIST 222

### World History

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| ENG 101 | Composition I | 3 |
| POLS 191 | Introduction to Political Science | 3 |
| HIST 125 | Western Civilization I | 3 |
| Physical Science | | 3-4 |
| SPEC 101 | Principles of Speech Communications | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| ENG 102 | Composition II | 3 |
| HIST 127 | Western Civilization II | 3 |
| ❶Fine Arts | | 3 |
| Life Science | | 3-4 |
| ❷Social and Behavioral Science | | 3 |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| HIST 141 | History of Asia I | 3 |
| Mathematics | | 3 |
| ❷Social and Behavioral Science | | 3 |
| ❸Electives | | 7-8 |

| FOURTH SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| HIST 105 | History of the United States to 1877 **OR** | 3 |
| HIST 106 | History of the US since 1877 | |
| Mathematics or Computer Science | | 3 |
| HIST 142 | History of Asia II | 3 |
| POLS 262 | Intro to Comparative Gov.: Non-European | 3 |
| Electives | | 4 |

| Minimum total hours required for degree | 64 |
|---|---|

❶Suggested: ART 100, 282
❷Suggested: ARCH 203; POLS 122, 261
❸Suggested: PHIL 101 or 103

## Horticulture Transfer

*Associate in Science Code: 1539*
*Contact Persons: East Campus, Jeff Hawes, Ext. 1835, Rm. A-216, or Andrew Larson, Ext. 1830, Rm. B-213, or Recruiter, Ext6. 1724, Rm. A-202B*

Students interested in pursuing a baccalaureate program with a major in horticulture have the opportunity to enroll in the Horticulture Transfer program at Black Hawk College East Campus. This program enables students to complete the first two years of a bachelor's degree in horticulture including the general education requirements. The Horticulture Transfer program is part of the nationally recognized agriculture programs at Black Hawk College-East Campus.

All Black Hawk College transfer courses have been articulated with the four Illinois universities that offer degrees in agriculture including Illinois State, Southern Illinois University at Carbondale, University of Illinois at Champaign-Urbana, and Western Illinois University. These articulation agreements allow students completing an Associate's degree to easily transfer to these four-year institutions. Many graduates who complete agriculture

related degrees at the East Campus have also successfully transferred to universities throughout the nation such as Purdue, Iowa State, Michigan State, Oklahoma State, Colorado Sate, and Texas A & M.

Students should work closely with an academic advisor to plan a two-year program designed to meet degree requirements or contact the transfer institution.

| FIRST SEMESTER SUGGESTED COURSES | Credit Hours |
|---|---|
| AG 100     Introduction to Agriculture | 1 |
| ENG 101     Composition I | 3 |
| HORT 284   Introduction to Horticulture Science | 3 |
| Humanities **OR** Fine Arts Elective | 3 |
| ❸Life Science Elective | 4 |
| Social & Behavioral Science Elective | 3 |

| SECOND SEMESTER SUGGESTED COURSES | |
|---|---|
| ENG 102     Composition II | 3 |
| SPEC 101    Principles of Speech Communications | 3 |
| ❸Life Science Elective | 4 |
| Mathematics Elective | 3 |
| ❶HORT/AG Elective | 2 |

| THIRD SEMESTER SUGGESTED COURSES | |
|---|---|
| Humanities **OR** Fine Arts Elective | 3 |
| Mathematics **OR** Computer Science Elective | 3 |
| ❷Physical Science Elective | 4 |
| Non-Western Studies Elective | 3 |
| ❶HORT/AG Elective | 3 |

| FOURTH SEMESTER SUGGESTED COURSES | |
|---|---|
| Humanities **OR** Fine Arts Elective | 3 |
| ❷Physical Science Elective | 4 |
| Social & Behavioral Science Elective | 3 |
| Social & Behavioral Science Elective | 3 |
| ❶HORT/AG Elective | 3 |
| | |
| Minimum total hours required for degree | 64 |

❶ Suggested HORT/AG electives include: HORT 191, HORT 193, HORT 198, AG 281, AG 282, AG 283, AG 289.
❷ Suggested Physical Science electives include: CHEM 101, CHEM 102.
❸ Suggested Life Science electives include: BIOL 108, BIOL 211

# Journalism

*Associate in Arts Code: 1011*
*Contact Persons: Erskine Carter, Ext. 5435, Rm. 1-460, e-mail cartere@bhc.edu; East Campus, Vashti Berry, Ext. 1711, Rm. A-247*

Students planning to major in journalism at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for a Journalism major, students should

consult with the Counseling Office at Black Hawk College for additional information.

Students in this curriculum will become proficient in general writing skills as well as learn the specific techniques used in journalistic writing such as interviewing, and sports, editorial and feature writing. Students who work on the College newspaper will focus upon the College community. Courses covering journalism-related fields such as photography, and layout are also available.

Journalism graduates may consider a wide range of careers in the media field, such as newspaper reporting, magazine writing, photo-journalism, and radio and television broadcasting, as well as the related areas of criticism and public relations.

| FIRST SEMESTER SUGGESTED COURSES | Credit Hours |
|---|---|
| ENG 101     Composition I | 3 |
| Fine Arts | 3 |
| JOUR 222    Beginning Reporting | 3 |
| Social and Behavioral Science | 3 |
| SPEC 101    Principles of Speech Communications | 3 |

| SECOND SEMESTER SUGGESTED COURSES | |
|---|---|
| ENG 102     Composition II | 3 |
| Humanities | 3 |
| Life Science | 4 |
| Mathematics | 3 |
| CS 100     Introduction to Computers | 3 |

| THIRD SEMESTER SUGGESTED COURSES | |
|---|---|
| PHIL 103    Ethics | 3 |
| JOUR 221    Introduction to Mass Communication | 3 |
| JOUR 230    Newspaper Production | 2 |
| Physical Science | 4 |
| Social and Behavioral Science | 3 |

| FOURTH SEMESTER SUGGESTED COURSES | |
|---|---|
| ENG 243    Writing for the Media **OR** | 3 |
| ENG 245    Writing Internship | |
| JOUR 230    Newspaper Production | 2 |
| Non-Western Studies | 3 |
| Social and Behavioral Science | 3 |
| IS 220     Global Issues | 3 |
| Electives | 4 |
| | |
| Minimum total hours required for degree | 64 |

# Pre-Law

*Associate in Arts Code: 1013*
*Contact Persons: QC Campus, Joan Eastlund, Ext. 5424, Rm. 1-461; East Campus, Vashti Berry, Ext. 1711, Rm. A-247*

Students considering the legal profession should follow the Black Hawk College Associate in Arts curriculum. The

completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for students considering a legal career, students should consult with the Counseling Office at Black Hawk College and/or a pre-law advisor for additional information.

This curriculum provides a broad perspective on the human condition and skills essential to any educated person. Students will complete the first two years of traditional pre-law major and will have established a good foundation upon which to complete their pre-law work at a four-year school. Students who complete a law degree may be employed in a variety of ways. Certainly they may practice law, but they may also become judges or other public officials. They may seek election to political office. They may work in private business; they may teach, etc.

|  |  | Credit Hours |
| --- | --- | --- |
| **FIRST SEMESTER SUGGESTED COURSES** | | |
| ENG 101 | Composition I | 3 |
| POLS 191 | Introduction to Political Science | 3 |
| HIST 105 | History of the US to 1877 | 3 |
| SPEC 101 | Principles of Speech Communications | 3 |
| Physical Science | | 4 |

| | | |
| --- | --- | --- |
| **SECOND SEMESTER SUGGESTED COURSES** | | |
| ENG 102 | Composition II | 3 |
| HIST 125 | Western Civilization I | 3 |
| HIST 106 | History of the US since 1877 | 3 |
| Life Science | | 4 |
| Fine Arts | | 3 |

| | | |
| --- | --- | --- |
| **THIRD SEMESTER SUGGESTED COURSES** | | |
| HIST 127 | Western Civilization II | 3 |
| HIST 141 | History of Asia I **OR** | 3 |
| HIST 142 | History of Asia II | |
| POLS 122 | American National Government | 3 |
| Mathematics | | 3 |
| ❶Electives | | 4 |

| | | |
| --- | --- | --- |
| **FOURTH SEMESTER SUGGESTED COURSES** | | |
| POLS 252 | State and Local Government | 3 |
| CS 100 | Introduction to Computers | 3 |
| PSYC 101 | Introduction to Psychology **OR** | 3 |
| SOC 101 | Principles of Sociology | |
| ❶Electives | | 7 |

| | |
| --- | --- |
| Minimum total hours required for degree | 64 |

❶Suggested: PHIL 103, PHIL 100, POLS 258 (M.I.G.)

# Law Enforcement Transfer

*Associate Science Code: 1501*
*Contact Persons: QC Campus, Debbie Collins, Ext. 5316, Rm. 2-155; East Campus, Wendy Smith, Ext. 1713, Rm. A-249*

|  |  | Credit Hours |
| --- | --- | --- |
| **FIRST SEMESTER SUGGESTED COURSES** | | |
| CRJU 151 | Criminal Justice System | 3 |

| | | |
| --- | --- | --- |
| CS 100 | Introduction to Computers | 3 |
| ENG 101 | Composition I | 3 |
| LAWN 101 | Police Organization and Administration I | 3 |
| Social  Science | | 3 |

| | | |
| --- | --- | --- |
| **SECOND SEMESTER SUGGESTED COURSES** | | |
| ENG 102 | Composition II | 3 |
| Humanities | | 3 |
| LAWN 109 | Police Community Relations | 3 |
| LAWN 152 | Criminology and Delinquent Behavior | 3 |
| Mathematics | | 3 |

| | | |
| --- | --- | --- |
| **THIRD SEMESTER SUGGESTED COURSES** | | |
| Fine Arts | | 3 |
| LAWN 251 | Criminal Investigation | 3 |
| LAWN 255 | Criminal Law I | 3 |
| Physical Science | | 3-4 |
| Social Science | | 3 |
| SPEC 101 | Principles of Speech Communication | 3 |

| | | |
| --- | --- | --- |
| **FOURTH SEMESTER SUGGESTED COURSES** | | |
| LAWN 257 | Police Ethics | 3 |
| Humanities or Fine Arts | | 3 |
| Life Science | | 4 |
| Non-Western Studies | | 3 |
| Social Science | | 3 |

| | |
| --- | --- |
| Minimum total hours required for degree | 64 |

# Mathematics

*Associate in Arts Code: 1033*
*Contact Persons: QC Campus, Peter Nodzenski, Ext. 5374, Rm. 3-366; East Campus, Vashti Berry, Ext. 1711, Rm. A-247*

Students planning to major in and obtain a bachelor of arts degree in mathematics at a four-year institution can follow the Black Hawk College Associate in Arts curriculum. Completion of the course of study outlined below will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for a mathematics major, students should consult with a mathematics advisor and/or the Transfer Center at Black Hawk College for additional information. If the student has definite intentions of transferring to a particular college or university after completing his/her study at Black Hawk, it would be wise to consult with an appropriate advisor at that college or university before beginning any college education.

Students who plan to major in mathematics at a four-year school should complete the calculus sequence: MATH 124, 225 and 226 while at Black Hawk. The student must also complete MATH 230 Linear Algebra. The mathematics electives listed in the suggested program of study should be selected from MATH 161, MATH 228, and MATH 235. The computer science electives should be selected from CS 101, CS 121, CS 251, and CS 225.

| FIRST SEMESTER SUGGESTED COURSES | Credit Hours |
|---|---|
| Computer Science Elective | 3 |
| ENG 101    Composition I | 3 |
| Humanities | 3 |
| ❶MATH 124 Calculus I | 4 |
| Social and Behavioral Sciences | 3 |

| SECOND SEMESTER SUGGESTED COURSES | |
|---|---|
| Computer Science Elective | 3 |
| ENG 102    Composition II | 3 |
| Fine Arts | 3 |
| MATH 225   Calculus II | 4 |
| Social and Behavioral Sciences | 3 |

| THIRD SEMESTER SUGGESTED COURSES | |
|---|---|
| Humanities or Fine Arts | 3 |
| Physical Science | 3 |
| MATH 226   Calculus III | 5 |
| SPEC 101    Principles of Speech Communications | 3 |
| Social and Behavioral Science | 3 |

| FOURTH SEMESTER SUGGESTED COURSES | |
|---|---|
| MATH 230   Linear Algebra | 3 |
| Mathematics Elective | 3 |
| Life Science | 4 |
| Non-Western Studies | 3 |
| Math or Computer Science Elective | 2 |

| Minimum total hours required for degree | 64 |

❶The initial math course for some students may have to be Precalculus, MATH 118

# Pre-Medicine

*Associate in Science Code: 1527*
*Contact Persons: QC Campus, Emily Lehman, Ext. 5087, Rm. 2-268; East Campus, Vashti Berry, Ext. 1711, Rm. A-247*

The student who successfully completes medical training could work as a self-employed physician or could be employed as a medical researcher. Students who complete the pre-medical curriculum at BHC will establish a good foundation upon which to complete their medical school curriculum.

The pre-medical candidate will develop critical and analytical thinking skills as well as data evaluation and interpretation of laboratory results.

If the student desires an Associate in Science degree from Black Hawk College, he/she will need to select general education electives with Black Hawk College degree requirements in mind. This is a generic course listing. Students are strongly advised to contact their intended transfer institutions for specific admission/course requirements.

| FIRST SEMESTER SUGGESTED COURSES | Credit Hours |
|---|---|
| BIOL 105    General Biology I | 5 |
| CHEM 101   General Chemistry I | 4 |
| ENG 101    Composition I | 3 |
| SPEC 101    Principles of Speech Communication | 3 |
| ❶MATH Elective | 3 |

| SECOND SEMESTER SUGGESTED COURSES | |
|---|---|
| BIOL 106    General Biology II | 5 |
| CHEM 102   General Chemistry II | 4 |
| ENG 102    Composition II | 3 |
| MATH 124   Calculus I | 4 |

| THIRD SEMESTER SUGGESTED COURSES | |
|---|---|
| CHEM 203   Organic Chemistry I | 5 |
| PHYS 101 College Physics I | 5 |
| Social and Behavioral Sciences | 3 |
| Non-Western Studies Elective | 3 |

| FOURTH SEMESTER SUGGESTED COURSES | |
|---|---|
| CHEM 204    Organic Chemistry II | 5 |
| PHYS 102    College Physics II | 5 |
| Humanities | 3 |
| Social and Behavioral Sciences | 3 |

| Minimum total hours required for degree | 66 |

❶Suggested MATH 124. May also take MATH 131 or 132 (some programs also require Statistics).

NOTE: Students desiring to complete an AA/AS degree in the pre-medicine curriculum must be certain that their course program includes six hours of mathematics, nine hours of humanities and fine arts general education electives, nine hours of social science general education electives, three hours of non-western culture, and life science and physical science electives. Students should also include courses specified by their transfer institution.

# Pre-Veterinary Medicine

*Associate in Science Code: 1517*
*Contact Person: QC Campus, Todd Linscott, Ext. 5242, Rm. 2-266, e-mail linscott@bhc.edu.*

The Quad-Cities Campus Pre-Veterinary curriculum is offered through the Department of Natural Sciences and Engineering. The completion of this course of study outlined will provide the student with the course experiences needed to transfer to a four-year institution to complete requirements to enter a veterinary school. The Pre-Veterinary Medicine curriculum presented here is based on the entrance requirements to the Colleges of Veterinary Medicine at University of Illinois at Urbana-Champaign and Iowa State University College. For many veterinary colleges the pre-veterinary medicine is considered a pre-professional tract within a major, leaving the student open to a major of their choice. Veterinary colleges are seeking students with diverse backgrounds

and are open to a wide variety of majors. Science majors are the most common (such as animal science, biology, zoology, animal ecology, biochemistry and microbiology), but students are admitted to veterinary schools with degrees in business, fine arts, music, English, engineering and psychology. Since universities may require specific courses for their pre-veterinary candidates, students should consult with Advising or the faculty contact person at Black Hawk College and/or an advisor at the transfer university as soon as possible. Admission to schools of veterinary medicine is highly competitive.

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| BIOL 105 | General Biology I | 5 |
| CHEM 101 | General Chemistry I | 4 |
| ENG 101 | Composition I | 3 |
| SPEC 101 | Principles of Speech Communication | 3 |
| ❶MATH Elective | | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| BIOL 106 | General Biology II | 5 |
| CHEM 102 | General Chemistry II | 4 |
| ENG 102 | Composition II | 3 |
| MATH 124 | Calculus I | 4 |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| CHEM 203 | Organic Chemistry I | 5 |
| PHYS 101 | College Physics I | 5 |
| Social and Behavioral Sciences | | 3 |
| Non-Western Studies Elective | | 3 |

| FOURTH SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| CHEM 204 | Organic Chemistry II | 5 |
| PHYS 102 | College Physics II | 5 |
| Humanities | | 3 |
| Social and Behavioral Sciences | | 3 |

Minimum total hours required for degree 66

❶Suggested MATH 124. May also take MATH 131 or 132 (some programs also require Statistics).

NOTE: Students desiring to complete an AA/AS degree in the pre-veterinary medicine curriculum must be certain that their course program includes six hours of mathematics, nine hours of humanities and fine arts general education elective (with one course selected from fine arts), nine hours of social science general education electives, three hours of non-western culture, along with seven to eight credit hours of science with one course selected for life sciences and one from the physical science general education elective (include at least one laboratory course).

# Music

*Associate in Science*
*Contact Persons: QC Campus, Jonathan Palomaki, Ext. 5478, Rm. 4-106, and Edgar Crockett, Ext. 5479, Rm. 4-105*

The music curricula are primarily intended for those planning to transfer to a four-year school to complete a bachelor's degree in a music-related field. Four-year degree programs in music are complex and highly structured, making careful preparation and course selection in the first two years essential. Students are urged to study the general information given below, follow the suggested curricula closely, and consult often with a music advisor. It is also recommended that prospective students be auditioned by a music instructor before enrolling at Black Hawk.

Students planning to major in music at a four-year institution should follow the Black Hawk College Associate of Arts curriculum. Since requirements for a music major vary at four-year institutions, students are encouraged to work closely with academic advisors at Black Hawk College and the transfer school.

***Music Achievement Awards Available:*** *The music program offers achievement awards to both music and non-music majors. Students must audition before the full-time faculty. Awards are given in full, three-quarter, half, or quarter tuition waivers. Contact the contact persons listed above for more information.*

### Music Fundamentals, Music Theory, and Music Literature

All the music curricula require classes in music fundamentals (MUSC 110 or proficiency) and music theory (MUSC 111 and 112). All curricula require one semester of music literature (MUSC 113). Note: In order to satisfy the Humanities/Fine Arts general education component for graduation, you must submit and have approved a "Course Substitutions and/or Waiver for Graduation Form" that substitutes MUSC 113 for MUSC 154. See Mr. Palomaki for details.

### Performance Groups

Each music student should participate in a performing group each semester, either MUSC 101 or 102 and 103, instrumental ensembles, or MUSC 107 or 109, choral ensembles. Music students may also participate in other performance groups for additional elective credit. Performance groups are open to all Black Hawk College students. No more than 4 credits in each ensemble can be counted toward graduation requirements.

**Applied Lessons, Applied Major, Applied Electives**

An important part of a music major's curriculum should be individualized and/or group instruction on specific musical instruments and/or in voice. This form of instruction is called "applied lessons." Students choose one instrument, or voice, for primary study and the instruction they receive in that instrument, or voice, makes up their "applied major." One or more additional instruments, or voice, may also be chosen for additional but less intensive study, and these form the "applied electives." All applied lesson classes may be repeated two times for credit. However, music majors can count only 12 credits of applied lessons toward graduation requirements and non-majors may count only up to 4 credits of applied lessons toward graduation. Lesson classes numbered 200 or above may be taken only by sophomores or by students with two semesters of instruction in the corresponding 100 level class.

The following individual lesson classes are offered and are available to all students:

**Applied Lesson (Non-major or secondary instrument)**

| | |
|---|---|
| MUSC 121, 221 | Elementary Voice |
| MUSC 123, 223 | Elementary Piano |
| MUSC 141, 241 | Elementary Brass Instrument |
| MUSC 143, 243 | Elementary Woodwind Instrument |
| MUSC 145, 245 | Elementary String Instrument |
| MUSC 147, 247 | Elementary Percussion Instrument |

**Applied Major Lesson**

| | |
|---|---|
| MUSC 125, 225 | Voice |
| MUSC 127, 227 | Piano |
| MUSC 129, 229 | Organ |
| MUSC 131, 231 | Brass Instrument |
| MUSC 133, 233 | Woodwind Instrument |
| MUSC 135, 235 | String Instrument |
| MUSC 137, 237 | Percussion Instrument |

**Piano Proficiency Exam**

All music majors are expected to complete the BHC Piano Proficiency Exam by the end of their sophomore year. As such, applied lessons in piano are encouraged for each semester of study in order to adequately prepare for this exam.

**Music: Business**
*Major Code: 1024*

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| ENG 101 | Composition I | 3 |
| MUSC 101, 102/103 Instrumental Ensemble **OR** MUSC 107, 109 Choir | | 1 |
| MUSC 110 | Fundamentals of Music | 2 |
| MUSC 111 | Theory of Music | 4 |
| MATH 131 | Finite Mathematics for Business | 3 |
| CS 100 | Introduction to Computers | 3 |

❶Applied lessons strongly encouraged see below.

SECOND SEMESTER SUGGESTED COURSES

| | | |
|---|---|---|
| ACCT 101 | Financial Accounting | 3 |
| ACCT 103 | Financial Accounting Lab | 1 |
| ENG 102 | Composition II | 3 |
| MUSC 101, 102/103 Instrumental Ensemble **OR** MUSC 107, 109 Choir | | 1 |
| MUSC 112 | Theory of Music | 4 |
| MUSC 113 | Exploring Music Literature | 3 |

❶Applied lessons strongly encouraged see below.

THIRD SEMESTER SUGGESTED COURSES*

| | | |
|---|---|---|
| ACCT 102 | Managerial Accounting | 3 |
| ACCT 104 | Managerial Accounting Lab | 1 |
| ECON 221 | Principles of Macro Economics | 3 |
| Humanities | | 3 |
| Life Science | | 4 |
| SPEC 101 | Principles of Speech Communication | 3 |

❶Applied lessons strongly encouraged see below.

FOURTH SEMESTER SUGGESTED COURSES

| | | |
|---|---|---|
| ECON 222 | Principles of Micro Economics | 3 |
| Fine Arts | | 3 |
| Physical Science | | 3 |
| MUSC 101, 102/103 Instrumental Ensemble **OR** MUSC 107, 109 Choir | | 1 |
| Non-Western Studies *(MUSC 158 recommended)* | | 3 |
| PSYC 101 | Introduction to Psychology | 3 |

❶Applied lessons strongly encouraged see below.

| | |
|---|---|
| Minimum total hours required for degree | 64 |

❶All students planning to pursue a bachelor's degree in Music Business are advised to enroll in at least one additional hour of applied major lesson or applied elective lesson per semester. (It is critical that each student receives the advice of a music advisor before enrolling in classes each semester.)

All students planning to pursue a bachelor's degree in Music Business are advised to enroll in at least one additional credit hour of applied piano: Music 123 or Music 127 Elementary Piano or Piano (Freshman Year) and Music 223 or Music 227 Elementary Piano or Piano (Sophomore Year).

All students planning to pursue a bachelor's degree in Music Business are advised to enroll in one credit hour of music ensemble: Music 101, 102/103 or 107, 109 Instrumental Ensemble or Choir during the third semester sequence.

**Music: Instrumental, Vocal, or Keyboard Performance**
*Major Code: 1023*

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| CS 100 | Intro to Computers | 3 |
| ENG 101 | Composition I | 3 |
| MUSC 101, 102/103 Instrumental Ensemble **OR** MUSC 107, 109 Choir | | 1 |
| MUSC 110 | Fundamentals of Music | 2 |
| MUSC 111 | Theory of Music | 4 |
| Physical Science | | 3 |

❶See specific recommendations for music lessons, etc.

SECOND SEMESTER SUGGESTED COURSES
ENG 102      Composition II                              3
Mathematics                                             3
MUSC 101, 102/103  Instrumental Ensemble **OR**          1
MUSC 107, 109 Choir
MUSC 112     Theory of Music                            4
MUSC 113     Exploring Music Literature                3
Social and Behavioral Science                          3
❶See specific recommendations for music lessons, etc.

THIRD SEMESTER SUGGESTED COURSES
❷Humanities                                             3
Life Science                                           4
MUSC 101, 102/103  Instrumental Ensemble **OR**          1
MUSC 107, 109 Choir
MUSC 211     Theory of Music                            4
Social and Behavioral Science                          3
❶See specific recommendations for music lessons, etc.

FOURTH SEMESTER SUGGESTED COURSES
(Music Ensembles are strongly encouraged during the fourth semester)
❷Humanities or Fine Arts                                3
MUSC 212     Theory of Music                            4
Non-Western Studies *(MUSC 158 recommended)*            3
SPEC 101     Principles of Speech Communication         3
Social and Behavioral Science                          3
❶See specific recommendations for music lessons, etc.

Minimum total hours required for degree          64

❶Lessons
   A. The music major should enroll in a minimum of one hour of applied major lessons each semester (two hours preferred).
   B. The music student should enroll in a minimum of one hour of applied elective lesson each semester.

(MUSC 123 or 223 for all students with applied major lessons other than piano. MUSC 121 or 221 for all applied major students in piano.)

Participation in a recital is expected in the sophomore year.

❷Students planning on majoring in music with an emphasis on performance at a four-year institution should enroll in two semesters of German or French. Those courses taken at the 202 or above level can be counted as part of the Humanities electives.

### Music: Therapy
*Major Code: 1022*

| FIRST SEMESTER SUGGESTED COURSES | Credit Hours |
|---|---|
| ENG 101      Composition I | 3 |
| Humanities | |
| MUSC 101, 102/103 Instrumental Ensemble **OR** | 1 |
| MUSC 107, 109 Choir | |
| MUSC 110  Fundamentals of Music | 2 |
| MUSC 111  Theory of Music | 4 |

PSYC 101     Introduction to Psychology              3
❶See specific recommendations for music lessons.

SECOND SEMESTER SUGGESTED COURSES
ART 100      Art Appreciation                         3
ENG 102      Composition II                          3
Mathematics 3
MUSC 101, 102/103 Instrumental Ensemble **OR**         1
MUSC 107, 109 Choir
MUSC 112   Theory of Music                           4
MUSC 113   Exploring Music Literature                3
❶See specific recommendations for music lessons.

THIRD SEMESTER SUGGESTED COURSES
BIOL 105     General Biology I **OR**                 4-5
BIOL 101     General Human Biology
Mathematics or Computer Science                       3
MUSC 101, 102/103 Instrumental Ensemble **OR**         1
MUSC 107, 109 Choir
MUSC 211   Theory of Music                           4
PSYC 230     Social Psychology                        3
❶See specific recommendations for music lessons.

FOURTH SEMESTER SUGGESTED COURSES
(*Music Ensembles are strongly encouraged during the fourth semester)
ANTH 101   Introduction to Anthropology              3
MUSC 212   Theory of Music                           4
Non-Western Studies *(MUSC 158 recommended)*          3
Physical Science                                      3
SPEC 101     Principles of Speech Communications      3
❶See specific recommendations for music lessons, etc.

Minimum total hours required for degree        64-65

❶Special recommendations for music students planning to pursue bachelor's degree in music therapy at a four-year institution:

**Lessons**
A.  The music therapy student should enroll in one hour of applied major lesson each semester.
B.  The music therapy student should enroll in applied elective lessons as follows:
   1. Piano or organ majors should take two hours in the MUSC 121 sequence and four hours in MUSC 145/245.
   2. Voice majors take four hours in the MUSC 123/223 sequence and two hours in MUSC 145.
   3. Brass, woodwind, string (other than guitar) or percussion majors take four hours in the MUSC 123/223 sequence and two hours in MUSC 145.
   4. Guitar majors take four hours in the MUSC 123/223 sequence and two hours in MUSC 121.

* Students are also strongly encouraged to take MUSC 101, 102/103 or 107, 109 Instrumental Ensemble or Choir (1 credit) during the fourth semester sequence.

# Pre-Pharmacy

*Associate in Science Code: 1529*
*Contact Persons: QC Campus, Brian Glaser, Ext. 5238,*
*Rm. 2-263; East Campus, Vashti Berry, Ext. 1711,*
*Rm. A-247*

The Pre-Pharmacy curriculum presented here is based on the requirements of The College of Pharmacy at the University of Illinois-Chicago. If the student is interested in another program such as St. Louis College of Pharmacy or College of Pharmacy at the University of Iowa, contact the Black Hawk College pharmacy advisor or the college to which transfer is anticipated.

If the student desires an Associate in Science degree from Black Hawk College, he/she will need to select general education electives with Black Hawk Associate degree requirements in mind.

A pharmacy degree enables one to work in a retail pharmacy, a clinic or hospital pharmacy, for a pharmaceutical manufacturer in their laboratories or as a pharmaceutical salesperson.

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| BIOL 105 | General Biology I | 5 |
| ENG 101 | Composition I | 3 |
| CHEM 101 | General Chemistry I | 4 |
| MATH 124 | Calculus I | 4 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| BIOL 106 | General Biology II | 5 |
| CHEM 102 | General Chemistry II | 4 |
| ENG 102 | Composition II | 3 |
| SPEC 101 | Principles of Speech Communications | 3 |
| Social or Behavioral Science | | 3 |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| BIOL 145 | Anatomy-Physiology I | 4 |
| CHEM 203 | Organic Chemistry I | 5 |
| Humanities | | 3 |
| PHYS 101 | College Physics I | 5 |

| FOURTH SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| BIOL 146 | Anatomy-Physiology II | 4 |
| CHEM 204 | Organic Chemistry II | 5 |
| PHYS 102 | College Physics II | 5 |
| Economics | | 3 |

| Minimum total hours required for degree | 67 |
|---|---|

**Note:** Students desiring to complete an Associate in Science degree in the pre-pharmacy curriculum must be certain that their course program includes 6 hours of Mathematics, 9 hours of Humanities and Fine Arts general education electives, 9 hours of Social Science general education electives, 3 hours in Non-Western Culture, and a Life Science general education elective, as well as those courses specified by The College of Pharmacy at the University of Illinois-Chicago.

# Pre-Veterinary Medicine/Animal Science (East Campus Only)

*Associate in Science Code: 1540*
*Contact Persons: East Campus, Andrew Larson, Ext. 1830, Rm. B-213, or Recruiter, Ext. 1724, Rm. A-202B*

Students interested in pursuing a baccalaureate program with a major qualifying them to apply at a school of veterinary medicine have the opportunity to enroll in the Pre-Veterinary Medicine program at Black Hawk College East Campus. The Pre-Veterinary Medicine curriculum presented here is based on the requirements for an Animal Science Degree with a Pre-Veterinary Medicine Option at the University of Illinois at Urbana-Champaign. If students are interested in a different major and/or a different college qualifying them to apply to a college of veterinary medicine, contact an academic advisor or the college to which transfer is anticipated. This Pre-Veterinary Medicine program is part of the nationally recognized agriculture programs at Black Hawk College-East Campus.

All Black Hawk College transfer courses are articulated with the University of Illinois at Urbana-Champaign as well as the other three Illinois universities that offer degrees in agriculture including Illinois State, Southern Illinois University at Carbondale, and Western Illinois University. These articulation agreements allow students completing an Associate's degree to easily transfer to these four-year institutions. Many graduates who complete agriculture related degrees at the East Campus have also successfully transferred to universities throughout the nation such as Purdue, Iowa State, Michigan State, Oklahoma State, Colorado Sate, and Texas A & M.

Admission to schools of veterinary medicine is highly competitive; therefore, students should work closely with an academic advisor to plan their course of study.

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| AG 100 | Introduction to Agriculture | 1 |
| AG 285 | Animal Science | 4 |
| BIOL 108 | Principles of Biology I | 4 |
| ENG 101 | Composition I | 3 |
| Humanities or Fine Arts Elective | | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| BIOL 261 | Microbiology | 4 |
| ENG 102 | Composition II | 3 |
| MATH 132 | Calculus for Bus/Soc Sciences | 4 |
| Humanities OR Fine Arts Elective | | 3 |
| ❷Social & Behavioral Science Elective | | 3 |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| PHYS 101 | College Physics I | 5 |
| CHEM 101 | General Chemistry I | 4 |
| ❶Mathematics OR Computer Science Elective | | 3 |
| ❷Social & Behavioral Science Elective | | 3 |
| Non-Western Studies Elective | | 3 |

FOURTH SEMESTER SUGGESTED COURSES

| | | |
|---|---|---|
| CHEM 102 | General Chemistry II | 4 |
| SPEC 101 | Principles of Speech Communications | 3 |
| ❷Social & Behavioral Science Elective | | 3 |
| Humanities OR Fine Arts Elective | | 3 |
| ❸Elective | | 1 |

Minimum total hours required for degree          64

❶ Suggested MATH electives include: MATH 108, 124, 131, 132.
❷ Suggested Social and Behavioral Science Electives include: ANTH 102, ECON 221, ECON 222, HIST 105, HIST 106, PHIL 101, PSYC 101, SOC 101.
❸Suggested elective is PHYS 102.

# Philosophy

*Associate in Arts Code: 1036*
*Contact Persons: QC Campus, William Desmond, Ext. 5437, Rm. 1-470, e-mail desmondw@bhc.edu; East Campus, Vashti Berry, Ext. 1711, Rm. A-247*

Students taking the recommended courses in philosophy will study the writings of philosophers who have made crucial contributions to the way we think about subjects such as ethics, religion, psychology, aesthetics, political theory, the nature of science, and what it means in general to think clearly. Students will participate in class discussions as well as express in writing their views on a variety of philosophical issues.

Since advancement in most occupations depends on one's ability to speak and write clearly and logically and to understand the beliefs of others, philosophy is an important part of any educational program. Selected philosophy courses fit well into various academic majors such as business, health careers, history, government, psychology, sociology, literature, pre-law, and the natural sciences. An awareness of the philosophical background of our culture deeply enriches our view of the world, helping us understand the world and our place within it.

Students majoring in philosophy may enter advanced degree programs in preparation for teaching, law, political science, and business.

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| ENG 101 | Composition I | 3 |
| Life Science | | 4 |
| PHIL 100 | Logic | 3 |
| Social and Behavioral Science | | 3 |
| SPEC 101 | Principles of Speech Communications | 3 |

SECOND SEMESTER SUGGESTED COURSES

| | | |
|---|---|---|
| ENG 102 | Composition II | 3 |
| Fine Arts | | 2 |
| Non-Western Studies, HIST 222 | | 3 |
| PHIL 101 | Introduction to Philosophy | 3 |
| Physical Science | | 4 |

THIRD SEMESTER SUGGESTED COURSES

| | | |
|---|---|---|
| Foreign Language | | 4 |
| Humanities or Fine Arts | | 3 |
| Mathematics | | 3 |
| PHIL 206 | Philosophy of Religion | 3 |
| Social and Behavioral Science | | 3 |

FOURTH SEMESTER SUGGESTED COURSES

| | | |
|---|---|---|
| Foreign Language | | 4 |
| Mathematics or Computer Science | | 3 |
| PHIL 103 | Ethics | 3 |
| PHIL 205 | Topics in Philosophy | 3 |
| Social and Behavioral Sciences | | 3 |

Minimum total hours required for degree          64

# Political Science

*Associate in Arts Code: 1008*
*Contact Persons: QC Campus, Joan Eastlund, Ext. 5424, Rm. 1-461, and Jay Pearce, Ext. 5412, Rm. 1-451; East Campus, Vashti Berry, Ext. 1711, Rm. A-247.*

Students planning to major in political science at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College.

Since universities may require specific courses for political science major, students should contact an advisor from among the political science faculty.

This curriculum provides a broad perspective on the human condition and skills essential to any educated person. Students will become familiar with the workings of American government and the American political system at every level-national, state, and local. In addition, they will study how governments function in other countries, and how the governments of different countries interact with each other. Students who complete this program will have a solid foundation upon which to build a political science major at a four-year school.

Students who complete a degree in political science may be employed in a variety of government positions, both appointive and elective, in this country and abroad. In addition, they may work as teachers, college professors, campaign coordinators, public administrators, lawyers, pollsters, research analysts, etc.

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| ENG 101 | Composition I | 3 |
| POLS 191 | Introduction to Political Science | 3 |
| HIST 105 | History of the US to 1877 | 3 |
| SPEC 101 | Principles of Speech Communications | 3 |
| Physical Science (GEOG or GEOL) | | 3-4 |

SECOND SEMESTER SUGGESTED COURSES

| | | |
|---|---|---|
| ENG 102 | Composition II | 3 |
| HIST 106 | History of the US since 1877 | 3 |
| Fine Arts | | 3 |
| Life Science  (BIOL) | | 3 |
| POLS 122 | American National Government | 3 |

THIRD SEMESTER SUGGESTED COURSES

| | | |
|---|---|---|
| IS 220 | Global Issues (Non-Western) | 3 |
| SOC 101 | Principles of Sociology | 3 |
| HIST 125 | Western Civilization I | 3 |
| Mathematics | | 3 |
| ❶Elective | | 6 |

FOURTH SEMESTER SUGGESTED COURSES

| | | |
|---|---|---|
| POLS 252 | State & Local Government | 3 |
| HIST 151 | History of the Middle East Since 1700 | 3 |
| HIST 127 | Western Civilization II | 3 |
| Mathematics or Computer Science | | 3 |
| ❶Elective | | 3 |

| | |
|---|---|
| ❷Minimum total hours for degree | 64 |

❶Suggested: PHIL 103, PSYC 101, or POLS 258
❷NOTE: In order to meet AA/AS Degree requirements, the student must have completed a total or minimum of 64 credit hours with a 2.0 GPA.

# Psychology

*Associate in Arts Code: 1015*
*Contact Persons: QC Campus, Janet Weigel, Ext. 5414, Rm. 1-468, William Hampes, Ext. 5420, Rm. 1-474, Bruce LeBlanc, Ext. 5431, Rm. 1-454; and Traci Davis, Ext. 5408, Rm. 1-451; East Campus, Bob Lee, Ext. 1817, Rm. A-245*

Students planning to major in psychology at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for a psychology major, students should consult with a psychology faculty advisor for additional information.

This curriculum provides a broad perspective on the human condition and skills essential to any educated person. Courses span the areas of human behavior from birth to death, dealing with the many problems and potentialities experienced along the way. Students will learn the theories, techniques, and principles basic to the study of human behavior and psychology including such topics as perception, learning, memory, motivation, personality, psychopathology, education, human growth and development, social psychology, and experimental analysis and design.

Students who complete this curriculum will have a solid foundation upon which to build a psychology major at a four-year school.

Students who complete a bachelor's degree in psychology may find job opportunities as teachers, caseworkers, public officials, personnel and public relations workers, or assistant research psychologists in government, business and industry.

| | | Credit Hours |
|---|---|---|
| FIRST SEMESTER SUGGESTED COURSES | | |
| BIOL 101 | General Human Biology | 4 |
| ENG 101 | Composition I | 3 |
| ❶Humanities | | 3 |
| PSYC 101 | Introduction to Psychology | 3 |
| SOC 101 | Principles of Sociology | 3 |

| | | |
|---|---|---|
| SECOND SEMESTER SUGGESTED COURSES | | |
| ENG 102 | Composition II | 3 |
| Fine Arts | | 3 |
| MATH 131 | Finite Mathematics for Business | 3 |
| SPEC 101 | Principles of Speech Communications | 3 |
| Elective | | 4 |

| | | |
|---|---|---|
| THIRD SEMESTER SUGGESTED COURSES | | |
| CS 100 | Introduction to Computers **OR** | 3 |
| CS 101 | Introduction to Structured Programming | |
| Humanities or Fine Arts | | 3 |
| MATH 228 | Probability and Statistics | 3 |
| PSYC 210 | Personality Theories | 3 |
| PSYC 262 | Child Psychology | 3 |
| Elective | | 1 |

| | | |
|---|---|---|
| FOURTH SEMESTER SUGGESTED COURSES | | |
| BIOL 250 | Principles of Genetics | 3 |
| ❷Non-Western Studies | | 3 |
| Physical Science | | 3 |
| PSYC 212 | Introduction to Experimental Psychology **OR** Psychology Elective | 3 |
| Elective | | 4 |

| | |
|---|---|
| Minimum total hours required for degree | 64 |

❶Suggested: HIST 127, PHIL 101, PHIL 103
❷Suggested: ANTH 102, POLS 262, POLS 271, HIST 141, HIST 142, HIST 151, HIST 222

# General Social Services

*Associate in Arts Code: 1026*
*Contact Person: QC Campus, Nancy Smith, Ext. 5410, Rm. 1-471*

Students planning to major in social work or a related human service field at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since most colleges and universities require specific courses for a social work major, students should consult with the contact person listed above for additional information.

This curriculum provides a liberal arts foundation to develop critical thinking skills and an understanding of the

bio-psycho-social-cultural characteristics of humankind. Emphasis is placed on oral and written communication skills and multicultural content.

Students who complete an AA degree with a concentration in General Social Service may find paraprofessional employment in child welfare, mental health, substance abuse, and elderly services as outreach workers, case aides, social service designees, and mental health technicians. Students can select from a variety of electives to pursue their interests in fields such as child welfare, substance abuse, and gerontology. Students who complete a bachelor's degree in social work are employed in family and child welfare services, aging services, mental health and health related fields, criminal justice, and other areas of social welfare services.

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| BIOL 101 | General Human Biology | 4 |
| ENG 101 | Composition I | 3 |
| PSYC 101 | Introduction to Psychology | 3 |
| SOC 101 | Principles of Sociology | 3 |
| SPEC 101 | Principles of Speech Communications | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| CS 100 | Introduction to Computers | 3 |
| ENG 102 | Composition II | 3 |
| PHIL 103 | Ethics | 3 |
| ❶Electives | | 7 |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| ❸Humanities or Fine Arts | | 3 |
| Physical Science | | 3 |
| SOC 290 | Studies in Sociology | 1 |
| ❷Social Science | | 3 |
| ❹Non-Western elective | | 3 |
| ECON 221 | Principles of Macro Economics | 3 |

| FOURTH SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| Fine Arts | | 3 |
| MATH 108 | Statistics for General Education | 3 |
| SOC 250 | Minority Relations | 3 |
| SOC 290 | Studies in Sociology | 1 |
| SOC 222 | Introduction to Social Work | 3 |
| ❶Electives | | 3 |

| Minimum total hours required for degree | 64 |
|---|---|

❶Suggested: BIOL 250, ENG 132, PSYC 210, PSYC 212, PSYC 219, PSYC 230, PSYC 250, SOC 251, SOC 255, SOC 264, SOC 290 (Internship), SPEC 114
❷Suggested: PSYC 200, PSYC 262, SOC 264
❸Suggested: HIST 127, PHIL 101, HUM 101, ART 100
❹Suggested: ANTH 102, IS 220, HIST 222

# Sociology

*Associate in Arts Code: 1016*
*Contact Persons: QC Campus, Bruce LeBlanc, Ext. 5431, Rm. 1-454, Rm. 1-473; Nancy Smith, Ext. 5410, Rm. 1-472; Krisann Bergo, Ext. 5425, Rm. 1-465; East Campus, Vashti Berry, Ext. 1711, Rm. A-247*

Students planning to major in sociology at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for a sociology major, students should consult with a sociology faculty advisor for additional information.

This curriculum provides a broad perspective on the human social condition and skills essential to any educated person. Students will study various theories of socialization and patterns of cultural development. Emphasis is placed on social interaction in groups, organizations, and social institutions. Students who complete this curriculum should have a much better understanding of how social conditions influence human behavior. Students will also have a solid foundation upon which to build a sociology major at a four-year school.

Students who complete a degree in sociology may eventually be employed as workers in human service-related fields. A degree in sociology may prepare students for entry into professional study in such areas as business, law, theology and social work.

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| ENG 101 | Composition I | 3 |
| PSYC 101 | Introduction to Psychology | 3 |
| Physical Science | | 3 |
| SOC 101 | Principles of Sociology | 3 |
| SPEC 101 | Principles of Speech Communications | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| ANTH 102 | Introduction to Cultural Anthropology | 3 |
| CS 100 | Introduction to Computers | 3 |
| ENG 102 | Composition II | 3 |
| Fine Arts | | 3 |
| ❶Sociology Elective | | 3 |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| ❷Humanities or Fine Arts | | 3 |
| ❹Life Sciences | | 4 |
| PHIL 103 | Ethics | 3 |
| PSYC 230 | Social Psychology | 3 |
| ❶Sociology Elective | | 3 |

FOURTH SEMESTER SUGGESTED COURSES

| | | |
|---|---|---|
| LIB 250 | Field Study | 3 |
| ❸Mathematics | | 3 |
| ❶Sociology Electives | | 6 |
| Electives | | 6 |

Minimum total hours required for degree    64

❶Recommended: SOC 102, SOC 250, SOC 251 (General Education Core Curriculum). Suggested: SOC 210, SOC 222, SOC 230, SOC 255, SOC 261, SOC 264, SOC 270, SOC 290
❷Suggested: HIST 127
❸Recommended: MATH 108
❹Recommended: BIOL 101 (Life Science lab course)

# Spanish

*Associate in Arts Code: 1017*
*Contact Persons: QC Campus, Maria Concepción Lucas-Murillo, Ext. 5434, Rm. 1-452, e-mail lucasmurilloc@bhc.ed; East Campus, Vashti Berry, Ext. 1711, Rm. A-247*

Students planning to major in Spanish at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since four-year institutions may require specific courses for a Spanish major, students should consult with the Counseling Office at Black Hawk College for additional information.

Students taking Spanish learn to read, speak, write, and listen in the Spanish language. Conversations and texts cover a variety of everyday situations and different cultural aspects. Spanish study includes the use of a basic text, a workbook, a reader/laboratory manual, and computer assisted instruction. Speaking and listening skills are developed through practice in class and with Web based instructional materials.

Language training can give a student a mastery of Spanish and English grammar and will improve cultural understanding. The training will also help students meet a requirement of many bachelor's degree and advanced degree programs.

With over 400 million speakers worldwide, Spanish is one of the world's most widespread languages. In the United States alone, where the Hispanic population is the largest minority group, there are over thirty million Spanish speakers.

Because of the large Spanish-speaking population in the U.S. and our proximity to Mexico and other Hispanic American countries, the ability to speak Spanish is viewed as a very important skill by many employers. Understanding Spanish can open vast treasures of literature, history, music, art, philosophy, and other areas of a large and varied culture.

| | | Credit Hours |
|---|---|---|
| **FIRST SEMESTER SUGGESTED COURSES** | | |
| ENG 101 | Composition I | 3 |
| Any foreign language other than Spanish | | 4-5 |
| Mathematics | | 3 |
| Social and Behavioral Sciences | | 3 |
| SPAN 101 | Elementary Spanish I | 4 |

| | | |
|---|---|---|
| **SECOND SEMESTER SUGGESTED COURSES** | | |
| ENG 102 | Composition II | 3 |
| Any foreign language other than Spanish | | 4-5 |
| Life Science | | 3 |
| SPAN 102 | Elementary Spanish II | 4 |
| SPEC 101 | Principles of Speech Communications | 3 |

| | | |
|---|---|---|
| **THIRD SEMESTER SUGGESTED COURSES** | | |
| Fine Arts | | 3 |
| Mathematics or Computer Science | | 3 |
| Social and Behavioral Sciences | | 3 |
| SPAN 201 | Intermediate Spanish I | 4 |

| | | |
|---|---|---|
| **FOURTH SEMESTER SUGGESTED COURSES** | | |
| Humanities or Fine Arts | | 3 |
| Non-Western Studies | | 3 |
| Physical Science | | 4 |
| Social and Behavioral Sciences | | 3 |
| SPAN 202 | Intermediate Spanish II | 4 |

Minimum total hours required for degree    64

# Speech

*Associate in Arts Code: 1018*
*Contact Persons: QC Campus, Michelle Johnson, Ext. 5370, Rm. 3-370; East Campus, Vashti Berry, Ext. 1711, Rm. A-247*

Students planning to major in speech at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for a speech major, students should consult with the Advising area at Black Hawk College for additional information.

Students taking the introductory course (Speech 101) will learn to research, organize and present material in individual oral presentations. Students in this course will also learn basic principles related to small group communication and problem solving. Other courses offer instruction and activities in person-to-person communication and in intercultural communication. Skills gained in these classes will allow students to improve their poise, self-confidence and communication competence. Students will learn theories and develop the skills that will enable them to communicate their ideas in personal and professional contexts.

Students taking the recommended courses will develop a strong liberal arts background with an emphasis in verbal and written communication. The ability to communicate competently in public, in person and across cultural differences increases productivity, creates a better work environment and leads to career success.

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| ENG 101 | Composition I | 3 |
| Life Science | | 4 |
| Social and Behavioral Science | | 3 |
| SPEC 101 | Principles of Speech Communications | 3 |
| THEA 111 | Introduction to Theatre | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| ENG 102 | Composition II | 3 |
| Mathematics | | 3 |
| Physical Science | | 3 |
| SPEC 114 | Interpersonal Communications | 3 |
| SPEC 210 | Public Speaking | 3 |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| Humanities | | 3 |
| Mathematics or Computer Science | | 3 |
| Social and Behavioral Science | | 3 |
| SPEC 111 | Business & Professional Communications | 3 |
| Elective | | 6 |

| FOURTH SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| Humanities or Fine Arts | | 3 |
| Social and Behavioral Science | | 3 |
| SPEC 175 | Intercultural Communications | 3 |
| Elective | | 6 |

| Minimum total hours required for degree | 64 |
|---|---|

# Theatre

*Associate in Arts Code: 1003*
*Contact Person: QC Campus, Michelle Johnson, Ext. 5370, Rm. 3-370*

Students planning to major in Theatre at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities may require specific courses for a theatre major, students should consult with the Advising area at Black Hawk College for additional information.

Students taking the recommended courses will explore theatrical literature illustrating the historical development of this art form; develop the unique skills of the playwright, actor, director, designer and technician; and participate in projects designed to stimulate creative expression on the stage, both in class and in campus theatre productions.

Students who do well in theatre may enter such careers as acting, directing, scenic design, theatre technician, teaching or creative entertainment work.

| FIRST SEMESTER SUGGESTED COURSES | | Credit Hours |
|---|---|---|
| THEA 101 | Theatre Practicum | 1 |
| THEA 111 | Introduction to Theatre | 3 |
| THEA 202 | Stagecraft **OR** | 3 |
| THEA 210 | Fundamentals of Acting | |
| ENG 101 | Composition I | 3 |
| Social and Behavioral Science | | 3 |
| Mathematics Elective | | 3 |

| SECOND SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| THEA 102 | Theatre Practicum | 1 |
| THEA 112 | Play Production | 3 |
| ENG 102 | Composition II | 3 |
| Math or Computer Science | | 3 |
| Physical Science | | 3 |
| SPEC 101 | Principles of Speech Communication | 3 |

| THIRD SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| THEA 203 | Theatre Practicum | 1 |
| THEA 112 | Play Production *(Repeated)* | 3 |
| THEA 202 | Stagecraft **OR** | 3 |
| THEA 210 | Fundamentals of Acting | |
| Social and Behavioral Science | | 3 |
| Life Science | | 4 |
| Humanities | | 3 |

| FOURTH SEMESTER SUGGESTED COURSES | | |
|---|---|---|
| THEA 204 | Theatre Practicum | 1 |
| THEA 295 | Special Topics *(Repeatable)* | 3 |
| Social and Behavioral Science | | 3 |
| Humanities or Fine Arts | | 3 |
| Non-Western Studies | | 3 |
| THEA 204 Practicum *(Repeatable 3 times)* **OR** | | |
| THEA 205 Stage Makeup | | 2 |

| Minimum total hours required for degree | 64 |
|---|---|

Other Theatre electives: THEA 201, THEA 211, THEA 212, SPEC 120
THEA 295 Special Topics is variable credit for 2, 3, or 4 credit hours.

# Reaching Out to the Community

## Adult Education & Family Literacy

The Black Hawk College Adult Education and Family Literacy department offers services, programs, and instruction for adults in the areas of General Educational Development (GED) preparation, English as a Second Language (ESL), basic literacy skills, and high school diploma completion. These non-credit classes are scheduled at several locations throughout the district and are free for students who meet eligibility guidelines. Tuition and books are provided through grants from the Illinois State Board of Education, the Illinois Community College Board, and other federal, state, and local sources. Classes provide a range of basic skills in an atmosphere conducive to adult learners. Registration occurs frequently throughout the semester and testing ensures accurate placement in the appropriate program and classroom.

## Instructional Programs

**Adult Basic Education (ABE).** ABE classes provide academic skill instruction to adults at a beginning through intermediate level. Instruction is individualized to meet the needs of the student. Subjects available include writing, spelling, reading, mathematics, social studies, science, and life coping skills. For more information call the Outreach Center (309-796-8216), the Adult Learning Center (309-794-1072), or the Community Education Center (309-854-1875).

**General Educational Development (GED) Preparation.** GED students prepare to pass the high school equivalency (GED) test, develop academic skills to advance in employment, and/or prepare for college-level courses. Instruction is individualized to meet the needs of the student. Subjects include writing, reading, mathematics, social studies, science, and the United States and Illinois constitutions. For more information call the Outreach Center (309-796-8216), the Adult Learning Center (309-794-1072), or the Community Education Center (309-854-1875).

**English as a Second Language (ESL).** ESL classes offer non- or limited-English speaking adults the opportunity to learn English at a basic or intermediate level. For more information call the Outreach Center (309-796-8216), the Adult Learning Center (309-794-1072), or the Community Education Center (309-854-1875).

**Family Literacy Program.** Family Literacy classes provide educational opportunities for adults and their children in the same location. Classes are offered at various locations for families with preschool and elementary school age children. Adults enroll in ESL or GED classes and also learn how to help their children be successful in school and how to successfully interact with various community outreach programs. Literacy programs are offered in cooperation with community partners, including local public libraries and area churches. Free books, learning materials, and brochures with helpful information are given to all participants. For more information, call the Illinois workNet Center (309-796-5702).

**Optional Education Program (High School Credit).** Optional Education is a collaborative effort by the six Rock Island County public secondary school systems, Black Hawk College and the Regional Superintendent of Schools, to provide educational alternatives for truant and dropout youth. Students may earn high school credits leading to a diploma or prepare for GED testing. Classes are offered at the Outreach Center and the Adult Learning Center. Support Services include personal and vocational counseling, teen parent programs, and bus tickets. For more information call 309-755-3300 or 309-796-8249.

## Support Programs

**Early School Leaver Transition Program.** This program serves 16 to 21-year-old Optional Education high school credit or GED students who are interested in exploring employment and postsecondary educational options. Career services offered include: self-assessment and career exploration; resume, cover letter, and interview preparation; job search techniques; training in employer expectations; job placement assistance; and guidance with transition to college. For more information call 309-796-8252.

**Training for Employment and Academic Mastery (T.E.A.M.) Program.** The Training for Employment and Academic Mastery (T.E.A.M.) program is a Workforce Investment Act initiative designed to help qualified youth complete their basic education and successfully transition to work or postsecondary training. In addition to academic training, the program specializes in resume building, career exploration, workforce preparation, occupational and soft-skill training, and individualized counseling to address character development. T.E.A.M. is available at all Adult Education facilities managed by Black Hawk College in Rock Island County. For more information, call 309-796-8242.

**Literacy is for Everyone (L.I.F.E.) Program.** Services include one-to-one reading, writing, spelling, and math tutoring to persons 16 years of age or older who are out of school and have been identified as functioning below the 8.9 reading, writing or math level. L.I.F.E. assigns a volunteer tutor to work with students and provide opportunities to increase self-confidence and academic skills. An appropriately matched tutor to student depends largely on the availability of both the student and tutor. To register, call the Illinois workNet Center (309-796-5702). Services are free to eligible students.

## Sufficient Enrollment

Formation of classes depends upon sufficient enrollment. Black Hawk College reserves the right to cancel, combine or divide classes; to change the time, date or place of meeting; and to make other revisions in these courses which may become necessary, and to do so without incurring obligation.

## Facilities

Classes may be held wherever satisfactory arrangements can be made including churches, industrial plants, schools, libraries, and housing projects. The major learning centers are:

**Outreach Center**
301 Avenue of the Cities
East Moline, Illinois 61244
309-796-8200

**Illinois workNet Center (IWNC)**
4703 16th Street, Suite G
Moline, Illinois 61265
309-797-5701

**Adult Learning Center**
Watch Tower Plaza
3930 11th Street
Rock Island, Illinois 61201
309-794-1072

**Community Education Center**
404 E. Third Street
Kewanee, Illinois 61443
309-854-1875

# Professional and Continuing Education (PaCE)

Enroll in a wide range of programs and courses with one phone call. Call today and discover how we can meet your lifelong learning and workforce development needs. For more information, call 309-796-8223.

## Professional and Career Development

**Professional and Continuing Education.** Black Hawk College's Professional and Continuing Education courses are designed for professionals in careers for which certification and continuing education is beneficial and/or mandatory. To keep current in many professions, CEU's or CE's are required by the state or the credentialing entity. The department is dedicated to providing courses and programs to meet those needs. For more information, call 309-796-8223 or visit www.bhc.edu/business.

**Certificate in Professional Human Resource Management.** This offering is a 11-week professional development program for both human resource practitioners and other professionals. This course helps prepare participants for the Professional in Human Resources (PHR) and the Senior Professional in Human Resources (SPHR) accreditation examinations. This course is offered both in an instructor-led and online format (www.bhc.edu/hr).

**Human Resource Essentials.** This course is designed for entry-level HR professionals, those exploring HR as a career field, and line-managers who have HR responsibilities. This introductory course will provide participants with a broad overview of the human resource function. Key topic areas include: Introduction to HR Management, Employment Law, Recruitment, Compensation, Human Resource Development, and Performance Management. This instructor-led course will meet for a total of 15 hours over a five-week period (www.bhc.edu/hr).

**APA's College/University PayTrain Program.** The APA's PayTrain College and University Program is offered in partnership with the American Payroll Association and the Holmes Corporation. This non-credit program provides professional development for people who are working in or seeking to enter the payroll profession or related fields. The courses also provide an excellent review/preparation for the national FPC and CPP certification exams. The PayTrain Fundamentals course is a 10-week (30-hour) course that teaches the fundamental payroll calculations and applications for the basic knowledge and skills to maintain payroll compliance and prevent costly penalties. It is the FPC exam prep course. The PayTrain Mastery course is a 12-week (36-hour) comprehensive course providing a solid understanding of advanced payroll topics for payroll managers and supervisors. It also serves as the exam prep course for the CPP certification (www.bhc.edu/payroll).

**Certified Quality Auditor Program.** This course is designed for professionals who desire to increase their expertise in the practices and principles of quality auditing, in preparing to take the Certified Quality Auditor exam, or interested in continued professional development. This instructor-led course covers the following topics: Ethics, Provisional Conduct, and Liability Issues, Audit

Preparation, Audit Performance, Audit Reporting, Corrective Action Follow-up and Closure, Audit Program Management (www.bhc.edu/quality).

**Certified Quality Engineer.** This 36-hour, instructor-led course covers the principles of product and service quality evaluation and control. Potential participants include professionals working in a quality-focused environment who want to gain comprehensive knowledge in quality engineering principles and practices, professionals in quality-focused organizations who do not have a formal quality engineering background, quality engineers who need to ensure quality compliance of systems, and products and services, or quality professionals who want to prepare for ASQ's CQE certification examination (www.bhc.edu/quality).

**Quality 101.** This course is perfect for newcomers or as a refresher for experienced employees. Quality 101 can lay the foundation for common quality practices organization-wide. This instructor-led 15-hour course covers these topics: Quality Benefits, The Evolution of Quality, Total Quality Management, Process Management, Quality Tools, and Quality Development. This program will prepare individuals for ASQ's newest certification called Certified Quality Improvement Associate (CQIA) (www.bhc.edu/quality). **Additional quality classes are available at www.bhc.edu/quality**.

## Certified Manager Program

Designed for working adults, BHC's Certified Manager (CM) Program provides a strong background in management skills for supervisors, as well as experienced managers. This comprehensive management training and certification program consists of three distinct modules:
        Management Skills I: Foundations of Management
        Management Skills II: Planning and Organizing
        Management Skills III: Leading and Controlling

Successful completion of BHC's CM Program prepares individuals to take the CM exams which lead to CM certification, a professional credential which is recognized worldwide. Student's must meet ICPM's application requirements for experience and education, and commit to uphold ICPM's code of ethics to be eligible to take the CM exams (www.bhc.edu/cm).

## Global Language/Culture

Offerings include beginning foreign languages for travelers and for understanding the workplace. Also included are culture awareness classes for a variety of countries. The institute also has offerings which provide insight into doing business in foreign countries as well as a number of travel/trip opportunities. Services for translation/ interpretation of foreign languages in a variety of settings as well as training sessions for specific needs in the Global community are available through the institute. For more information, visit www.bhc.edu/global.

## Travel, Tourism & Hospitality Certificate Program

Your decision to enter the rapidly expanding Travel Industry is a wise one according to reports by the U.S. Department of Labor. The travel & tourism industry is one of the largest in the nation.

Career opportunities are varied and plentiful in the travel industry such as: Travel Agencies, Airlines, Cruise Lines, Hotels/Motels, Car Rental Companies, Bus Companies, Chamber of Commerce/Convention Bureaus, and Government of Tourism.

| | |
|---|---|
| Fall Session: | Classes begin the 1st Tuesday after Labor Day |
| Spring Session: | Classes begin the 1st Monday in February |
| Day Classes: | 12 weeks<br>Monday through Thursday<br>8:30 a.m.-12: 30 p.m. |
| Evening Classes: | 12 weeks<br>Tuesday and Thursday (5:30-8:45 p.m.)<br>and Saturday (8:15 a.m.-3:45 p.m.) |

The travel and tourism students graduate with a Travel, Tourism & Hospitality Certificate. Upon graduation, students are qualified to step into a travel-related occupation and to make a significant contribution in the industry.

To enroll in the program or for more information, contact Barb at 309-796-8244 or virtueb@bhc.edu, or visit www.bhc.edu/travel.

**Travel Career Development.** Career Development instruction provides comprehensive and critical information on a broad range of travel services, products, and issues, and on skills needed to begin a productive and rewarding career in the travel industry. Other topics covered will be the Internet, ticketless travel, part-time travel careers, travel-industry specializations, and the increase in home-based professionals.

**Travel Geography & Selling Destinations.** Travel Geography and Selling Destinations provides a complete look at the world's leading centers of tourism and shows how a realistic knowledge of geography can translate into increased sales. The instruction also explains how the key to travel industry success is in the ability to match clients to destinations and services. In addition to providing complete information about traveling, destinations, lodging and activities, exercises give the student opportunities to apply information learned to hypothetical travelers and situations.

**Travel Sales & Customer Service.** This area of instruction provides the necessary skills in an increasingly competitive marketplace and an understanding of the broader sales environment. Realistic selling situations, skills and techniques teach the student step by step at each stage of a sale. The importance of understanding the close relationship between making a sale and providing quality customer service before and after the sale will be covered.

**Hospitality, Hotels and Cruise Lines.** An overview of the hospitality industry, as it relates to Hotels and Cruise Lines is introduced along with choosing a career in the field. The instruction includes working in the hotel industry, evaluating accommodation for the U.S. and abroad, reservations, policies, and choosing the right hotels. The focus on Cruise Lines covers careers available on Cruise Lines, Life on a Cruise, Modern Cruise Industry, Destinations, Itineraries, and Selling Cruises.

**Computer Reservation Training.** The Computer Reservation Training provides all the guidance necessary for hands-on training using the Apollo® system. Apollo® is used at 99% of local travel agencies and is highly concentrated in the Midwest, West Coast, Florida, and other coastal states. Black Hawk College has a computer training lab that ensures that all students will be working individually on a computer. The objective of the computer training is to provide the student with the best current formats, policies and procedures for booking air, car and hotel reservations on Apollo®. The skills covered include creating PNRs, maintaining PNRs, air space, quoting fares and pricing itineraries, car rentals and hotel accommodations. The practice and strategies allow for the student to be competent, accurate and efficient in the use of the computer reservation training. Additional computer training systems available are: Sabre, System One and Worldspan.

**Professional Development.** The focus of professional development is preparing the student for a career in the travel and tourism industries. Topics of instruction include; resume writing, interviewing, travel industry ethics, communication and phone skills, and other tips for a successful career in the travel and tourism industries. Role-playing and exercise drills will be performed in addition to required professional attire.

**Travel & Tourism Career Night.** You are invited to come to our "Informational Meeting" and learn about the Travel, Tourism & Hospitality program. Please call for the date of the next Career Night. Contact Barb at 309-796-8244 or virtueb@bhc.edu if you would like an individual consultation and tour.

**Advisory Board.** The Travel & Tourism Advisory Board consists of travel professionals from the travel industry. The Advisory Board will ensure you the travel and tourism program will be of the highest excellence and travel and tourism class information will be updated continuously.

**Black Hawk College Benefits.** The travel industry prefers a student attend a college endorsed certificate program and is trained in a true college classroom environment in a dedicated program.

- Receive a Black Hawk College Travel, Tourism & Hospitality Certificate. In less than four months you will be ready to start your professional Travel, Tourism & Hospitality career.

- Black Hawk College has been committed to educational excellence for over 60 years, and the Travel, Tourism & Hospitality program has been offered for 10 years.

- Black Hawk College is highly recognized throughout the Quad Cities and the United States.

- Partnering with the Quad Cities Illinois/Iowa travel agencies, which will advise, update, consult, and offer internships for our students.

**Black Hawk College is a National TAP Test Site.** The TAP Test (Travel Agency Proficiency Test) measures the entry-level knowledge of travel professionals within all aspects of the travel industry. Your TAP credentials will increase your competitive edge with prospective employers. The TAP tests are offered at the end of each class session, but can be arranged at any time upon request.

## Health Care Certificate Programs

To meet the growing need for skilled health care professionals, courses are offered for a number of short-term career programs. Courses are comprehensive, fast-paced, and are intended to prepare you for entry-level positions. A certificate of completion will be awarded to those who complete the classes. These classes are not certification programs. For more information, visit www.bhc.edu/health.

**Pharmacy Technician.** This 50-hour course will cover the major classifications of drugs, as well as the brand and generic names of common drugs. Medical terminology related to the pharmacy will also be an integral part of the course. Comprehension of medication compounding and proper handling of intravenous and chemotherapy drugs will be achieved. Basic pharmacy math skills will be taught to help calculate and convert medication dosages, as well as I.V. drip rates. Other topics will include prescription requirements and interpretation, inventory control, billing procedures, medication dispensing, as well as the legal and moral obligation of a pharmacy and its personnel. Required textbook must be purchased at the College Bookstore prior to the first class.

**Pharmacy Technician Certification Preparation.** This advanced course has been developed to assist students in preparation for the National Pharmacy Technician

Certification Exam. Areas of study will focus on the three aspects of competency tested by the National Pharmacy Technician Certification Board. These areas include: (1) assisting the pharmacist in serving patients, (2) maintaining medication and inventory control systems, and (3) participating in the administration and management of pharmacy practice. Students will learn basic pharmacology, advanced pharmaceutical calculations, and medical terminology. This 40-hour course is not a replacement for the national exam. Information about the certification, testing requirements, and testing sites will be given in class.

**EKG Technician.** This class prepares you to function as an EKG Technician. The class will include important background information on the 12-Lead EKG, including set-up and the office or hospital setting. You will learn about the anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, and legal aspects of patient contact. Students will be introduced to medical careers, law & ethics, blood borne pathogens, MD/DO medical specialties, heart medications, and CPR/First Aid. Students will be required to purchase a book through the bookstore.

**Phlebotomy Technician.** This class trains you in the basic blood drawing procedures for both venipuncture and capillary puncture techniques. The class will address the proper handling, processing, and documentation of samples for laboratory testing. Class includes: OSHA guidelines and safety rules, anatomy and physiology of the circulatory system, and definitions, terms, and abbreviations associated with basic phlebotomy techniques. Equipment, procedures, and precautions for skin puncture and venipuncture will be reviewed. Medicolegal issues associated with basic phlebotomy techniques, and quality assurance and methods of quality control will be discussed. Upon completion, students will have an understanding of the skills, knowledge, and level of responsibility required to perform professionally and competently as entry-level phlebotomy/lab personnel.

Prerequisites: Proof of recent physical exam or physician's letter stating that you are in good health and a TB test. A series of Hepatitis B shots are not required but recommended. Required textbook must be purchased at the College Bookstore prior to the first class.

**Dialysis Technician.** This 50-hour Dialysis Technician Program provides students with the knowledge and skills needed to perform the duties required of Dialysis Technicians. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain and repair equipment. Furthermore, technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed.

Dialysis Technicians must also assess patients for any complications that occur during the procedure and must be ready to take necessary emergency measures including administering oxygen or performing Basic Cardiopulmonary Resuscitation. Additionally, they may be involved in the training of patients for at-home dialysis treatment and providing them with the emotional support they need for self-care.

**Medical Receptionist Short-Term Training Program.** Make every patient feel welcomed as they walk into a medical office. This class is for anyone interested in a position as a front office receptionist or for anyone already employed as a receptionist and would like to enhance your professional skills. You will be introduced to business and work ethics, customer and patient relations, scheduling and records management and confidentiality. Learn exercises in judgment, independent action, and coping graciously with interruptions. Introduction to Spanish phrases and role-playing will be included.

**Personal Trainer.** (Prerequisite: HS Diploma, at least 18 years of age, 2 years exercise experience, 2 years weight training experience, familiar with basic weight training exercises and basic knowledge of muscles and bones.) Are you up for the challenge? This program (just 44 hours) is designed to assist you in preparing for the accredited NFPT-CPT (National Federation of Professional Trainers (NFPT) Accredited Board Certified Personal Trainer (CPT) Course. You will learn to apply the basic principles of human anatomy, physiology, and principles of exercise physiology. Learn how to identify client goals and implement an exercise program for them. Characteristics of wellness and professional and legal practices will be taught.

*The final exam for this course meets strict criteria and requirements imposed by the National Commission for Certifying Agencies (NCCA) accreditation standards. Successful board exam completion qualifies the student as a certified personal fitness trainer. Materials and student manual included in the fee.*

**Veterinary Assistant Certificate Program.** You will explore all the many duties that a veterinary assistant typically performs to prepare you for an entry level position as a veterinary assistant. Employment opportunities include: private practice, animal shelter, animal control facilities, pet stores, kennels, zoos and veterinary drug companies. Topics include:
- Vaccinations, surgery preparation and assisting, monitoring vitals
- Laboratory procedures, parasites, client communications, prescriptions
- Safely restraining an animal for blood draws, x-rays and injections
- Routine examination, medication, and euthanasia
- Front Office Procedures for a Veterinary Clinic/Hospital

Veterinary Assistants have been identified by the U.S. Department of Labor as one of the fastest growing

professions. The need for skilled & trained Vet Assistants is in great demand!

**Reflexology Therapist.** Step into a new career as a Reflexologist. Reflexology is based on the scientific theory that there are reflex points on the feet and hands. In just 15 weeks you will learn through theory and practical application, a variety of therapeutic techniques for the feet, hands and ears that have been affected by stress, injury and illness. These techniques, when applied to the feet and hands, have a natural way of relaxing nerve tension and improving nerve and blood supply. Basic knowledge of anatomy, physiology and pathology will be the emphasis of the course. Body mechanics for injury prevention, ethics and clinical are included. (50 hours clinical training.)

# Short-Term Training

**Physical Therapy Aide.** This course is designed to prepare you to enter a Physical Therapy department and perform duties as an entry level Physical Therapy Aide. Learn the history of Physical Therapy, PT medical terminology, sanitation, scheduling of clients, taking and receiving of phone calls, body mechanics, therapeutic exercise, gait and mobility, assistive devices, transferring of a patient/client, positioning of a patient, and physical modality set-up and delivery. Professionalism, work/school attendance, and hands on techniques are emphasized. You will be expected to complete 3 hours of a job shadow event in a physical therapy department of your choice, prior to the end of course. Homework, testing, and lab will be required weekly. Required textbooks must be purchased at BHC Bookstore prior to first class.

**Optical Training: Skills and Procedures**
Requirements:
• 18 years of age, high school graduate or G.E.D. diploma.
• Enjoy working with people and your hands, and ability to offer excellent customer service.
Learn basic knowledge in ophthalmic optics in this 46-hour course which includes aspects of spectacle lenses, frames, definitions, adjustments, dispensing of eyewear, understanding a spectacle prescription, and trouble-shooting common optical problems. You will learn how to dispense contact lenses, proper insertion and removal techniques. Learn how to open and close a sale, front office procedures, customer service and telephone etiquette.

Topics Covered:
• Types of spectacle lenses and frames
• Bifocals, trifocals and progressives
• Dispensing and adjusting
• Common ophthalmic distortions
• Lensometers and lens clocks
• Spectacle and contact lens prescriptions
• Ophthalmic equations and formula
• Office procedures and customer service skills
• Hands-on practical experience

Required textbook must be purchased at the BHC Bookstore prior to first class.

**Dental Office Management**
Prerequisite: Age 18 and G.E.D. or high school diploma.
A thoroughly trained receptionist is a valuable asset to a dental practice. Emphasis is placed on interpersonal and skill development in administrative functions such as reception, scheduling, filing, billing, patient relations, and dental terminology.

As a dental receptionist you are responsible for the communications and image of a dental office. You will learn how to professionally greet patients whether on the phone or in person, ensure all forms are properly filled out and direct patients to the treatment area as quickly as possible.

Learn to effectively receive and route all communications to the staff and dentist. A receptionist is both the first, and the last person patients see when they come for dental care. Learn how to make a good first impression!

Required textbook must be purchased at the BHC Bookstore prior to first class.

Additional topics to be covered are:
• Orientation to Dentistry
• Dental Terminology
• OSHA
• Professional Practices
• Dental/Patient Charting
• Retaining Existing & Development of New Patients
• Patient Scheduling, Telephone Protocol, Patient/ Customer Service

**Fashion Merchandising**
If fashion is your passion, this career could be the right fit for you! Are you a creative thinker who has an eye for color and designs, likes to shop, and enjoys working with people? If so, this class will fit your style for hands-on learning.

Learn about fashion merchandising, history of fashion, fashion terminology, fashion designers, textiles, Haute Couture design, apparel buying, visual displays, retail management strategies, professional selling techniques, professional image, landing a job, and how to create and produce a runway show.

Skills needed for success in this industry include: effective listening skills, attention to detail, work well under pressure, strong sense of fashion trends, creative and artistic skills, organized and flexible, and the ability to communicate effectively with colleagues, clients and customers.

Once you graduate, you will be prepared for a variety of entry-level positions, including:
• Sales Associate

• Retail Store Management
• Retail and Wholesale Sales
• Visual Merchandiser
• Fashion Coordinator
• Small Store Fashion Retailing
• Boutique Owner/Sales Associate
• Personal Shopper
• Special Events Planning
• Fashion Show Producer
• Modeling Agencies
• Costume Shop
• Image Consultant
• Freelance Designer
Requirements: Minimum 17 years of age – High school Junior or Senior who possesses strong desire to work in the fashion industry, or G.E.D./ high school graduate.

**Introduction to Airport Security** This course is for anyone who would like to pursue employment in the Airport Security field. Learn the basic structure of Airport Security and how the responsibilities are performed by various agencies. Explore modern day security functions and how they apply to the general public traveler. Become familiar with the many agencies that are located in the airport both private enterprise and government agencies. A field trip to the Quad City International Airport will be included. Be ready to participate in a mock disaster drill! Student is responsible for transportation to the airport for mock drill.

### Introduction to Recording Studio Magic
Love the world of music and recording? Learn how the pros record in this hands-on class using digital equipment and technology. Learn the basics of studio equipment and the recording studio. You will experiment with the equipment and learn what it does and how to you use it. You will produce music performances from rap music to classical, assemble radio spots, and post produce a sound track for a movie clip. Learn basic DigiDesign/ProTools and how the software works.

### Intermediate Pro Tools and Studio Magic
*Knowledge of Pro Tools or equivalent is required.
Sharpen your Pro tool skills and learn how audio is created in the recording studio. You will refine what you know; enabling you to concentrate on producing professional productions, while expanding your knowledge of Pro tools. Learn the level of production and qualities it takes to be a successful engineer, producer, or talent. Projects will range from recording live talent to commercials, to sound for film or video.

### Basic Broadcast Video Editing
Learn the basics of video editing. A cross platform method of instruction will be taught. Learn Final Cut Pro (Mac based format) and Adobe Premiere (PC based.) Learn how to enter video and audio into the system. Learn how to edit, add graphics and effects and create a finished project with narration, music and video effects. You can have fun editing your home movies. No computer experience is necessary.

### Learn Adobe Premiere
Learn Adobe Premiere (PC based format.) You will start from the beginning; no computer experience is necessary. You will learn how to enter video and audio into the system, how to edit it, how to add graphics, effects and finally create a finished project with narration, music and video effects.

## Workforce Training

Professional and Continuing Education (PaCE) offers a wide variety of workforce training classes (industrial, safety, computer, professional development) and seminars to meet your employees' training needs. For more information, call 309-796-8223 or visit www.bhc.edu/pace.

### Health, Safety and Environmental Training
Train your employees for personal safety and to create or maintain a safe workplace and a secure workforce environment with OSHA classes, which include 10-Hour OSHA for General Industry, Emergency Response Operations, DOT Hazardous Material Training, 8-Hour Annual HAZWOPER Refresher, OSHA Record Keeping Requirements, and over thirty more courses. (www.bhc.edu/OSHA )

### Drinking Water & Wastewater Classes
Courses to prepare students for future employment in the water and liquid waste treatment industry. Federal certification requirements have increased the reliance for certified personnel. Courses are designed to prepare students for certification as class "C" and "D" Public Water Supply Operators: continuing education requirement for the class "A" and "B" Operators; ERTC guidelines using Vol. 2 of the field study training program; and as approved by the IEPA, the Drinking Water Renewal Training Credits.

### Food Sanitation
Food service sanitation classes are designed to prepare students for certification examination in food service for the State of Illinois.

## Online Classes

For more information about the over 1,700 online classes/program through PaCE, call 309-796-8223 or visit www.bhc.edu/onlinelearning.

## Computer Training

• 1-Day Seminars for the Busy Professional – One-day training will maximize the busy professional's time and performance.
• Personal PC Users – Computer training for everyone!

- Senior Computer Classes – Especially designed for anyone celebrating years of 55 or better.
- Instructor-Led Online Classes – ed2go, Gatlin Education Services

For more information, call 309-796-8223 or visit www.bhc.edu/computers.

## Community Education

Career and Trade Skills, Personal Activities, Foreign Languages and Culture, ACT Preparation, Dance, Sports & Wellness, Hobby & Leisure, Vacation Opportunities and Cruise Offerings. For more information, call 309-796-8223 or visit www.bhc.edu/pace.

## Seniors Program

For more information call 309-796-8223 or visit www.bhc.edu/seniors.

**Golden Opportunities:** The program is designed for those 55 and over. A relaxed atmosphere is provided for learning and classes are primarily offered during the day and may be held from 1 day to 6 weeks. A variety of classes are offered depending on interest and demand. Example: Computers for the Very Beginner, Digital Photography, Genealogy, Anyone Can Learn to Draw classes.

**Golden Scholars:** Black Hawk College works in conjunction with the Quad-Cities Times Plus 60 Club to offer lunch/learn sessions. The sessions are offered during the day at various points of interests in the Quad-Cities area that include a lunch and guest speaker on a particular topic of interest.

## College For Kids

The 5-day program is designed for gifted students who have completed fifth, sixth, seventh, and eighth grades and score at the 90th percentile or above on one of the following: total math, total reading, total science, social studies or total composite battery of a recent standardized test. Students are identified by their schools using the CFK criteria. For more information, call 309-796-8223.

## Professional and Continuing Education Registration Procedures

(www.bhc.edu/paceregistration)

**Eligibility -- Who Can Enroll**
- Enrollment is open to anyone 16 years of age or older.
- Under certain circumstances a student 15 years of age or younger may enroll with special permission from the instructor.
- For any questions, please call us at 309-796-8223.

**Cancellation Policy**
Without incurring obligation, Black Hawk College reserves the right to:

- cancel classes due to insufficient enrollment.
- change the time, date, or place of meeting.
- make other revisions in course offerings as it becomes necessary.

**Refund Policy**
Emergency comes up? Change your mind?
Call us at 309-796-8223 no later than 24 hours (one full business day) before your class starts to receive a 100% refund – unless otherwise noted.

Withdrawals must be completed by phone or in person at the Professional and Continuing Education office.

## Illinois Small Business Development Center

The College's Illinois Small Business Development Center (SBDC) is a collaborative partnership among educational, public and private organizations. Its mission is to assist small business owners to gain awareness and access to public and private management and technical resources businesses need to survive, expand and prosper, through referrals and direct delivery of services. Through education, counseling and referrals, the SBDC assists small businesses to function more effectively, increase the chances of new business success, enhance profitability, and increase employment. The SBDC offers the Small Business Certificate Program, and Starting Your Business in Illinois, which are designed to educate the small business owner or prospective owner. Courses offer practical knowledge based on sound business practices. For more information call 309-764-5714.

## Illinois International Trade Center

The Illinois SBDC/International Trade Center (ITC) provides existing business owners with professional assistance and resources to enter the global marketplace. The ITC can help identify specific international markets in which a company's product or service can have the greatest demand, provide guidance in meeting U.S. government export government requirements, increase the international skills in the business community by providing workshops that assist companies to export. For more information call 309-796-5713.

## Illinois Procurement Technical Assistance Center (PTAC)

The Illinois Procurement Technical Assistance Center (PTAC) offers one-on-one counseling, technical information, marketing assistance, and training to existing small businesses interested in selling their products or services to local, state, or federal government agencies. The PTAC staff can develop a customized profile for bid matching, provide targeted bid leads on a daily basis, and help register businesses with government agencies. The PTAC offers classes on government contracting, including

Government Contracting 101 and Hubzone Certifications and Registrations. For more information call 309-797-5712.

# Business Training Center (BTC)

**Workforce Improvement.** The Business Training Center is a comprehensive unit that enhances the economic well-being of our district by providing customized contract training, targeted training to meet the unique business needs of the community. Staff and instructors at the BTC work closely with companies to identify specific workforce needs that bring greater efficiency and productivity to the workplace. By evaluating and prioritizing business challenges, staff design solutions customized to company needs in the form of training, consulting, coaching, and audits.

Business Training Center trainers are experts in their subject matter areas and are skilled in creating interactive learning sessions. For business convenience, employers may choose to conduct training at their workplace or at a college location. Below are examples of topics frequently taught. Additional descriptions are available on the BTC website http://btc.bhc.edu.

**Leadership and Interpersonal Skills.** Developing talent and improving performance is accomplished through a series of sessions that begin with self-awareness. The DiSC Profile is typically used as a beginning point. A comprehensive leadership program is design around the following topics: new supervisory skills, coaching, personal accountability, team building, blending a multi-generational workforce, effective communication skills, decision making and problem solving, conflict resolution, giving feedback.

**Industrial Training.** Basic welding, advanced welding, CWI certification testing, blueprint reading, GD&T, ISO internal auditing, mistake proofing, root cause analysis, logistics, inventory control, APICS certifications, CNC, measurement tools, SPC, production math, math for welders.

**Computer Skills.** Microsoft Access, Excel, PowerPoint, Word, Publisher, Visual Basic.

**OSHA and Safety.** Hazardous material handling, 10 hour OSHA for general industry or construction, chemical spill response and refreshers, confined space, forklift safety, written policies and programs, creating a safety manual.

**Language Skills.** Sign Language, Workplace Spanish, German.

**Production MIG Welding**. The Business Training Center also teaches an award winning six-week Production MIG Welding class that prepares individuals for entry level employment in manufacturing fields.

For more information, call 309-796-5718 or visit the BTC website http://btc.bhc.edu.

## CCR Registered for Government Contracting

# Course Descriptions

Courses listed in this catalog are those Black Hawk College plans to offer. Inclusion of a course description does not obligate the College to offer the course in any particular semester. Students should review the appropriate class schedule each semester for specific and current course offerings.

**Classification of Courses**
Lecture hours per week refer to the normal number of 50 minute class meetings or equivalent for which the class meets each week during the semester. Lab hours per week refer to the normal number of 50 minute class meetings or equivalent for which the class meets in a laboratory setting each week during a 16-week semester.

## Accounting

**ACCT 101 Financial Accounting          3 cr. hrs.**
*Prerequisites: CS 100 "C" or better and eligibility to enroll in MATH 112 or instructor consent. Concurrent enrollment in ACCT 103 or ACCT 103 "C" or better.*
Introductory course for the study of fundamental accounting principles involved in the preparation of financial statements for corporations. Includes the study of the accounting cycle, accounting systems, cash, receivables, inventories, long-term assets, liabilities, and equity accounts.
3 lecture hours; 0 lab hours per week. IAI: BUS 903

**ACCT 102 Managerial Accounting          3 cr. hrs.**
*Prerequisites: ACCT 101 "C" or better or BA 170 and BA 180 "C" or better. Concurrent enrollment in ACCT 104 or ACCT 104 "C" or better.*
Emphasis on use of accounting data in aiding managerial decisions, preparation of cost of goods manufactured, cost of goods sold, income statement, cost production reports, and budget preparation and analysis.
3 lecture hours; 0 lab hours per week. IAI: BUS 904

**ACCT 103 Financial Accounting Lab          1 cr. hr.**
*Prerequisite: Concurrent enrollment in ACCT 101 or ACCT 101 "C" or better.*
Uses computers to provide students with experience in data entry and computerized financial reporting on topics related to ACCT 101. Also uses the computer as an individual learning resource. Exercises, worksheets, and computerized practice problems are completed by the student.
0 lecture hours; 2 lab hours per week. IAI: BUS 903

**ACCT 104 Managerial Accounting Lab          1 cr. hr.**
*Prerequisite: Concurrent enrollment in ACCT 102 or ACCT 102 "C" or better.*
A study of procedures and uses of the general ledger system and managerial applications applicable to the topics as outlined in ACCT 102.
0 lecture hours; 2 lab hours per week. IAI: BUS 904

**ACCT 121 Accounting with QuickBooks          2 cr. hrs.**
A study of the procedures and uses of QuickBooks software to account for the transactions of a business.
1 lecture hour; 2 lab hours per week.

**ACCT 122 Accounting with Peachtree          2 cr. hrs.**
A study of the procedures and uses of Peachtree software to account for the transactions of a business.
1 lecture hour; 2 lab hours per week.

**ACCT 140 Business Computer Systems          3 cr. hrs.**
*Prerequisite: MATH 131 or equivalent.*
A course evenly divided between the study of Management Information Systems theory and common microcomputer productivity tools. Computer hardware, software, system analysis, database management systems, telecommunications, and artificial intelligence are among the topics surveyed. 3 lecture hours; 1 lab hour per week.

**ACCT 205 Principles of Cost Accounting          3 cr. hrs.**
*Prerequisite: ACCT 102 "C" or better or instructor consent.*
Cost principles as applied to service, retail, and manufacturing businesses. Topics covered will include the role of cost principles in planning, evaluation, and control of costs. Also, the use of cost principles in pricing and management decision-making. Statement preparation, reports on the cost of products or services, activity based costing, just-in-time inventory systems, capital budgeting, cost-volume-profit analysis, and performance measures are additional topics included in the course.
3 lecture hours; 0 lab hours per week.

**ACCT 209 Intermediate Accounting I          3 cr. hrs.**
*Prerequisites: ACCT 101 "C" or better, or BA 170 and 180 "C" or better, or instructor consent.*
Comprehensive review of fundamental accounting principles and the conceptual framework, including the financial statements, time value of money and current assets. Designed for students in the Accounting Specialist Career Program. 3 lecture hours; 0 lab hours per week.

**ACCT 210 Intermediate Accounting II          3 cr. hrs.**
*Prerequisite: ACCT 209 "C" or better or instructor consent.*
Further study of corporate accounting, inventories, non-current assets, current and non-current liabilities, and stockholders' equity. 3 lecture hours; 0 lab hours per week.

**ACCT 250 Federal Income Tax I          4 cr. hrs.**
*Prerequisite: ACCT 101 or BA 170 or instructor consent.*
Covers the regulations applicable to the determination of taxable income with an emphasis on the determination of tax liability of individual taxpayers. Includes instruction in the use of computer software to prepare tax returns.
3 lecture hours; 2 lab hours per week.

**ACCT 251 Federal Income Tax II          3 cr. hrs.**
*Prerequisites: ACCT 250 and BA 180 or ACCT 250 and ACCT 101, or instructor consent.*
Covers the regulations applicable to the determination of taxable income with an emphasis on the determination of tax liability of business tax returns.
3 lecture hours; 0 lab hours per week.

# Agriculture

**AG 100 Introduction to Agriculture          1 cr. hr.**
A study of agriculture in our modern society. Emphasis on leadership development, educational goals and employment opportunities. Brief orientation to the College and agriculture division.
1 lecture hour; 0 lab hours per week.

**AG 101 Introductory Agriculture Seminar          1 cr. hr.**
A study of the agricultural industries that are of service to farmers. Special reports on selected current topics. Part of class time will be utilized by visiting lecturers. Occasionally, a dinner meeting may be held. Required of all full-time agricultural students.
1 lecture hour; 0 lab hours per week.

**AG 102 Agriculture Work Experience Seminar 1 cr. hr.**
Continuation of AG 101 with special emphasis on developing the work-education experience program.
1 lecture hour; 0 lab hours per week.

**AG 107 Agribusiness Work Experience          1-8 cr. hrs.**
*Prerequisites: Satisfactory completion of 22 credit hours in the Agribusiness curriculum or instructor consent and concurrent enrollment in AG 102.*
Eleven weeks of supervised training in an approved agricultural business. Reports by the student and satisfactory job performance required for credit.
0 lecture hours; 48 lab hours per week.

**AG 108 Agricultural Production Work Experience          1-8 cr. hrs.**
*Prerequisites: Satisfactory completion of 22 credit hours in the Agricultural Production curriculum or instructor consent and concurrent enrollment in AG 102.*
Eleven weeks of supervised training in an approved ag production situation. Reports by the student and satisfactory job performance are required for credit.
0 lecture hours; 48 lab hours per week.

**AG 121 Introduction to Agricultural Economics          1-3 cr. hrs.**
Surveys the role of agriculture in the present economy, nature and size of agricultural industries, relation of production to domestic and foreign demand, and future economic prospects for agriculture and government.
3 lecture hours; 0 lab hours per week.

**AG 122 Farm Management          4 cr. hrs.**
*Prerequisite: AG 121 or instructor consent.*
The functions of management applied to the problems of agricultural producers and business managers will be studied. Topics to be covered include resource analysis, budgeting, enterprise planning, and labor management. The major focus of the course will be on planning and budgeting. 3 lecture hours; 2 lab hours per week.

**AG 123 Agricultural Mathematics          3 cr. hrs.**
The practical mathematical background needed for agricultural mechanics, Agribusiness and agricultural production. Includes calculations of land area, planting, fertilizer, chemical and herbicide application rates, storage capacity, material estimates, depreciation, ratio, markups, production rates, and machinery operating costs.
3 lecture hours; 0 lab hours per week.

**AG 125 Computers in Agriculture          1-3 cr. hrs.**
An introductory course in the use of computers in agricultural situations. Emphasis will be placed on the type of computers used in agriculture, how these computers operate, and the types of computer software available for agricultural use. Students will learn to operate computers through hands-on classroom and laboratory experiences.
2 lecture hours; 2 lab hours per week.

**AG 131 Soils and Soil Fertility          4 cr. hrs.**
Basic course dealing with the formation, physical, chemical, colloidal, and biological properties of soils. Special emphasis is given to soil conditions that affect plant growth and crop yields. Laboratory experience in texture, structure and fertility.
3 lecture hours; 2 lab hours per week.

**AG 132 Field Crop Science****1.5 cr. hrs.**
The study of botanical characteristics and cultural practices of commercially important Corn Belt crops, including quality improvements, seed purity, diseases, insects, weeds and crop production techniques. Laboratory exercises focus on selected crop production and management practices. 1.5 lecture hours; 0 lab hours per week.

**AG 133 Field Crop Science 2****2 cr. hrs.**
The study of botanical characteristics and cultural practices of commercially important Corn Belt crops, including quality improvements, seed purity, diseases, insects, weeds and crop production techniques. Laboratory exercises focus on selected crop production and management practices. Continuation of AG 132.
1 lecture hour; 2 lab hours per week.

**AG 134 Field Crop Science 3****.5 cr. hrs.**
The study of botanical characteristics and cultural practices of commercially important Corn Belt crops, including quality improvements, seed purity, diseases, insects, weeds and crop production techniques. Laboratory exercises focus on selected crop production and management practices. Continuation of AG 133.
0.5 lecture hours; 0 lab hours per week.

**AG 135 Integrated Pest Management 1****1.5 cr. hrs.**
The study of the role of chemicals commonly used in agricultural production, including insecticides, herbicides, seed treatments and livestock chemicals. Emphasis is placed on the identification of weeds, insects and plant diseases, as well as prevention, control, and eradication of these problems. Laboratory exercises focus on weed and insect scouting, procedures used in handling and applying chemicals and comparisons of various pest management practices. 1.5 lecture hours; 0 lab hours per week.

**AG 136 Integrated Pest Management 2****1 cr. hr.**
The study of the role of chemicals commonly used in agricultural production, including insecticides, herbicides, seed treatments and livestock chemicals. Emphasis is placed on the identification of weeds, insects and plant diseases, as well as prevention, control, and eradication of these problems. Laboratory exercises focus on weed and insect scouting, procedures used in handling and applying chemicals and comparisons of various pest management practices. Continuation of AG 135.
0 lecture hours; 2 lab hours per week.

**AG 137 Integrated Pest Management 3****.5 cr. hrs.**
The study of the role of chemicals commonly used in agricultural production, including insecticides, herbicides, seed treatments and livestock chemicals. Emphasis is placed on the identification of weeds, insects and plant diseases, as well as prevention, control, and eradication of these problems. Laboratory exercises focus on weed and insect scouting, procedures used in handling and applying chemicals and comparisons of various pest management practices. Continuation of AG 136.
0.5 lecture hours; 0 lab hours per week.

**AG 138 Crop and Soil Management****3 cr. hr.**
Provides students an opportunity to gain experience in advanced crop and soil management. An emphasis will be placed on new technology and products that have been implemented into crop production. The application of geographical information systems and global position equipment in crop production and soil management will also be covered. 3 lecture hours; 0 lab hours per week.

**AG 139 Crop and Soil Evaluation 2****1 cr. hr.**
*Prerequisite: AG 138 or instructor consent.*
Provides students an opportunity to gain experience in evaluating crops and soils. Selection will be based on marketing and/or production standards. A continuation of AG 138. 1 lecture hour; 0 lab hours per week.

**AG 141 Animal Science****4 cr. hrs.**
A comprehensive view of the livestock industry as a science. Study is based upon biological principles with application to modern livestock management practices for beef, swine, dairy cattle, sheep, and horses. Laboratory to supplement lectures and discussions.
3 lecture hours; 2 lab hours per week.

**AG 142 Animal Nutrition****3 cr. hrs.**
Study of common feeds and their uses in animal nutrition including calculations of rations for maintenance, growth and production. 3 lecture hours; 0 lab hours per week.

**AG 147 Dairy Evaluation****1 cr. hr.**
Provides students an opportunity to gain experience in evaluating dairy cattle. Selection will be based on marketing and/or production standards. Consideration will be given to organizing and presenting oral reasons.
1 lecture hour; 0 lab hours per week.

**AG 148 Livestock Evaluation I****1 cr. hr.**
Provides students an opportunity to gain experience in evaluating livestock. Selection will be based on marketing and/or production standards. Consideration will be given to organizing and presenting oral awards.
1 lecture hour; 0 lab hours per week.

**AG 149 Livestock Evaluation 2****1 cr. hr.**
*Prerequisite: AG 148 or instructor consent.* Provides an opportunity to gain experience in evaluating livestock. Selection will be based on marketing and/or reasons. Continuation of AG 148.
1 lecture hour; 0 lab hours per week.

**AG 171 Materials Handling Equipment****2 cr. hrs.**
Mechanics of materials handling for chemicals, feeds and fertilizers; calibration of equipment, and adjustment and maintenance of equipment. Special emphasis on small engines. Laboratory experiences will allow for actual experiences. 1 lecture hour; 2 lab hours per week.

**AG 172 Agricultural Commercial Drivers License Training**                    **2 cr. hrs.**
This course is required for students in the Associate in Applied Science degree program in agribusiness management in the agricultural chemical application specialty. 1 lecture hours; 2 lab hours per week.

**AG 173 Agricultural Chemical Equipment Technology I**                    **1-2 cr. hr.**
A course focusing on studies of dry fertilizer material equipment variations, calibration systems and methods, maintenance and service requirements, and actual operation of application equipment.
1 lecture hour; 0 lab hours per week.

**AG 174 Agricultural Chemical Equipment Technology II**                    **1-2 cr. hr.**
A course focusing on studies of liquid fertilizer and agricultural chemical equipment variations, calibration systems and methods, maintenance and service requirements, and actual operations of liquid application equipment. 2 lecture hour; 0 lab hours per week.

**AG 200 Topics in Agriculture**                    **.5-3 cr. hrs.**
Designed to satisfy specific needs and interest of students in agriculture. Topics will vary and will be announced in advance. This course may be taken more than once provided that different topics are considered. The maximum credit that can be earned is six credit hours.
3 lecture hours; 0 lab hours per week.

**AG 201 Advanced Agriculture Work Experience Seminar**                    **1 cr. hr.**
*Prerequisite: Concurrent enrollment in EQ 209 or instructor consent.*
Special emphasis on preparing for advanced training for final supervised work-education experience and career planning. 1 lecture hour; 0 lab hours per week.

**AG 202 Advanced Agriculture Seminar**                    **1 cr. hr.**
*Prerequisites: AG 101, 102 and 201 or instructor consent.*
Special emphasis will be given to definition and career explanation in the agribusiness field by students enrolled.
1 lecture hour; 0 lab hours per week.

**AG 207 Advanced Agribusiness Work Experience**                    **1-5 cr. hrs.**
*Prerequisites: AG 107 and concurrent enrollment in AG 201.*
Similar to AG 109 with emphasis on sales and management of agricultural supply business. One credit hour credit is awarded for satisfactory completion of training manual. 0 lecture hours; 48 lab hours per week.

**AG 208 Advanced Agricultural Production Work Experience**                    **1-5 cr. hrs.**
*Prerequisites: AG 108 and concurrent enrollment in AG 204.*
Similar to AG 108 with emphasis on improvement of farm operations problem areas. Satisfactory completion of the training manual is required.
0 lecture hours; 48 lab hours per week.

**AG 211 Agricultural Salesmanship**                    **3 cr. hrs.**
Study of the basic principles and theories of salesmanship with considerable emphasis given to the practical application. Role playing will be utilized to stress techniques. Sales aids, market promotion and advertising will be included. 3 lecture hours; 0 lab hours per week.

**AG 214 Agriculture Technology & Information Management**                    **3 cr. hrs.**
A course focusing on new and existing technology in agriculture, the collection of agricultural information, with analysis and applications to areas of agriculture production and ag business management.
2 lecture hours; 2 lab hours per week.

**AG 222 Agricultural Marketing**                    **4 cr. hrs.**
*Prerequisite: AG 122 or instructor consent.*
A course dealing with management factors affecting profits in the operation of agricultural supply and production businesses. These factors include the keeping of records, analyzing records, income tax preparation and management, using credit to finance the business, using insurance in the business, calculating depreciation, and lease agreements. Experiences in making entries and summarizing business records as well as completing income tax forms will be provided.
3 lecture hours; 2 lab hours per week.

**AG 223 Agriculture Marketing**                    **3 cr. hrs.**
*Prerequisite: AG 121 or instructor consent.*
Emphasis is placed on the importance and place of marketing in our economic system. Price determinants, margins, costs and outlets for agricultural products are discussed. 3 lecture hours; 0 lab hours per week.

**AG 224 Agricultural Law**                    **3 cr. hrs.**
A study of the laws that affect agricultural businesses in the context of labor, taxation, tenancy, liability and other areas. 3 lecture hours; 0 lab hours per week.

**AG 225 Computer Applications in Agriculture**                    **3 cr. hrs.**
Use of computers in farm and agribusiness management with emphasis on commercially available software for accounting, budgeting, record keeping, and market analysis. 2 lecture hours; 2 lab hours per week.

**AG 232 Forage Crops**                    **3 cr. hrs.**
Examination of forage crops characteristics and ecology, grasslands of farm and range as related to animal production. 3 lecture hours; 0 lab hours per week.

**AG 238 Crop and Soil Evaluation 3　　　1 cr. hr.**
Provides students an opportunity to gain experience in evaluating crops and soils. Selection will be based on marketing and/or production standards. A continuation of AG 139. 1 lecture hour; 0 lab hours per week.

**AG 239 Crop and Soil Evaluation 4　　　1 cr. hr.**
Provides students an opportunity to gain experience in evaluating crops and soils. Selection will be based on marketing and/or production standards. A continuation of AG 238. 1 lecture hour; 0 lab hours per week.

**AG 241 Artificial Insemination of Cattle　　1.5 cr. hrs.**
Theory and technology involved in artificial insemination, including semen collection techniques, evaluation of semen, processing of semen for storage, and insemination techniques. 1 lecture hour; 1 lab hour per week.

**AG 242 Artificial Insemination of Swine　　1.5 cr. hrs.**
Theory and technology involved in artificial insemination, including semen collection techniques, evaluation of semen, processing of semen for storage and insemination techniques. 1 lecture hour; 1 lab hour per week.

**AG 244 Swine Science　　　　　　　　　3 cr. hrs.**
*Prerequisite: AG 141 or AG 285.*
A basic course in swine production and management which includes selecting, breeding, feeding, managing and marketing of swine. Laboratory will provide hands-on experience to develop in-depth skills in the rapidly changing technology of the swine industry.
2 lecture hours; 2 lab hours per week.

**AG 245 Beef Science　　　　　　　　　3 cr. hrs.**
A basic beef production and management course which includes the cow-calf and feedlot operations. Laboratory exercises to acquire and develop in-depth skills.
2 lecture hours; 2 lab hours per week.

**AG 246 Meat Animal Evaluation　　　　3 cr. hrs.**
*Prerequisite: AG 141 or AG 285.*
Live animal and carcass evaluation of meat animals-beef, sheep and swine. Students acquire and develop in-depth skills in laboratory. 2 lecture hours; 2 lab hours per week.

**AG 247 Animal Health　　　　　　　　1-2 cr. hrs.**
Animal diseases and parasites, their prevention and control. Man's susceptibility to disease. Federal and State regulations. 2 lecture hours; 0 lab hours per week.

**AG 248 Livestock Evaluation 3　　　　1 cr. hr.**
*Prerequisites: AG 148 and AG 149 or instructor consent.*
Provides students an opportunity to gain experience in evaluating livestock. Selection will be based on marketing and/or production standards. Consideration will be given to organizing and presenting oral reasons. Continuation of AG 149. 1 lecture hour; 0 lab hours per week.

**AG 249 Livestock Evaluation 4　　　　1 cr. hr.**
*Prerequisites: AG 148, AG 149, AG 248 or instructor consent.*
Provides students an opportunity to gain experience in evaluating livestock. Selection will be based on marketing and/or production standards. Consideration will be given to organizing and presenting oral reasons. Continuation of AG 248. 1 lecture hour; 0 lab hours per week.

**AG 272 Grain Drying and Handling　　　3 cr. hrs.**
A basic course in the operation, adjustment and maintenance of grain-drying equipment in the field.
2 lecture hours; 2 lab hours per week.

**AG 273 Lawn and Garden Equipment
　　　　Repair　　　　　　　　　1-4 cr. hrs.**
This course covers the operation and maintenance of consumer products in the agriculture industry. Topics to be covered include lawnmowers, lawn sweepers, lawn conditioning equipment, snow blowers, leaf blowers, tillers, weed eaters, and chain saws. Emphasis will be given to safety, operation, maintenance, and repair.
2 lecture hours; 4 lab hours per week.

**AG 275 Field Machinery Operations I　　3 cr. hrs.**
Introduces the student to harvesting, tillage, and planting operations. Emphasis will be placed on theory, operation, maintenance and adjustment of the machines.
2 lecture hours; 2 lab hours per week.

**AG 276 Field Machinery Operations II　　3 cr. hrs.**
Introduces the student to theory and maintenance of agricultural planting systems. Includes care, maintenance and calibration of field sprayers.
2 lecture hours; 2 lab hours per week.

**AG 280 Introduction to Agricultural
　　　　Education　　　　　　　　3 cr. hrs.**
An overview of the agricultural occupations program from the vocational agriculture teacher's role and responsibility in an educational system. Opportunities, methods of certification, and securing positions in the teaching profession. FFA will be an integral part.
3 lecture hours; 0 lab hours per week. IAI: AG 911

**AG 281 Agricultural Economics　　　　4 cr. hrs.**
An introduction to the principles of economics including production principles; production costs, supply and revenue; profit maximization; consumption and demand; price elasticity; market price determination; and competitive versus noncompetitive market models. These principles are applied to agriculture and the role of agriculture in the United States and world economies. Other topics include a survey of the world food situation; natural, human and capital resources; commodity product marketing; and agricultural problems and policies.
4 lecture hours; 0 lab hours per week. IAI: AG 901

**AG 282 Introduction to Soil Science**   **4 cr. hrs.**
*Prerequisite: Chemistry recommended.*
Origin, classification and distribution of soils and their relationship to man and food production. Fundamentals of biological, chemical and physical properties of soils. Laboratory exercises and/or field trips on major topics.
3 lecture hours; 2 lab hours per week. IAI: AG 904

**AG 283 Field Crop Science**   **4 cr. hrs.**
Basic principles applicable to the planting, cultivating and harvesting of the more important crops, their improvement, production methods and uses will be covered. Importance of field crops in providing food and fiber, methods of weed and insect control, study of diseases and their control, and new developments in crop production will be given emphasis.
3 lecture hours; 2 lab hours per week. IAI: AG 903

**AG 285 Animal Science**   **4 cr. hrs.**
A comprehensive view of the livestock industry as a science. Study is based upon biological principles with emphasis on modern livestock management practice for beef, swine, dairy cattle and sheep. Laboratory to supplement lectures and discussions.
3 lecture hours; 2 lab hours per week. IAI: AG 902

**AG 287 Introductory Agricultural Mechanics  4 cr. hrs.**
An introductory agricultural mechanization course which includes agricultural power and machinery, agricultural electrification and application, agricultural structures and soil and water conservation as the major areas of study.
3 lecture hours; 2 lab hours per week. IAI: AG 906

**AG 288 Agriculture of Developing Countries   3 cr. hrs.**
An examination of the critical role played by agriculture in the economic development of third world countries. Agricultural production systems, policies and problems are evaluated in relation to the economic, social and political structures of selected countries and societies.
3 lecture hours; 0 lab hours per week.

**AG 289 Microcomputer Skills for Agriculture  3 cr. hrs.**
This course is designed to introduce the student to the concepts, principles and applications of microcomputers as they apply to agriculture and business. Students will learn agriculture and business applications of several common software packages in use today. Evaluation of current software will also be a focus.
2 lecture hours; 2 lab hours per week. IAI: AG 913

# Banking

**AIB 100 Principles of Banking**   **3 cr. hrs.**
Fundamentals of bank functions for the beginning banker to view this profession from a broad perspective.
3 lecture hours; 0 lab hours per week.

# Anthropology

**ANTH 101 Introduction to Physical Anthropology**   **3 cr. hrs.**
Explores human origins, fossil records, human adaptation and variation, population genetics, and humankind's place in world ecology.
3 lecture hours; 0 lab hours per week. IAI: SI 902

**ANTH 102 Introduction to Cultural Anthropology**   **3 cr. hrs.**
Introduction to culture, as an adaptive mechanism that provides for the survival of the human species that encompasses social organization, technology, economics, religion, and language as used by various peoples, in both traditional and technologically advanced societies.
3 lecture hours; 0 lab hours per week. IAI: SI 901N

# Apprenticeship Training Programs - See Advising Center for information

# Archaeology

**ARCH 203 Introduction to Archaeology**   **3 cr. hrs.**
Introduces concepts, principles, and methods used to reconstruct cultural history and prehistory. Explores sequences of cultural development that have been learned through archeological analysis.
3 lecture hours; 0 lab hours per week. IAI: S1 903

**ARCH 204 Archaeology in the Americas**   **1-4 cr. hrs.**
Study of prehistoric Native American Society at the band, tribal, chiefdom, state, and Imperial levels that covers the evolution of Native American cultures from their beginning to their initial contact with European civilization. 3 lecture hours; 2 lab hours per week.

**ARCH 205 Field Methods in Archaeology**   **3 cr. hrs.**
*Prerequisite: ARCH 203 recommended.*
Introduces the student to laboratory and fieldwork techniques in Archaeology.
2 lecture hours; 2 lab hours per week.

# Art

**ART 100 Art Appreciation**   **3 cr. hrs.**
Introduction of the world of fine and applied arts. Great works of art are examined as expressions of a culture, a historical period, the creative personality, and process of making art.
3 lecture hours; 0 lab hours per week. IAI: F2 900

**ART 101 2-D Design**   **3 cr. hrs.**
Open to all students. Fundamentals of two-dimensional design. Students learn basic elements and principles of visual design through the completion of a wide variety of two-dimensional projects. Emphasis on terminology, problem-solving and craftsmanship.
0 lecture hours; 6 lab hours per week.

**ART 111 3-D Design**                          **3 cr. hrs.**
Open to all students. Fundamentals of three-dimensional design, utilizing a variety of materials. Projects examine these materials and probe the elements and principles of design as they relate to sculptural form. Emphasis on terminology, problem-solving and craftsmanship.
0 lecture hours; 6 lab hours per week.

**ART 121 Drawing and Drawing Theory**        **3 cr. hrs.**
Open to all students. Study of basic drawing techniques using traditional drawing media such as pencil, ink, charcoal and ink wash. Concentration on composition and craftsmanship. 0 lecture hours; 6 lab hours per week.

**ART 122 Drawing and Drawing Theory**        **3 cr. hrs.**
*Prerequisite: ART 121.*
Emphasis on color and expressions in composition utilizing various drawing media such as pastels, colored pencils, ink, and other traditional drawing media.
0 lecture hours; 6 lab hours per week.

**ART 130 Survey of Materials and Methods**      **3 cr. hrs.**
An introduction to various materials and processes used by the artist in both fine art and commercial application. Safety and hazards of materials is emphasized.
0 lecture hours; 6 lab hours per week.

**ART 200 Art Problems**                       **1-3 cr. hrs.**
Introduction and practical experience with various art media and technical processes. Each "workshop" emphasizes a different medium. No more than 3 semesters hours of this course may be applied toward a degree.

**ART 201 Life Drawing**                        **3 cr. hrs.**
*Prerequisite: ART 121 or instructor consent.*
Basic figure drawing skills with emphasis on various media and individual approaches. An appreciation of the human form through the study of human anatomy and structure. 0 lecture hours; 6 lab hours per week.

**ART 202 Life Composition**                    **3 cr. hrs.**
*Prerequisite: ART 201.*
Investigation of the compositional design as it relates to the human form. Emphasis on individual expression and creativity. 0 lecture hours; 6 lab hours per week.

**ART 209 Introduction to Painting I**          **3 cr. hrs.**
An introduction to the materials and techniques of opaque and transparent watercolor media. Exercises in color theory, composition and design, still life, landscape, and elementary drawing skills, matting and presentation.
0 lecture hours; 6 lab hours per week.

**ART 210 Introduction to Illustration**        **3 cr. hrs.**
*Prerequisite: Art 201 or instructor consent.*
The practices and techniques of illustration are explored with an emphasis on art created for the printed media. Advanced skills in drawing for visual communication are applied using a variety of materials and techniques. Students are instructed in process to develop their creative concepts. Projects address visual communications for magazine, book, editorial, advertising, and digital media. Emphasis on individual creativity and professional presentation is stressed.
0 lecture hours; 6 lab hours per week.

**ART 211 Painting**                            **3 cr. hrs.**
*Prerequisite: ART 101 or instructor consent.*
Study of the fundamentals and media of painting. Practical application emphasized in water-based-media and ground preparations with introduction to other paint media.
0 lecture hours; 6 lab hours per week.

**ART 212 Painting**                            **3 cr. hrs.**
*Prerequisite: ART 211.*
Advanced study of the technique, media, and compositional methods of painting. Individual media research and expression stressed.
0 lecture hours; 6 lab hours per week.

**ART 215 Digital Imagery**                     **3 cr. hrs.**
Fundamentals of working with raster imagery are explored using the computer. Emphasis is placed on proficiency with various tools and features in software programs such as Adobe Photoshop. Students learn to create work for print and web publication, as well as for creative self-expression. Work with peripheral devices such as scanners, printers and digital cameras is also included.
0 lecture hours; 6 lab hours per week.

**ART 217 Digital Drawing**                     **3 cr. hrs.**
Fundamentals of vector-based drawing are explored using the computer. Emphasis is placed on proficiency using various tools, creating imagery used for graphic design, web publishing and illustration. Basic design principles and printing and reproduction requirements are also emphasized. 0 lecture hours; 6 lab hours per week.

**ART 221 Printmaking**                         **3 cr. hrs.**
Exploration of the "multiple" art media: block print, intaglio, serigraphy, and lithography. Emphasis on practical application. 0 lecture hours; 6 lab hours per week.

**ART 230 Type and Digital Layout**             **3 cr. hrs.**
Open to all students. The study of type and its usage from the calligraphic origins through historic uses to digital type. Emphasis will be placed on the use of type as a design element. 0 lecture hour; 6 lab hours per week.

**ART 231 Photography**                         **3 cr. hrs.**
*Prerequisite: 35mm reflex camera.*
Basic tools and techniques of photography. Includes field trips and darkroom experience.
0 lecture hours; 6 lab hours per week.

**ART 232 Photography**                         **3 cr. hrs.**
*Prerequisite: ART 231 or instructor consent.*
Advanced camera and darkroom techniques, composition, and design, and their relationship to photography as an art form. 0 lecture hours; 6 lab hours per week.

**ART 241 Calligraphy and Layout          3 cr. hrs.**
Open to all students. Study of historical styles of calligraphy with emphasis on practical usage. Projects include calligraphic exercises, illuminated scrolls, and "hand-made" books. 0 lecture hours; 6 lab hours per week.

**ART 246 Graphic Design          3 cr. hrs.**
*Prerequisite: ART 101 or instructor consent.*
Examination of skills, techniques, and tools of the advertising and commercial arts. Projects provide experience in techniques and design elements as applied to graphic design. 0 lecture hours; 6 lab hours per week.

**ART 248 Production and Prepress          3 cr. hrs.**
*Prerequisite: One of the following: ART 290 or ART 230 or ART 246 "C" or better or instructor consent.*
Fundamentals of graphic design are further explored, with strong emphasis on editorial design. Students will work with digital drawing, imagery and text layout software. Particular emphasis is placed on setting up electronic files for print, paper selection and printing considerations. Includes layout and production work on student art publication with a press check at a commercial print shop. 0 lecture hours; 6 lab hours per week.

**ART 251 Sculpture          3 cr. hrs.**
Investigation of the basic sculptural problems, methods and materials. Projects include clay and plaster portrait heads, wax figure studies, and wax and plaster abstract forms. 0 lecture hours; 6 lab hours per week.

**ART 252 Sculpture          3 cr. hrs.**
*Prerequisite: ART 251.*
Advanced problems and methods of sculptural forms which may include wood or stone carving, metal casting and fabrication, plaster fabrication, and fiberglass. Emphasis on individual research and media exploration. 0 lecture hours; 6 lab hours per week.

**ART 261 Jewelry          3 cr. hrs.**
Open to all students. Studio experience with basic tools, materials and techniques as used in contemporary jewelry and metal design. Projects include hand fabrication as well as metal casting. 0 lecture hours; 6 lab hours per week.

**ART 262 Jewelry          3 cr. hrs.**
*Prerequisite: ART 261.*
Advanced techniques with tools and materials as used in contemporary jewelry and metal design. Individual research and creativity stressed. 0 lecture hours; 6 lab hours per week.

**ART 265 Weaving          3 cr. hrs.**
A basic course in fabric structure, weaving materials and processes. Emphasis is on creative design with color, texture and fabric structures. 0 lecture hours; 6 lab hours per week.

**ART 271 Ceramics          3 cr. hrs.**
Open to all students. Hand and wheel methods of clay construction. Examination of clay bodies, glazes, decoration methods, and kiln firing. 0 lecture hour; 6 lab hours per week.

**ART 272 Ceramics          3 cr. hrs.**
*Prerequisite: ART 271.*
Advanced exploration of throwing and decorative techniques, glaze composition and kiln firing. Emphasis on individual expression and creativity. 0 lecture hours; 6 lab hours per week.

**ART 281 History of Art          3 cr. hrs.**
Open to all students. Survey of the great works of architecture, painting, and sculpture from the Ancient World to the Gothic Age. The historic development of Western art is emphasized. 3 lecture hours; 0 lab hours per week. IAI: F2 901

**ART 282 History of Art          3 cr. hrs.**
Open to all students. Survey of the great works of architecture, painting, and sculpture from the Renaissance into the twentieth century. The historical development of modern Western art traditions is emphasized. 3 lecture hours; 0 lab hours per week. IAI: F2 902

**ART 285 Survey of Asian Art          3 cr. hrs.**
A course designed to provide students with an overview of the major Asian cultures and the art forms created by those cultures. Emphasis will be placed on the art forms, aesthetics and cultural ideologies. 3 lecture hours; 0 lab hours per week. IAI: F2 903N

**ART 286 Survey of Non-Western Art          3 cr. hrs.**
Survey of the art of non-Western cultures from ancient traditions through the postcolonial period. Explores the historical context of works of architecture, sculpture, painting, and craft from Sub-Saharan Africa, Asia, Oceania, and the Americas. 3 lecture hours; 0 lab hours per week. IAI: F2 903N

**ART 290 Applications in Computer Art          3 cr. hrs.**
An introduction to computer applications in the visual arts. A computer software based approach to visual image manipulation and generation, including the integration of computer hardware, software, and peripheral devices as tools to create and combine traditional and contemporary visual ideas as applied to art and design. 0 lecture hour; 6 lab hours per week.

**ART 299 Art Internship          1-3 cr. hrs.**
*Prerequisite: Instructor consent. Must have completed 65-68 hours of 5047 curriculum.*
For commercial art student with interest in design, graphic arts, computer-related field. Experience related to supervised work experience in preparation for future employment. 0 lecture hours; 5-15 lab hours per week.

# Astronomy

**ASTR 101 Descriptive Astronomy          4 cr. hrs.**
For non-science majors. The solar system: structure and motions of the planets, comets, meteors, and origin and evolution of the solar system.
3 lecture hours; 2 lab hours per week. IAI: P1 906L

**ASTR 102 Descriptive Astronomy          4 cr. hrs.**
For non-science majors. Stars: distances, motions, dimensions, structure, origin, and evolution. Structure of the Milky Way and other galaxies. Structure and origin of the universe.
3 lecture hours; 2 lab hours per week. IAI: P1 906L

# Automotive Mechanics

**AUTO 100 Basic Vehicle Maintenance and
                     Repair I                       3 cr. hrs.**
A study of suspension systems and repair. Principles of wheel alignment, repair and adjustment.
2 lecture hours; 2 lab hours per week.

**AUTO 101 Basic Vehicle Maintenance II       3 cr. hrs.**
A continuation of a fundamental course in general vehicle maintenance. Students will be introduced to a variety of components and service procedures dealing with vehicle drive trains and suspension systems. They will also be oriented in the techniques associated with the operation and management of a service facility.
2 lecture hours; 2 lab hours per week.

**AUTO 107 Engine Performance I             4 cr. hrs.**
A study of today's auto ignition, fuel delivery, air induction and emissions systems integrated under a computerized control system.
2 lecture hours; 4 lab hours per week.

**AUTO 115 Wheel Alignment and Suspension   4 cr. hrs.**
A study of suspension systems and repair. Principles of wheel alignment, repair, and adjustment.
2 lecture hours; 4 lab hours per week.

**AUTO 121 Auto Body I                     3 cr. hrs.**
An introductory course in the fundamentals of auto body repair. Emphasized in the course are metal straightening, leading, use of plastics and filler, paint preparation and painting. Students will complete lab projects.
2 lecture hours; 2 lab hours per week.

**AUTO 122 Auto Body II                     3 cr. hrs.**
*Prerequisite: AUTO 121 or have developed sufficient skills by practical use.*
A further study of the procedures and principles involved in auto body repair. Emphasis is placed on building on the skills developed in AUTO 121.
2 lecture hours; 2 lab hours per week.

**AUTO 207 Engine Performance II           3 cr. hrs.**
*Prerequisite: AUTO 107 or instructor consent.*
A detailed study of today's computer controlled systems and how they interrelate. Emphasis on diagnosis and test procedures and how they relate to drivability problems.
2 lecture hours; 2 lab hours per week.

**AUTO 291 Work Experience Internship     1-6 cr. hrs.**
On-the-job training program. Emphasis is placed on organizing skill development experiences in a work setting. 0 lecture hours; 30 lab hours per week.

**AUTO 299 ASE Review                       1 cr. hr.**
Review course to prepare for the ASE exams. Sample questions, reasons behind the answers, and test taking techniques will be covered.
1 lecture hour; 0 lab hours per week.

# Business Administration

**BA 110 Introduction to Business           3 cr. hrs.**
Basic course introducing major kinds of business organizations and forms of ownership. Study of vocabulary and functions of activities such as financing, marketing, management, personnel administration, and international business.
3 lecture hours; 0 lab hours per week.

**BA 111 Business Relations I               1 cr. hr.**
Orients students to the most acceptable modes of business dress and common business etiquette.
1 lecture hour; 0 lab hours per week.

**BA 112 Business Relations II              1 cr. hr.**
Provides the basic elements of active participation in business meetings. 1 lecture hour; 0 lab hours per week.

**BA 113 Business Relations III             1 cr. hr.**
Provides an orientation to typical service projects conducted by contemporary businesses.
1 lecture hour; 0 lab hours per week.

**BA 118 Small Business Simulations         3 cr. hr.**
This course provides an online simulation for establishing or purchasing a small business or franchise. This course is appropriate for beginning and would-be entrepreneurs. Suggested co-requisites: BA 121, Small Business Management. 3 lecture hour; 0 lab hours per week.

**BA 121 Small Business Management        3 cr. hrs.**
Hands-on course designed to prepare the student for possible ownership of their own small business. Topics to be covered include market research, financing, organization structure, management skills, and marketing procedures. Also, skills and time requirements needed to own and operate your own business. Students will be provided an opportunity to produce a business plan that would fit their current or future business needs.
3 lecture hours; 0 lab hours per week.

**BA 160 Business Math I        3 cr. hrs.**
*Prerequisite: A minimum score of 32 on COMPASS pre-algebra test or a minimum score of 22 on ACT math.*
A short review of basic math concepts and their application to actual business problems. Covers insurance, interest calculations, merchandising discounts, taxes, dividends and basic statistical measures.
3 lecture hours; 0 lab hours per week.

**BA 170 Fundamentals of Accounting I        3 cr. hrs.**
Basic principles, procedures, and methods of accounting. Provides accounting theory and practice as applied to proprietorships and partnerships. Stresses use of accounting data in business decisions. With BA 180, is designed for two-year career program students desiring to enter business occupations, not for transfer to a four-year college. 3 lecture hours; 0 lab hours per week.

**BA 171 Fundamentals of Accounting Lab I        1 cr. hr.**
*Prerequisite: Concurrent enrollment in or previous completion of BA 170.*
Uses computers to provide students with experience in data entry and computerized financial reporting on topics related to BA 170. Also uses the computer as an individual learning resource. Exercises, worksheets, and computerized practice problems are completed by the student. Not for transfer to a four-year college.
0 lecture hours; 2 lab hours per week.

**BA 180 Fundamentals of Accounting II        3 cr. hrs.**
*Prerequisites: BA 170 and BA 171; BA 160 recommended.*
Continues study of basic accounting principles and procedures as applied to corporations, manufacturing and merchandising businesses. With BA 170, is designed for two-year career program students desiring to enter business occupations, not for transfer to a four-year college. 3 lecture hours; 0 lab hours per week.

**BA 181 Fundamentals of Accounting Lab II        1 cr. hr.**
*Prerequisite: Concurrent enrollment in BA 180.*
Uses computers to provide students with experience in data entry and computerized financial reporting on topics related to BA 180. Also uses the computer as an individual learning resource. Exercises, worksheets, and computerized practice problems are completed by the student. Not for transfer to a four-year college.
0 lecture hours; 2 lab hours per week.

**BA 190A Planning for Crises        3 cr. hrs.**
Teaches how to communicate the need for an effective Business Continuity Planning (BCP) program and is the careful examination and practical application of the tools and processes involved in the planning portion of the business continuity process. Emphasis is on understanding the components of the actual planning process as well as identify the skill sets required to successfully promote and lead this phase of the program.
3 lecture hours; 0 lab hours per week.

**BA 190B Responding to a Crisis        3 cr. hrs.**
Careful examination and practical application of the tools and processes involved in planning the response to crisis events. Emphasis is on understanding the components of an actual response and how these components are built from the previous pre-planning and planning processes. An effective response protects employees and assets and contributes to a timely and successful return to normal business operations. Hands-on exercises will use the tools and templates, as well as identify the skill sets required to successfully promote and lead this phase of the program.
3 lecture hours; 0 lab hours per week.

**BA 190C Crisis Event Recovery        3 cr. hrs.**
Covers the careful examination and practical application of the tools and processes involved in planning the recovery from a crisis event. Emphasis is on understanding the components of the "Recovery" Phase and how these processes and procedures are facilitated by the previous pre-planning and planning efforts and an effective response to a crisis event. Recovery focuses on restarting the "critical" business processes that will keep the company operating while other recovery efforts are ongoing. Hands-on exercises use the tools and templates, as well as identify the skill sets required to successfully promote, and lead this phase of the program.
3 lecture hours; 0 lab hours per week.

**BA 190D Business Continuity Management        3 cr. hrs.**
Personnel turnover and changing threat environments require a proactive management effort. This course involves a careful examination of the administration of the business continuity program as a tool for ongoing risk management in business and in support of the rapid recovery from a crisis event. Emphases are on maintaining the readiness of BCP process, teams, data and system backups, training and manpower required to successfully maintain an effective organizational business continuity program. 3 lecture hours; 0 lab hours per week.

**BA 200 Special Studies        1-3 cr. hrs.**
*Prerequisite: Department Chairperson consent.*
Independent study or group study designed to fit the needs of individual students. Workshops, seminars and selected course work offered to a unique group of students may be offered within this course.
1-3 lecture hours; variable lab hours per week.

**BA 210 Financial Institutions and Markets      3 cr. hrs.**
Overview of relationships between financial institutions, markets and investments. Analyzes the relationships between institutions, markets, government regulation and business cycles. 3 lecture hours; 0 lab hours per week.

**BA 215 Personal Investing      3 cr. hrs.**
This is an introductory personal investment course which will introduce students to the financial markets, stocks, bonds, mutual funds, IRAs and money markets. Students will become familiar with investment and financial jargon, understand the basic tools of investing, and get practical experience in establishing, monitoring, and managing a personal portfolio via an online trading simulation.
3 lecture hours; 0 lab hours per week.

**BA 220 Business Math II      3 cr. hrs.**
*Prerequisite: BA 160 or instructor consent.*
An advanced introduction survey of mathematics (basic algebra and statistics) as used in complex business problems and situations. The emphasis will be on problem identification analysis and the application of and use of quantitative tools and techniques to solve them.
3 lecture hours; 0 lab hours per week.

**BA 230 Principles of Marketing      3 cr. hrs.**
An in-depth analysis of major contemporary marketing concepts and practices. Covers marketing environments and trends, product development, pricing practices, distribution networks and relationships with advertising agencies and sales forces.
3 lecture hours; 0 lab hours per week.

**BA 236 Introduction to Advertising      3 cr. hrs.**
*Prerequisites: BA 110 and BA 230 or instructor consent.*
The role of advertising in a consumer-oriented market is intensively analyzed. Topics range from the development of advertising campaigns to actual preparation of a mini-campaign for a local business, industry or charitable organization. 3 lecture hours; 0 lab hours per week.

**BA 238 Salesmanship      3 cr. hrs.**
*Prerequisites: BA 110 and BA 230 or instructor consent.*
Analyzes activities and processes of the professional sales presentation including prospecting, approaching, demonstration, meeting objections, and closing a sale. Studies characteristics and attributes of successful sales professionals. 3 lecture hours; 0 lab hours per week.

**BA 240 Principles of Management      3 cr. hrs.**
*Prerequisite: BA 110 recommended.*
A detailed study of the basic functions and processes of management in a typical organizational setting. Includes coverage of planning, organizing, directing, and controlling, with emphasis on communication, leadership, group dynamics, and motivation.
3 lecture hours; 0 lab hours per week.

**BA 241 Introduction to Supply Chain Management      3 cr. hrs.**
This course will give students an overview of the field of logistics, as well as information and skills specific to computerized inventory management. Topics include an overview of supply chain management and related terminology, warehouse and transportation operations, typical warehouse management software, and warehousing technologies – including radio frequency and basic accounting and economic principles.
3 lecture hours; 0 lab hours per week.

**BA 242 Principles of Supervision      3 cr. hrs.**
Course deals with the responsibilities of the supervisor or leader in the industrial and administrative environment. Leadership qualities, human relations skills, motivation, communication, training techniques, and problem of the work group are discussed.
3 lecture hours; 0 lab hours per week.

**BA 243 Developing Team Skills      3 cr. hrs.**
A basic course introducing the team dynamics such as the formation of teams, stages of team development, strengths and weaknesses of teams and the practical application to team skills. 3 lecture hours; 0 lab hours per week.

**BA 245 Business Entrepreneurship      1-3 cr. hrs.**
A highly motivational hands-on course designed to prepare the beginning entrepreneur to establish, operate and maintain his or her own business with emphasis on each student's personal needs. Students will do preliminary research, write a business plan, apply for financing, and prepare organization, managerial, and marketing plans.
3 lecture hours; 0 lab hours per week.

**BA 245A Purchasing the Small Business      1 cr. hr.**
This course provides preparation for decision making about purchasing a small business or franchise. Students will explore strategies for purchasing a small business or franchise. 1 lecture hour; 0 lab hours per week.

**BA 245B The Business Plan      1 cr. hr.**
This course provides preparation for decision making about purchasing a small business or franchise. Students will explore strategies for purchasing a small business or a franchise. 1 lecture hour; 0 lab hours per week.

**BA 245C Financial Statement Analysis      1 cr. hr.**
This course provides skills used to understand and apply accounting principles in a small business environment. Students will explore, compile, evaluate, and analyze financial statements. Students will learn to read and interpret annual reports.
1 lecture hour; 0 lab hours per week.

**BA 247 Business Management Internship     1-4 cr. hrs.**
*Prerequisite: Department Chair consent.*
A supervised work experience providing on-the-job training in a business firm for students enrolled in various business career curricula of the Department of Business and Office Technology Education (QCC) or Department of Business and Technology (EC).
0 lecture hours; 5-20 lab hours per week.

**BA 249 Business Management Seminar     1 cr. hr.**
*Prerequisite: Concurrent enrollment in BA 247.*
Designed exclusively for Business Management and Marketing Interns enrolled in BA 247. Provides intensive review and evaluation of on-the-job experience.
1 lecture hour; 0 lab hours per week.

**BA 250 Human Resource Management     3 cr. hrs.**
*Prerequisites: BA 110 and BA 240 recommended.*
Basic understanding of current practice in the field. Covers staffing, development, methodology, labor relations, and wage and salary administration.
3 lecture hours; 0 lab hours per week.

**BA 251 Organizational Behavior     3 cr. hrs.**
Study covers individual, interpersonal and group behavior in organizations. Motivation, power, influence, communication, leadership development, evaluation systems in business and industry.
3 lecture hours; 0 lab hours per week.

**BA 252 Pay and Benefits Administration     3 cr. hrs.**
Examination of the total compensation package including wages, executive salaries, pensions, insurance, cafeteria/multi-employer plans and other benefits. A look at historical perspective, current status and future trends in compensation management.
3 lecture hours; 0 lab hours per week.

**BA 260 Business Financial Management I     3 cr. hrs.**
*Prerequisites: BA 170 and BA 171.*
Introductory course in financial management, stressing an understanding of business finance, allocation of funds within a business and raising of funds.
3 lecture hours; 0 lab hours per week.

**BA 263 Accounting Specialist Internship     3 cr. hrs.**
*Prerequisites: Department Chair and instructor consent.*
A supervised work-experience program providing on-the-job training in a business firm for students enrolled in the management curriculum.
0 lecture hours; 15 lab hours per week.

**BA 264 Internship II     3 cr. hrs.**
*Prerequisites: Department Chair and instructor consent.*
To provide the student with an opportunity to apply theories and skills learned in the classroom to an actual work environment. 0 lecture hours; 15 lab hours per week.

**BA 266 Business Policy and Ethics     3 cr. hrs.**
An introduction to ethical decision making in business. Special attention is given to making informed ethical decisions on a daily basis. Models of ethical and unethical decision making are analyzed.
3 lecture hours; 0 lab hours per week.

**BA 270 Introduction to International Business 3 cr. hrs.**
This course provides an overview and a basic understanding of current world activities, practices, and governmental aids and barriers to international trade. Exploration of various economic, geographic, political, and cultural differences affecting international trade.
3 lecture hours; 0 lab hours per week.

**BA 272 International Marketing     3 cr. hrs.**
Students will learn of the challenges posed when marketing in the international marketplace and how marketers approach and solve them. Topics covered will include market entry strategies, effects of culture on marketing, product design, sales, and analysis of foreign markets. There will be a strong emphasis on exporting.
3 lecture hours; 0 lab hours per week.

**BA 274 The Global Economy     3 cr. hrs.**
A basic class which examines why nations trade, the effects of barriers to trade, trade policies, and the formation of trading arrangements between countries. The course also examines exchange rates, as well as the impact of developing countries and environmental factors on international trade and finance.
3 lecture hours; 0 lab hours per week.

**BA 276 International Internship     1-3 cr. hrs.**
*Prerequisites: Concurrent enrollment in BA 278 and instructor consent.*
A supervised work-experience program providing on-the-job training in a business firm for students enrolled in the international business program.
0 lecture hours; 15 lab hours per week.

**BA 278 International Seminar     1 cr. hr.**
*Prerequisites: Concurrent enrollment in BA 276 and instructor consent.*
Discussion of internship activities.
1 lecture hour; 0 lab hours per week.

**BA 280 Introduction to E-Commerce     3 cr. hrs.**
This course presents a comprehensive summary of the nature and environment of electronic commerce. Topics include designing the digital enterprise, customer empowerment, e-Commerce models, thee-Commerce business plan, e-Commerce trends, governmental influences, and defining a cyber community.
3 lecture hours; 0 lab hours per week.

**BA 282 Documentation for International**
         **Business**        **2 cr. hrs.**
This course provides the student with a working knowledge of the wide variety of documents necessary to conduct international trade. Documentation requirements for both import and export transactions will be explored, U.S. customs documents, transportation documents, financial documents, and insurance documents will be covered. 2 lecture hours; 0 lab hours per week.

**BA 284 Marketing for E-Commerce**    **3 cr. hrs.**
This course provides an awareness of marketing issues, trends, and barriers in a digital environment. Web page design, trends, and practices will be explored. Students will design a digital marketing plan for a business and design Web pages for simulated small businesses.
3 lecture hours; 0 lab hours per week.

**BA 286 Managerial Strategy for E-Commerce 3 cr. hrs.**
Students will develop Web page strategies, develop web pages, develop digital managerial policies for simulated digital businesses, and evaluate Web pages for firms in multiple cultures. 3 lecture hours; 0 lab hours per week.

**BA 287 International Business Cultures**    **1-3 cr. hrs.**
This course explores non-Western business cultures, focusing on the business cultures of South America, Africa, Eastern Europe, and Asia; focusing on communication patterns, perspectives of work, and decision-making processes in business and how they differ from business practices and protocol found in the U.S. and Western Europe. 3 lecture hours; 0 lab hours per week.

**BA 288 The U.S. Business Culture**    **3 cr. hrs.**
This course acquaints students with the U.S. business culture. Topics include gender issues, organized labor, rewards and punishments, promotions, legal issues, attire, employee rights, and nonverbal communication.
3 lecture hours; 0 lab hours per week.

**BA 290 Accounting Applications I**    **2 cr. hrs.**
*Prerequisites: Concurrent enrollment in BA 170 and BA 171 or instructor consent.*
This practicum is a hands-on course primarily covering payroll systems, payroll tax forms (all federal/state/local), and sales tax forms and pegboard accounting systems.
1 lecture hour; 2 lab hours per week.

# Business Education

**BE 100 Work Environment Orientation**    **2 cr. hrs.**
This course is intended to introduce the facts, skills, strengths, and career goals necessary for success in the business education curricula.
2 lecture hours; 0 lab hours per week.

**BE 101 Office Accounting**    **3 cr. hrs.**
Designed as an introductory accounting course for business students with emphasis on the accounting cycle and small business transactions in a user-oriented environment for students with little computer experience.
3 lecture hours; 0 lab hours per week.

**BE 106 Records Management**    **3 cr. hrs.**
Management of records using ARMA rules. Emphasis is on current business practices, systems, supplies, and computers in records control, retrieval, disposal, and database management.
3 lecture hours; 0 lab hours per week.

**BE 110 Data Entry Applications**    **2 cr. hrs.**
Designed to teach data entry skills, to help the student develop dexterity and accuracy in keyboarding alphabetic and alphanumeric characters, and to help the student become familiar with common data entry procedures, including voice input.
2 lecture hours; 0 lab hours per week.

**BE 112 Document Editing/Proofreading**    **3 cr. hrs.**
Development of proofreading and editing skills with focus on accuracy and excellence in written communication.
3 lecture hours; 0 lab hours per week.

**BE 120 Technology Tools**    **2 cr. hrs.**
This course will allow students hands-on knowledge of technology tools and digital imaging currently used in the business. 2 lecture hours; 0 lab hours per week.

**BE 122 Administrative Support Systems**    **3 cr. hrs.**
Discussion of attitudes, ethics, professional conduct, global market awareness, and effective procedures for encouraging teamwork and discouraging workplace harassment. Emphasis on telecommunications, meeting planning, proofreading and grammar review, time management, organizational tools for electronic offices, and methods to research information for business use.
3 lecture hours; 0 lab hours per week.

**BE 140 Basic Keyboarding**    **1 cr. hr.**
Keyboard mastery; speed and accuracy development. Taught on microcomputers.
0 lecture hours; 2 lab hours per week.

**BE 141 Computerized Keyboarding I**    **3 cr. hrs.**
Keyboard mastery and document formatting using a current word processing software package.
3 lecture hours; 0 lab hours per week.

**BE 142 Computerized Keyboarding II**    **3 cr. hrs.**
*Prerequisites: BE 145 "C" or better or BE 145A, BE 145B, and BE 145C "C" or better or instructor consent.*
Speed and accuracy building in producing business documents. 3 lecture hours; 0 lab hours per week.

**BE 143 Keyboarding Speed & Accuracy**    **2 cr. hrs.**
For students who wish to increase keyboarding speed and improve accuracy. 2 lecture hours; 0 lab hours per week.

**BE 144 Concepts of Information Processing    3 cr. hrs.**
Introduction to information processing history and current emphasis on current terminology. An understanding of why computers are essential components in the business world and society. Hands-on activities with use of the World Wide Web as a media of the latest information.
3 lecture hours; 0 lab hours per week.

**BE 145 Information Processing              1-3 cr. hrs.**
Students learn word processing software most commonly found in area offices. This course is equivalent to BE 145A, 145B, and 145C.
3 lecture hours; 0 lab hours per week.

**BE 145A Information Processing I            1 cr. hr.**
Students learn word processing software most commonly found in area offices. 1 lecture hour; 0 lab hours per week.

**BE 145B Information Processing II           1 cr. hr.**
Students learn word processing software most commonly found in area offices. 1 lecture hour; 0 lab hours per week.

**BE 145C Information Processing III          1 cr. hr.**
Students learn word processing software most commonly found in area offices. 1 lecture hour; 0 lab hours per week.

**BE 146 Excel for Business                  1-3 cr. hrs.**
Use of current spreadsheet software on microcomputers.
3 lecture hours; 0 lab hours per week.

**BE 147 Intro to Microsoft Office            4 cr. hrs.**
Mastery of the Microsoft Office programs, including Word, Access, Excel, and PowerPoint.
4 lecture hours; 0 lab hours per week.

**BE 151 Legal Terminology and Procedures    3 cr. hrs.**
*Prerequisites: BE 141 and BE 145A.*
Emphasis is on definitions, spelling, and pronunciation of legal terms. Familiarizes students with various fields of law and the proper presentation of legal documents.
3 lecture hours; 0 lab hours per week.

**BE 153 Warehouse Management Systems        2 cr. hrs.**
*Prerequisites: BE 110 and BE 141 or instructor consent.*
This course will introduce the students to software used in warehouse operations. Topics include functions and capabilities of Warehouse Management System (WMS) software, WMS software selection, and hands-on use of WMS software. 2 lecture hours; 0 lab hours per week.

**BE 160 Machine Transcription               3 cr. hrs.**
*Prerequisite: BE 141 "C" or better or instructor consent.*
Development of machine transcription and proofreading skills using computer word processing software.
3 lecture hours; 0 lab hours per week.

**BE 161 Introduction to Microsoft Windows    1 cr. hr.**
Includes the skills necessary to use the Windows operating system. Includes a working knowledge of the Windows environment, as well as file management and Windows

environment, as well as file management and Windows customization. 1 lecture hour; 0 lab hours per week.

**BE 162 Introduction to Spreadsheets        1 cr. hr.**
Includes features of current Windows-based spreadsheet software. 1 lecture hour; 0 lab hours per week.

**BE 163 Presentation Graphics               1 cr. hr.**
Includes features of current Windows-based presentation graphics software. 1 lecture hour; 0 lab hours per week.

**BE 164 Introduction to Database Management  1 cr. hr.**
Includes features of current Windows-based database management software.
1 lecture hour; 0 lab hours per week.

**BE 165 Internet                            1 cr. hr.**
Study of the resources, complexities, and the distinctive culture of the Internet. Examines the most widely used tools for accessing the Internet. Guides students in fulfilling research needs and develops job seeking skills.
1 lecture hour; 0 lab hours per week.

**BE 166 Web Page Development                1 cr. hr.**
Using HTML and other development tools to create and maintain Web documents.
1 lecture hour; 0 lab hours per week.

**BE 167 Integrating Windows Applications     1 cr. hr.**
Integration of Microsoft Office Professional applications.
1 lecture hour; 0 lab hours per week

**BE 168 Introduction to MS Office Professional 2 cr. hrs.**
Includes the basic features of MS Windows and Microsoft Office Professional. 2 lecture hours; 0 lab hours per week.

**BE 170 Beginning Web Page Development       3 cr. hrs.**
This course will teach Internet use and research skills. It will also introduce Web page design, including basic HTML code, basic graphic manipulation, posting a Web page on the Internet using FTP, Web page server options, and Web site design techniques.
3 lecture hours; 0 lab hours per week.

**BE 171 Web Software Development Tools       3 cr. hrs.**
This course will provide the students with an understanding of HTML/XHTML code. It will also include the use of an HTML editor such as Adobe Dreamweaver and/or other current editing software. Students in this course will be able to design, post, and make changes to web sites using the software application.
3 lecture hours; 0 lab hours per week.

**BE 180 Business Communications             4 cr. hrs.**
*Prerequisite: See assessment and placement guide.*
Techniques of effective written communications for business. This will include psychology of communicating with customer service emphasis, focus on international communications, and accuracy and conciseness needed for in-house e-mail. 4 lecture hours; 0 lab hours per week.

**BE 243 Computerized Keyboarding III          3 cr. hrs.**
*Prerequisite: BE 142 "C" or better or instructor consent.*
Skill building and integration of production work typically found in today's offices.
3 lecture hours; 0 lab hours per week.

**BE 245 Information Processing Applications 1-3 cr. hrs.**
*Prerequisite: BE 141 "C" or better or instructor consent.*
May consist of any of the following: Windows programs (i.e., Microsoft Office - Excel, Access, Word, PowerPoint; WordPerfect for Windows), Macintosh programs. Check your local campus offerings.
1-3 lecture hours; 0 lab hours per week.

**BE 245A Word Processing I                    1 cr. hr.**
*Prerequisite: BE 141 "C" or better or instructor consent.*
Basic features of current Windows-based word processing software. 1 lab hour; 0 lab hours per week.

**BE 245B Word Processing II                   1 cr. hr.**
*Prerequisites: BE 141 "C" or better and BE 245A "C" or better or instructor consent.*
Includes intermediate features of current Windows-based word processing software.
1 lecture hour; 0 lab hours per week.

**BE 247 Advanced Information Processing
           Applications                        3 cr. hrs.**
*Prerequisites: BE 145 or BE 145A, B, and C or instructor consent.*
Use of current software that can be integrated to perform applications which may include word processing, spreadsheets, databases, and presentation programs.
3 lecture hours; 0 lab hours per week.

**BE 248 Desktop Publishing                  1-3 cr. hrs.**
*Prerequisites: BE 145 "C" or better or BE 145A, B, and C "C" or better or instructor consent.*
Use of current software to produce a variety of documents incorporating desktop publishing features and principles of layout and design. 3 lecture hours; 0 lab hours per week.

**BE 248A Desktop Publishing I                 1 cr. hr.**
*Prerequisites: BE 145 "C" or better or BE 145A, B, and C or instructor consent.*
Use of current software to produce a variety of documents incorporating desktop publishing features and principles of layout and design. 1 lecture hours; 0 lab hours per week.

**BE 248B Desktop Publishing II                1 cr. hr.**
*Prerequisites: BE 145 "C" or better or BE 145A, B and C or instructor consent.*
Use of current software to produce a variety of documents incorporating desktop publishing features and principles of layout and design. 1 lecture hours; 0 lab hours per week.

**BE 248C Desktop Publishing III               1 cr. hr.**
*Prerequisite: BE 145 "C" or better or BE 145A, B and C or instructor consent.*
Use of current software to produce a variety of documents incorporating desktop publishing features and principles of layout and design. 1 lecture hours; 0 lab hours per week.

**BE 253 Legal Transcription                   3 cr. hrs.**
*Prerequisites: BE 151 and BE 142.*
Transcription of legal documents. Emphasis on accuracy of transcription, formatting, and proofreading.
3 lecture hours; 0 lab hours per week.

**BE 260 Office Management                      3 cr. hrs.**
Study of information management and work flow. Principles of management as applied to the business office. Keyboarding is not required.
3 lecture hours; 0 lab hours per week.

**BE 261 Seminar                               1 cr. hr.**
*Prerequisites: Concurrent enrollment in BE 265 and instructor consent.*
Discussion of internship activities.
2 lecture hour; 0 lab hours per week.

**BE 264 Introduction to Database Management 3 cr. hrs.**
*Prerequisites: BE 145 "C" or better; or BE 145A, B, and C "C" or better; or CS 100 "C" or better; or instructor consent.*
Features of current Windows based database management software. Project work necessary to business database use.
3 lecture hours; 0 lab hours per week.

**BE 265 Internship                            3 cr. hrs.**
*Prerequisites: Concurrent enrollment in BE 261 and instructor consent.*
Supervised field program providing work experience in offices for students enrolled in office careers.
40 lab hours (5 hours work per week per credit hour).

**BE 270 Virtual Office Administration         2 cr. hrs.**
Identification and evaluation of various topics that should be addressed when creating a virtual office and providing/marketing virtual services.
2 lecture hours; 0 lab hours per week.

**BE 275 Virtual Assistant Internship          3 cr. hrs.**
*Prerequisites: Instructor consent and student has met program requirements.*
Supervised field program involving work experience in a virtual office setting for students enrolled in the administrative virtual assistant certificate.
0 lecture hours; 15 lab hours per week.

**BE 299 Independent Study                    1-4 cr. hrs.**
*Prerequisite: BE 141 "C" or better or instructor consent.*
Designed to fit the needs of individual students or groups.
1-4 lecture hours; 0 lab hours per week.

# Biology

**BIOL 100 Introduction to Biology**　　　**4 cr. hrs.**
Intended for non-science majors. This course provides an introduction to important biological principles: (1) cellular biology including chemistry of life, cell structures, cell division, cell metabolism, classical and molecular genetics; (2) organismal biology including diversity, evolution, and ecology.
3 lecture hours; 2 lab hours per week. IAI: L1 900L

**BIOL 101 General Human Biology**　　　**4 cr. hrs.**
Intended for non-science majors. Primary organism of study is the human with current biological principles stressed. Includes cell organization, diseases of the human, development, genetics and ecology.
3 lecture hours; 2 lab hours per week. IAI: L1 904L

**BIOL 105 General Biology I**　　　**5 cr. hrs.**
*Prerequisite: Students must be eligible for (as determined by COMPASS score or other assessment) or currently enrolled in college level Math and English courses (100-level or greater).*
For science and pre-professional majors and those with strong interest in science, this course includes the principles of cellular and molecular biology, including the chemistry of life, metabolism, photosynthesis, classical and molecular genetics, genetic regulation, and cellular reproduction. 4 lecture hours; 3 lab hours per week.
IAI: L1 900L; BIO 910

**BIOL 106 General Biology II**　　　**5 cr. hrs.**
*Prerequisite: BIOL 105 or instructor consent.*
For science and pre-professional majors and those with strong interest in science. This course includes principles of organismic population and community biology including reproduction, development, homeostasis, behavior, ecology, and evolution.
4 lecture hours; 3 lab hours per week. IAI: BIO 910

**BIOL 108 Principles of Biology I**　　　**4 cr. hrs.**
The first of a two semester sequence in introductory biology which covers the chemistry of living organisms, cellular biology, respiration, photosynthesis, classical and molecular genetics and biotechnology.
3 lecture hours; 2 lab hours per week. IAI: L1 900L

**BIOL 109 Principles of Biology II**　　　**4 cr. hrs.**
*Prerequisite: BIOL 108 or instructor consent.*
The second of a two semester sequence in introductory biology which covers animal structure and function, plant structure and function, ecology and animal behavior.
3 lecture hours; 2 lab hours per week.

**BIOL 120 Nutrition**　　　**3 cr. hrs.**
Reviews the principles of nutritional science, the steps of scientific method applied to nutrition research, and the current nutritional concepts and controversies. Topics include digestion, absorption, and functions of macronutrients and micronutrients; diet analysis; malnutrition; and nutritional needs of pregnancy, infancy and other sages of life.
3 lecture hours; 0 lab hours per week.

**BIOL 135 Evolution of Microbes and Humans 3 cr. hrs.**
The co-evolution of microbe and human populations will be examined. The changes brought about by mankind on the environment as well as the adaptation of microbes to those changes will be studied. Through the microworld we will explore ecological diversity. Epidemic disease will be examined as an indicator of ecological disruption. Patterns of overpopulation, environmental changes, and exposure to new disease will be studied in the wake of each new pandemic. Diversity and interdependence of living organisms will be viewed as they relate to microorganisms and humans.
2 lecture hours; 2 lab hours per week. IAI: L1 903L

**BIOL 145 Anatomy Physiology I**　　　**4 cr. hrs.**
*Prerequisites: High school biology within the past five years or completion of BIOL 100; 101; 105 "C" or better and high school chemistry within the past five years or CHEM 101 or 110 "C" or better, and student must have completed REA 098 and MATH 080 (or COMPASS equivalent), and student must be eligible for (as determined by COMPASS score or other assessment) or currently enrolled in college-level English courses (100-level or greater) or instructor consent.*
A systematic study of the anatomical-physiological aspects of the human body. Topics include homeostasis, biomolecules, cytology, histology, as well as integumentary, skeleto-muscular, nervous and endocrine systems. 3 lecture hours; 2 lab hours per week.

**BIOL 146 Anatomy Physiology II**　　　**4 cr. hrs.**
*Prerequisite: BIOL 145 "C" or better; an appropriate COMPASS score required.*
Continuation of BIOL 145. Systematic study of cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems. Fluids, electrolytes, acid-base balance, metabolism, and human development are also studied. 3 lecture hours; 2 lab hours per week.

**BIOL 150 Medical Terminology**　　　**3 cr. hrs.**
*Prerequisite: 83 or above on COMPASS reading test or REA 098 "C" or better.*
This course presents the principles of medical word construction through identification of root words, prefixes, suffices, combining forms, and methods of building medical terms. Emphasis is placed on correct medical word spelling, pronunciation, and definition, while introducing terminology specific to various body systems. The course is intended to prepare students to classify medical information for use in medical coding, billing, and reporting. 3 lecture hours; 0 lab hours per week.

**BIOL 190 General Zoology**　　　**4 cr. hrs.**
An introduction to animal biology, with emphasis on science, evolution, adaptations, animal diversity, and physiology.
2 lecture hours; 4 lab hours per week. IAI: L1 902L

**BIOL 200 Environmental Biology I          3 cr. hrs.**
Familiarizes the students with dimensions, complexities, and gravity of man's impact on the earth. Includes growth strategies, human demography, ecosystem structure and function, eco-agro conflicts, food production limits.
3 lecture hours; 0 lab hours per week. IAI: L1 905

**BIOL 201 Environmental Biology II         3 cr. hrs.**
Extension of BIOL 200 (but not required for this course). Covers habitat destruction, extinction, introduction of exotics, biocides, limits to growth, water, air, and ground pollution, and the stationary state.
3 lecture hours; 0 lab hours per week. IAI: L1 905

**BIOL 205 Ecology and Field Biology        4 cr. hrs.**
*Prerequisites: BIOL 105 and BIOL 106 or instructor consent.*
An introduction to the study of organisms in their natural environments. The emphasis will be on the ecological principles and techniques most relevant to the understanding and/or learning of biology in the field.
2 lecture hours; 4 lab hours per week.

**BIOL 207 Selected Topics in Biology       1-2 cr. hrs.**
This course is designed to satisfy specific needs or interests of students in the biological sciences. This course can be taken to: 1) provide students with library research skills on topics of special interest; 2) provide students with laboratory or field research techniques and/or research projects; 3) provide students an opportunity to obtain college credit for structured biological field trips with a qualified instructor and 4) provide students with a chance to study selected biological topics. The course may be repeated once for a maximum of four credit hours if the topic varies. All offerings must be approved in advance by the majority of the tenured faculty of the Biological Sciences area. 1-2 lecture hours; 0 lab hours per week.

**BIOL 210 Local Flora                      3 cr. hrs.**
A study of identification of local plant species. Emphasis will be placed on identification of species by using a key and anatomical characteristics of plants. Species will be collected and preserved properly and a personal herbarium prepared. Interrelationships between plant species and their environments will be studied.
1 lecture hour; 4 lab hours per week.

**BIOL 211 General Botany                   4 cr. hrs.**
Study of plants emphasizing structure, physiology, growth, ecology, botanical keys and identification of trees; also includes classification and life cycles.
2 lecture hours; 4 lab hours per week. IAI: L1 901L

**BIOL 250 Genetics                         3 cr. hrs.**
An introduction to the principles of Mendelian and non-Mendelian genetics, immunogenetics and population genetics. Genetic technology, genetic diseases and genetic counseling are also discussed.
3 lecture hours; 0 lab hours per week. IAI: L1 906

**BIOL 261 Microbiology                     4 cr. hrs.**
*Prerequisite: BIOL 105 or 145 or instructor consent.*
The study of microorganisms including historical background, morphology, physiology, growth, identification, genetics, control, immunology, and diseases. Laboratory is stressed.
3 lecture hours; 2 laboratory hours per week.

## Business Law

**BL 201 Business Law I                     3 cr. hrs.**
*Prerequisite: BA 110 recommended.*
A general survey of the basic principles, systems and practices of American law including government agencies and regulation, alternative dispute resolution, torts, employment law, bankruptcy, international law, and consumer protection. 3 lecture hours; 0 lab hours per week.

**BL 202 Business Law II                    3 cr. hrs.**
*Prerequisite: BL 201 recommended.*
An intensive analysis of law as used in business. Topics include contract law, commercial paper, sales law, partnership and corporation law, and real property transfers. 3 lecture hours; 0 lab hours per week.

## Child Development

**CD 100 Introduction to Early Childhood    3 cr. hrs.**
General overview of the history, the present and future outlook of early childhood education. Students study types of early childhood programs, develop techniques and observational skills of working with young children and families, and investigate early childhood career paths.
3 lecture hours; 0 lab hours per week.

**CD 102 Role of Teacher Assistant          1-2 cr. hrs.**
Duties and responsibilities of the teacher aide in the total educational setting.
1-2 lecture hours; 0 lab hours per week.

**CD 115 Infant/Toddler Development         3 cr. hrs.**
This course focuses on the physical, social, emotional, cognitive, language, and literacy development of infants and toddlers: pre-birth through age three. Knowledge of typical and atypical development is fundamental for implementing best practices in Infant/Toddler care and education. This course provides three credits towards the State of Illinois Infant/Toddler Credential. Observations are required. 3 credit hours; 0 lab hours per week.

**CD 200 Growth and Development of Young**
**          Child                          3 cr. hrs.**
Covers social, emotional, physical and intellectual aspects of child growth and development from birth through adolescence. Emphasis is on the stages of development and understanding these factors in working with children.
3 lecture hours; 0 lab hours per week.

**CD 201 Health, Safety and Nutrition          3 cr. hrs.**
Acquaints students with basic health, safety, and nutrition and their relationship towards the healthy development of children. Overview of health-related guidelines for early childhood settings. 3 lecture hours; 0 lab hours per week.

**CD 202 Observ/Guid/Assessmt Y.C.          3 cr. hrs.**
*Pre- or co-requisite: ENG 101 or Comm 100.*
Studies observational techniques, to assess and guide behavior which facilitates the development of the young child. Students will understand ethics of assessment, as well as improving their observational and guidance skills. Students will develop and understand the relationship between careful observation, assessment, and effective interaction with children.
1 lecture hours; 4 lab hours per week.

**CD 203 Curriculum for Early Childhood
          Programs          3 cr. hrs.**
*Pre- or co-requisite: ENG 101 or Comm 100.*
Curriculum planning according to developmental needs of children in early childhood settings. Theories of curriculum development will be analyzed and applied to early childhood settings.
3 lecture hours; 0 lab hours per week.

**CD 204 Child Development Practicum I          1-4 cr. hrs.**
*Prerequisites: CD 200 and 202.*
Student spends ten hours a week under supervision working with preschool children in an early childhood setting. 0.5-2 lecture hours; 3-10 lab hours per week.

**CD 205 Language Development and Activities for
          Young Child          1-3 cr. hrs.**
Techniques and methods of encouraging communication skills in young children. Overview of language development, children's literature and developmentally appropriate language activities in the early childhood setting. 1-3 lecture hours; 0 lab hours per week.

**CD 206 Creative Activities for Young
          Children          1-3 cr. hrs.**
Introduces students to a wide variety of media suitable for use with the young child. Emphasis placed on creative activities: art, language, music, movement, math, and science. 1-3 lecture hours; 0 lab hours per week.

**CD 207 Music for Young Children          3 cr. hrs.**
Materials for singing, rhythmic activities, plus musical dramatizations and applications of basic classroom instruments. Provides basic musicianship needed to teach music in early elementary or pre-school. Not recommended for music concentration student unless approved by the music department faculty.
3 lecture hours; 0 lab hours per week.

**CD 209 Play and Rhythmic Activities          1-2 cr. hrs.**
Acquaints student with normal play and movements of young children. 1-2 lecture hours; 0 lab hours per week.

**CD 211 Education of the Gifted Child          3 cr. hrs.**
Curriculum orientation and guidance practices for working with gifted students. 3 lecture hours; 0 lab hours per week.

**CD 212 Survey of Children with Special
          Needs          3 cr. hrs.**
Study of exceptional child's individual needs and methods of instruction. Overall view of mentally retarded, deaf, hard of hearing, speech impaired, visually handicapped, emotionally disturbed, physically handicapped, or health impaired. Includes learning disabled and gifted. Studies Federal and State regulations.
3 lecture hours; 0 lab hours per week.

**CD 214 Child Development Practicum II          1-4 cr. hrs.**
*Prerequisite: CD 204.*
Ten hours a week of supervised work in an early childhood setting. 1-2 lecture hours; 10 lab hours per week.

**CD 215 Infant/Toddler Curriculum          3 cr. hrs.**
This course details how to organize a high-quality early care and education program for Infants and Toddlers, including routines, activities, learning environment, guidance, health/safety issues, families and assessment. This course provides three credits towards the State of Illinois Infant/Toddler Credential. Observations are required. 3 lecture hours; 0 lab hours per week.

**CD 220 Child Care Center/Early Childhood
          Administration          1-3 cr. hrs.**
Examines the management processes of planning, staffing, record keeping, budgeting, purchasing, and monitoring for quality. Formulation of policy statements, philosophy, programming, planning, evaluation and working with parents will be included. Students will become familiar with computer usage, licensing standards, accreditation, community resources and professional organizations for early childhood programs.
1-3 lecture hours; 0 lab hours per week.

**CD 222 Child, Family and Community          3 cr. hrs.**
This course focuses on the child in the context of family and community. Includes issues of communication, diversity, professionalism, and social policy and will promote awareness and effective use of resources.
3 lecture hours; 0 lab hours per week.

**CD 224 Methods of Guiding Children's
          Behavior          1-3 cr. hrs.**
Presents effective methods of discipline in the guidance of young children's behavior through theory and practical application. 1-3 lecture hours; 0 lab hours per week.

**CD 225 Math and Science for the Young
          Child          1-3 cr. hrs.**
Introduces the theory and practice related to the curricular areas of math and science for young children. Emphasis will be placed on the development and evaluation of developmentally appropriate activities and instructional materials. 1-3 lecture hours; 0 lab hours per week.

**CD 240 Special Topics in Child Development 1-4 cr. hrs.**
*Prerequisite: Instructor consent.*
Designed to provide seminars on various topics as needed.

**CD 299 Independent Study, Workshops and**
            **Seminars                                  1-4 cr. hrs.**
*Prerequisite: Department Chair or instructor consent.*
Designed to fit the needs of each student. Workshop and seminars may be offered for credit under CD 299.

# Chemistry

**CHEM 101 General Chemistry I              4 cr. hrs.**
*Prerequisite: One year of high school chemistry or CHEM 110 or the completion of MATH 112 or 118 or by Algebra assessment.*
Fundamental principles of stoichiometry, periodicity, atomic structure and thermochemistry with applications to gases, liquids, solids and solutions. 3 lecture hours; 3 lab hours per week. IAI: P1 902L; CHM 911

**CHEM 102 General Chemistry II            4 cr. hrs.**
*Prerequisite: CHEM 101.*
Continuation of CHEM 101. Equilibrium calculations, electrochemistry, acid-base theory, coordination compounds, inorganic chemistry.
3 lecture hours; 3 lab hours per week. IAI: CHM 912

**CHEM 110 Introduction to Chemistry        4 cr. hrs.**
Introduction to the fundamental principles of chemistry with applications to gases, liquids, solids and solutions. Also includes nomenclature of inorganic compounds. Credit for this course will not be counted toward graduation if the student also completes CHEM 101.
3 lecture hours; 2 lab hours per week. IAI: P1 902L

**CHEM 111 Principles of Organ Biochemistry  4 cr. hrs.**
*Prerequisite: CHEM 101 or CHEM 110 or 2 semesters of high school chemistry or instructor's consent.*
Fundamental principles of structure and reactions of organic chemicals, sources and uses. Structures and reactions of biochemicals, and metabolism.
3 lecture hours; 2 lab hours per week. IAI: P1 904L

**CHEM 115 Concentrated General Chemistry  6 cr. hrs.**
*Prerequisite: MATH 091 or equivalent.*
This course is primarily for Pre-Chiropractic students. It combines the basic principles taught in CHEM 101 and 102. Students must earn graduation credit for either CHEM 101 and 102 or CHEM 115.
5 lecture hours; 3 lab hours per week.

**CHEM 201 Quantitative Analysis            5 cr. hrs.**
*Prerequisite: CHEM 102.*
Gravimetric, volumetric, spectrochemical and potentiometric analysis, equilibria of solutions.
3 lecture hours; 4 lab hours per week.

**CHEM 202 Organic Chemistry                3-5 cr. hrs.**
*Prerequisite: CHEM 101 or instructor consent.*
This course covers the chemistry of aliphatic and aromatic organic compounds, nomenclature, structure, sources and reactions. 3 lecture hours; 0, 2, 4 lab hours per week.

**CHEM 203 Organic Chemistry I              5 cr. hrs.**
*Prerequisite: CHEM 101.*
Synthetic and mechanistic features of hydrocarbons, alkyl halides and alcohols, including nomenclature.
4 lecture hours; 3 lab hours per week. IAI: CHM 913

**CHEM 204 Organic Chemistry II             5 cr. hrs.**
*Prerequisite: CHEM 203.*
Continuation of CHEM 203. Emphasis on functional group reactions and mechanisms with spectrochemical interpretations.
3 lecture hours; 6 lab hours per week. IAI: CHM 914

**CHEM 206 Basic Biochemistry               3 cr. hrs.**
*Prerequisite: CHEM 202 or 203 or 215 or instructor consent.*
Introduction to structure and chemistry of proteins, carbohydrates, lipids, nucleic acids and enzymes, metabolism and related areas of nutrition, drugs, genetics, and tissue interaction.
3 lecture hours; 0 lab hours per week.

**CHEM 207 Basic Biochemistry Laboratory    1 cr. hr.**
*Co- or Prerequisite: CHEM 206.*
Selected experiments to supplement CHEM 206. Instrumental methods using the pH meter and spectrophotometer are introduced in the biochemical data gathering process. 0 lecture hours; 2 lab hours per week.

**CHEM 215 Concentrated Organic Chemistry  6 cr. hrs.**
*Prerequisite: CHEM 115 or instructor consent.*
An accelerated study of organic chemistry, primarily intended for students wishing to meet the entrance requirements for pre-chiropractic. Will cover same topics as CHEM 203 and 204 except for spectroscopic topics (No credit for both CHEM 203/204 and CHEM 215)
5 lecture hours; 3 lab hours per week.

**CHEM 295 Research in Chemistry            1-3 cr. hrs.**
*Prerequisites: CHEM 101 "C" or better, prior consultation with instructor, completed contract and consent of a majority of the Chemistry faculty.*
Provides experimental exploration of an authentic scientific research topic under the supervision of a faculty member. This laboratory course is designed to teach the principles and practice of modern experimental chemistry. Before registering, students must submit to the Department of Natural Sciences and Engineering a contract with the instructor for accomplishing a defined research task. Credit is contingent on the submission of a final report.
0 lecture hours; 3-9 lab hours per week.

# Computer Information Processing

**CIP 101 Computer Logic and Design          4 cr. hrs.**
An introduction to problem solving and logic needed for working with computer systems. Students will learn to analyze problems and apply the three basic programming structures – sequence, decision, and repetition – and top-down design to develop a solution. Students will also learn number systems, logic, truth tables, Boolean logic, base 2 and base 16 representations. Students will learn the tools used for problem solving such as structure charts, flowcharts, pseudo code, decision tables, and UML. Other topics covered include the concept of a computer system and programming methods.
4 lecture hours; 0 lab hours per week.

**CIP 104 Intro to Computer Programming      3 cr. hrs.**
*Prerequisite: CIP 101 or concurrent enrollment in CIP 101 recommended.*
This course teaches the student the use of key structured programming statements and the use of a programming language in writing microcomputer application programs. Proper programming design, structure, and logic are emphasized. 3 lecture hours; 0 lab hours per week.

**CIP 132 Introduction to COBOL
         Programming                3 cr. hrs.**
*Prerequisite: CIP 101 or CIP 104 or instructor consent.*
This course will introduce students to programming with the COBOL language using structured programming techniques. 3 lecture hours; 0 lab hours per week.

**CIP 151 Adv Office Applications w/VBA     3 cr. hrs.**
*Prerequisites: CIP 101 or CIP 104 and CIP 230 or CIP 226 or CS 100 or ENGT 105 or instructor consent.*
This is an advanced course in Microsoft Office applications that prepares students for Microsoft Certified Application Specialist (MCAS) certification exam in Word, Excel, and Access. Student will learn to automate Microsoft Office applications using VBA (Visual Basic for Applications). 3 lecture hours; 0 lab hours per week.

**CIP 167 Scripting for Systems
         Administration              3 cr. hrs.**
*Prerequisites: COER 112 or instructor consent.*
The student will learn techniques for creating customized scripts in both the Linux and Windows environment. This course provides students with the skills to read, write, maintain, and debug Linux shell scripting and Windows scripting for Systems Administration.
3 lecture hours; 0 lab hours per week.

**CIP 170 Web Page Development          4 cr. hrs.**
The student will learn Web site development with the three methods that have been used since Web design first began: hand-coding HTML using a text editor; building Web pages using a WYSIWYG editor like Dreamweaver; and using the most modern method, a Content Management System that separates design from content while making it easy for non-technical users to update a site. Topics include: design principles, formatting Web pages with cascading style sheets, server-side vs. client-side technologies, testing Web pages with multiple Web browsers, and Web servers. In addition, the student will learn how to stay current on W3C standards for Web page development. 4 lecture hours; 0 lab hours per week.

**CIP 170A Web Page Development I –
          HTML/CSS                 2 cr. hrs.**
The student will learn Web site development with how Web design first began: hand-coding HTML using a text editor. Students will also format Web pages with cascading style sheets using a text editor. Topics include: design principles, formatting Web pages with cascading style sheets, server-side vs. client-side technologies, testing Web pages with multiple Web browsers. In addition, the student will learn how to stay current on W3C standards for Web page development. 2 lecture hours; 0 lab hours per week.

**CIP 170B Dreamweaver                2 cr. hrs.**
The student will learn Web site development using Dreamweaver (an (HTML Editor) and will learn the concept of maintaining a site using Content Management System software. Topics include: Dreamweaver views, CSS, Layout, Assets, and Behaviors in Dreamweaver. Students will learn how to create and manage a web site within Dreamweaver.
2 lecture hours; 0 lab hours per week.

**CIP 182 Client-Side Scripting         3 cr. hrs.**
*Prerequisites: BE 170 or CIP 170A or CIP 170 and CIP 101 or CIP 104 or instructor consent.*
This course will provide students with the knowledge and skills needed to develop Web application using client-side scripting with Java Script. An overview is given on the constructs of the scripting language such as functions, arrays, and control structures. Topics covered include session variables, client-side vs. server-side scripting, DOM, validation, objects, cookies, and DHTML.
3 lecture hours; 0 lab hours per week.

**CIP 183 Intro to ASP.NET             3 cr. hrs.**
*Prerequisite: CIP 101 or CIP 104 or instructor consent.*
The student will use Microsoft's Visual Web Developer to create interactive Web applications with VB or C#. Topics include: Web forms, controls, site navigation, events and postback, validation, stylesheets, master pages, state management, testing and deployment. Students completing this course will have at least one fully functional ASP.NET Web application for their portfolio.
3 lecture hours; 0 lab hours per week.

**CIP 185 XML (eXtensible Markup Lang.)    1 cr. hr.**
The student will develop XML documents and learn the related technologies. Topics include: creating valid and well-formed XML documents, DTD's, XML schemas, XML editors (software), XSLT and applications using XML. 1 lecture hours; 0 lab hours per week.

**CIP 201 Microsoft Project**                  **1 cr. hr.**
*Prerequisite: Working knowledge of Microsoft Windows OS.*
Develop an understanding of and ability to use Microsoft project in managing projects. Case studies will be Information Technology focused projects.
1 lecture hours; 0 lab hours per week.

**CIP 204 Visual Basic Programming**          **4 cr. hrs.**
*Prerequisite: CIP 101 or CIP 104 or instructor consent.*
This course uses the latest version of the Visual Basic programming language to create GUI-based (Windows) applications and Web applications with ASP.NET, applying effective development strategies based on object-oriented programming. Topics include: controls, methods, events, array processing, classes, text file processing, graphics and multimedia, working with multiple forms, creating a setup program, and defensive programming with error trapping. 4 lecture hours; 0 lab hours per week.

**CIP 205 Advanced Visual Basic**             **4 cr. hrs.**
*Prerequisite: CIP 204.*
This course provides the student with more advanced programming techniques using the latest version of Visual Basic. Topics covered: data controls, user-created controls, ADO.NET, multi-tier applications, classes, and MDI. Windows applications, console applications, and Web applications will be developed.
4 lecture hours; 0 lab hours per week.

**CIP 206 AJAX and Web Services**             **3 cr. hrs.**
*Prerequisites: CIP 104 or CIP 204 and CIP 182 or instructor consent.*
This course teaches programming web pages for interactive content with AJAX (Asynchronous JavaScript and XML) and web services. Topics include: XML review, DOM (document object model), Google maps, and web services. 3 lecture hours; 0 lab hours per week.

**CIP 211A Intro to Flash**                   **2 cr. hrs.**
The student will create dynamic Web content and animation using Flash. Topics covered include: creating vector graphics, creating animation, motion tweening, adding interactivity, sound and video.
2 lecture hours; 0 lab hours per week.

**CIP 211B Flash Programming**                **2 cr. hrs.**
*Prerequisites: CIP 211A and CIP 101 or CIP 104 or CS 121 or instructor consent.*
The student will create more advanced Flash applications. Actionscript programming will be used to enhance projects and add event handling. Other topics covered are OOP programming with Actionscript and using XML with Actionscript. Students completing this course will have at least one fully functional project to add to portfolio. Projects may include e-Learning projects, games, or Flash-based Web sites. 2 lecture hours; 0 lab hours per week.

**CIP 226 Database Management**               **3 cr. hrs.**
*Prerequisite: CS 100 or instructor consent.*
Analysis of procedures, personnel, and hardware necessary in electronic database processing. Topics covered include review of design, creation, and maintenance of databases including a study of tables and data validation, relationships, queries, forms, reports, macros, SQL, and normalization of tables.
3 lecture hours; 0 lab hours per week.

**CIP 227 Database Management II**            **3 cr. hrs.**
*Prerequisite: CIP 226.*
This course provides the student with more advanced database concepts and implementation using Microsoft SQL Server. Topics covered include: advanced SQL, query optimization, transaction management, recovery, SQL Server Administration, triggers, views, stored procedures, indexes and security. Students will design and build databases using SQL Server.
3 lecture hours; 0 lab hours per week.

**CIP 228 Web Database Programming**          **3 cr. hrs.**
*Prerequisites: CIP 226  and CIP 182 or instructor consent.*
Student taking this course will create dynamic, interactive Web pages, incorporating data from a database. Topics include creating a simple database; connecting a server-side database to a Web page; viewing, sorting, updating, and searching a database through the client-side interface; creating and customizing reusable code; and maintaining site security through user logins. Students will build an e-commerce/shopping cart application to add to their portfolio. This course is repeatable up to three times for students interested in learning different programming platforms that can be used in Web database development such as PHP and MySQL, ASP.NET and SQL Server, and ColdFusion development.
3 lecture hours; 0 lab hours per week.

**CIP 230 Spreadsheet Analysis**             **3 cr. hrs.**
Spreadsheet analysis is designed for both the novice and experienced user of spreadsheets. Students learn a systematic procedure for formulating and solving business problems using current spreadsheet software.
3 lecture hours; 0 lab hours per week.

**CIP 232 Advanced COBOL Programming**        **3 cr. hrs.**
*Prerequisite: CIP 132.*
Students will learn advanced interactive and batch programming design technologies including file programs, table and array handling, subprograms, and interactive menu driving software.
3 lecture hours; 0 lab hours per week.

**CIP 250 Java Programming Fundamentals    3 cr. hrs.**
*Prerequisites: CIP 104 and CIP 170 or instructor consent.*
This course teaches students fundamentals of Java programming for the Web. It focuses on event-driven object oriented programming and includes Java control structures, event handling, I/O and applet development.
3 lecture hours; 0 lab hours per week.

**CIP 260 Systems Design and Development    3 cr. hrs.**
*Prerequisite: Sophomore status or instructor consent.*
This course is designed to guide the student through the five stages in the evolution of a system. Effective use of management sciences in meeting the needs of business systems through class projects and an off-campus project.
3 lecture hours; 0 lab hours per week.

**CIP 270 Field Project    3 cr. hrs.**
*Prerequisite: Instructor consent.*
For CIP students in the last semester of the CIP program. Students obtain employment in an approved CIP position to gain on-the-job experience.
3 lecture hours; 0 lab hours per week.

**CIP 280 Intro to Game Programming    3 cr. hrs.**
*Prerequisites: CIP 204 and CS 121 or instructor consent.*
Students will learn introductory game programming concepts using an object-oriented approach VB or C# programming language and DirectX. Topics include: understanding game loops, mouse and keyboard input, sprites, animation, object behaviors, sound scrolling, collision detection, transformations and events. The student will develop several real-time, interactive gaming projects. 3 lecture hours; 0 lab hours per week.

**CIP 299 Independent Study    .5-3 cr. hrs.**
*Prerequisite: Department Chair or Lead Instructor consent.*
Independent study or group study designed to fit the needs of the students. 0.5-3 hours lecture; 0 lab hours per week.

# Computer Operation and Equipment Repair

**COER 110 Basic Electronics    3 cr. hrs.**
A course in basic electronics for students pursuing the Computer Specialist degree or Desktop Support Technician certificate. Includes fundamental DC and AC concepts, common electronic components and basic circuits, with an emphasis on their application in PCs and peripherals. 2 lecture hours; 2 lab hours per week.

**COER 112 Microcomputer Operating Systems**
**3 cr. hrs.**
This is a course on Microcomputer Operating Systems. Intel-compatible system software will be the focus. There are two basic PC Operating Systems: 1) Microsoft Operating Systems, and 2) DOS. Each of these will be explored independently in a comparative fashion with a primary focus on the usage of the command-line interfaces. 2 lecture hours; 2 lab hours per week.

**COER 116 Microcomputer Hardware    3 cr. hrs.**
This course is an introduction to microcomputer hardware components, from a technician's perspective. Content includes motherboard, CPU, memory, storage devices, and I/O devices, etc. Emphasis is on installation and repair, as well as hardware/software interaction. Not an A+ Certification prep course, but provides a foundation for future pursuit of this credential.
2 lecture hours; 2 lab hours per week.

**COER 118 Computer Troubleshooting    3 cr. hrs.**
*Prerequisite: COER 116 "C" or better.*
This course provides an introduction to computer support, troubleshooting methodologies, and routine computer maintenance and repair.
2 lecture hours; 2 lab hours per week.

**COER 124 Internship    1-3 cr. hrs.**
*Prerequisites: COER 112 and 116 with a "C" or better and instructor consent.*
Structured work experience in computer maintenance and repair or other activity related to the student's major (application support or programming tracks). Designed to reinforce and supplement second semester coursework. May be repeated 2 times.
0 lecture hours; 5-15 lab hours per week.

**COER 125 Seminar    1 cr. hr.**
*Prerequisite: Instructor consent.*
Designed to be taken at the same time as the student's internship in computer repair, network technician, or microcomputer support. Includes discussion of workplace issues, development of job-seeking strategies, and enhancement of interpersonal skills.
1 lecture hour; 0 lab hours per week.

**COER 180 Desktop Application Support    3 cr. hr.**
*Prerequisites: CS 100 and NETW 120 "C" or better, or instructor consent.*
A course on supporting, configuring and troubleshooting common desktop PC application programs, providing hands-on as well as classroom experience. Content covers Microsoft Office, Internet Explorer, Outlook, etc., in a networked office environment. COER 180 covers topics included in the Microsoft Certified Desktop Support Technician exam or similar certification. Students should be familiar with current Microsoft operating system (XP, Vista, Etc.), basic network operation, and desktop applications from a user standpoint.
2 lecture hours; 2 lab hours per week.

**COER 216 Advanced PC Hardware/A+
 Preparation 3 cr. hrs.**
*Prerequisites: COER 116 and COER 112 and NETW 120
"C" or better or instructor consent.*
An advanced capstone course in microcomputer hardware installation, troubleshooting and repair, with an emphasis on preparing the student to take the CompTIA A+ Certified Technician certification exams.
2 lecture hours; 2 lab hours per week.

# Communications

**COMM 100 Communication Skills 3 cr. hrs.**
For career program students only. COMM 100 and ENG 132 fulfill requirements for an associate's degree in several career programs. Concentration on developing skills in writing, speaking and reading.
3 lecture hours; 0 lab hours per week.

**COMM 105 Essentials of English 3 cr. hrs.**
*Prerequisite: See Assessment and Orientation, page 23.*
Reviews grammar, punctuation, usage and sentence structure and organizational principles of writing through a variety of tasks. COMM 105 is a required course in several career curricula. 3 lecture hours; 0 lab hours per week.

# Criminal Justice

**CRJU 101 Court Systems 3 cr. hrs.**
To provide student with an overview of the history and development of the court system in the United States. This course deals with the courts at the federal, state, and county level, explaining the operation of the courts, the selection process for judges, and the limit of jurisdiction of each court. 3 lecture hours; 0 lab hours per week.

**CRJU 102 Probation and Parole 3 cr. hrs.**
To provide student with an overview of probation and parole; the decision-making process, the parolee and the Parole Board, evaluating parole. With the increasing prison population in our society, more emphasis in the future will be placed on increased use of probation and parole as the only viable solution. Any serious student studying the Criminal Justice System must gain a broad-based knowledge of the probation and parole process.
3 lecture hours; 0 lab hours per week.

**CRJU 103 Prosecution 3 cr. hrs.**
Overview of the prosecution of criminal cases at the federal, state and local level.
3 lecture hours; 0 lab hours per week.

**CRJU 151 Criminal Justice System 3 cr. hrs.**
A comprehensive view of the criminal justice system in America today.
3 lecture hours; 0 lab hours per week. IAI: CRJ 901

**CRJU 200 Criminology 3 cr. hrs.**
Broad overview of the criminal justice system and a study of crime as a social phenomenon.
3 lecture hours; 0 lab hours per week. IAI: CRJ 912

**CRJU 250 Survey of Corrections 3 cr. hrs.**
Overview of the development of corrections, correctional client, correctional process, community-based corrections. Effects of institutionalization and the future of corrections.
3 lecture hours; 0 lab hours per week. IAI: CRJ 911

**CRJU 251 Referral Services 3 cr. hrs.**
To provide student with an overview of the various agencies utilized by the police and courts to deal with people that have a variety of problems. This course lists some of the more commonly used agencies and gives some information of eligibility for services.
3 lecture hours; 0 lab hours per week.

**CRJU 260 Problem Solving 3 cr. hrs.**
Develops the skills used in problem solving as it applies to the agencies of the criminal justice system.
3 lecture hours; 0 lab hours per week.

**CRJU 271 Internship in Criminal Justice 3 cr. hrs.**
Provides a supervised work experience in one or more of various agencies in the criminal justice system.
1 lecture hour; 10 lab hours per week.

# Computer Science

**CS 090 Basic Computer Skills 1-3 cr. hrs.**
An introduction to computer usage: Windows, Internet, e-mail, Word, Excel, PowerPoint, and other current applications. Purchasing and basic maintenance of home computers. Designed for students with limited or no prior computer experience. May be repeated three times.
3 lecture hours; 0 lab hours per week.

**CS 100 Introduction to Computers 3 cr. hrs.**
*Prerequisite: Appropriate placement score or REA 093 "B" or better.*
Introduction to computer concepts, computer applications, and the impact of computers on society. Applications include problem solving methods, word processing, spreadsheet, database, presentation and web-based software. Basic Algebra or equivalent is recommended.
3 lecture hours; 1 lab hour per week.

**CS 101 Introduction to Structured
 Programming 3 cr. hrs.**
*Prerequisite: Appropriate placement score or MATH 086, 090 or 091 "C" or better.*
An entry-level course in structured programming that includes branching and loops, functions, arrays, and text files. Not for computer science majors.
3 lecture hours; 0 lab hours per week.

**CS 121 Introduction to Computer Science　　5 cr. hrs.**
*Prerequisites: Appropriate placement score or MATH 086, 090, 091 "C" or better. Recommended co-requisite: MATH 112, MATH 118, MATH 124 or MATH 131.*
The first sequence of courses for computer science majors. Provides a disciplined approach to problem solving and algorithm development using a high level language for implementation. Includes sequence, selection and repetition control structures; program design, coding, debugging, testing, and documentation with emphasis on structured programming; arrays, records, and files.
4 lecture hours; 2 lab hours per week. IAI: CS 911

**CS 140 Business Computer Systems　　3 cr. hrs.**
*Prerequisite: MATH 131 "C" or better.*
A course evenly divided between the study of Management Information Systems theory and common microcomputer productivity tools. Computer hardware, software, system analysis, database management systems, telecommunications, and artificial intelligence are among the topics surveyed. 3 lecture hours; 1 lab hour per week.

**CS 141 Programming for Business with
　　COBOL　　3 cr. hrs.**
*Prerequisite: CS 101 or CS 121 "C" or better.*
Structured programming with applications in accounting, economics, finance, and similar fields. Includes branching, arrays, files and subroutines. Language is COBOL.
3 lecture hours; 0 lab hours per week.

**CS 201 Advanced Applications Software　　3 cr. hrs.**
*Prerequisite: Appropriate placement score or MATH 086, 090, 091 and CS 100 "C" or better.*
Advanced problem solving using word processing, spreadsheet, database, and operating system software. The course includes application development in Visual Basic for Applications. 2 lecture hours; 2 lab hours per week.

**CS 210 Introduction to Educational
　　Computing　　3 cr. hrs.**
Introduction to the use of technology in K-12 education. Includes hardware concepts, software evaluation, Microsoft Office applications for education, Internet use and ethics, basic Web page design, and state and federal learning and technology standards.
2 lecture hours; 2 lab hours per week.

**CS 225 Advanced Programming　　4 cr. hrs.**
*Prerequisite: CS 121 "C" or better.*
The second in a sequence of courses for computer science majors. Includes: software engineering; abstract data types; data structures- files, sets, pointers, lists, stacks, queues, trees; program verification and complexity; recursion; dynamic concepts - memory, scope, block structures; text processing; searching and sorting algorithms. Implementation is in a high level language.
3 lecture hours; 2 lab hours per week. IAI: CS 912

**CS 242 Computer Architecture　　3 cr. hrs.**
*Prerequisite: CS 225 "C" or better.*
A study of the architecture of computer systems. Topics include combinational and sequential logic networks; computer arithmetic; memory hierarchy; CPU design; I/O architecture, hardware, and software; instruction sets and addressing modes; linking and loading.
3 lecture hours; 0 lab hour per week.

**CS 251 Programming for Science　　3 cr. hrs.**
*Prerequisite: MATH 124 "C" or better.*
Structured programming with applications in mathematics, engineering, and the physical and biological sciences. Introduction to numerical methods and numerical analysis using a high level language as the language of implementation. 3 lecture hours; 0 lab hours per week.

**CS 252 Data Structures　　3 cr. hrs.**
*Prerequisites: CS 225 and MATH 161 "C" or better.*
The third in a sequence of three courses for computer science majors. Includes: various algorithmic paradigms, recurrence relations; complexity analysis; advanced algorithms for sorting, searching and string processing; advanced abstract data types - sets, graphs, heaps, hash tables; random number generation, object-oriented programming.
3 lecture hours; 0 lab hours per week. IAI: CS 921

# Economics

**ECON 150 Consumer Economics　　3 cr. hrs.**
Study which leads to the understanding of financial management principles relating to individuals. Discusses receipts of income, personal goal setting, and budgeting. Also, individual spending in such areas as shelter, risk coverage, taxes and the investment of discretionary funds to further an individual's asset holdings.
3 lecture hours; 0 lab hours per week.

**ECON 221 Principles of Macro Economics　　3 cr. hrs.**
Study of the basic macro economic principles of a capitalistic economy, its strengths and weaknesses including supply and demand, prices, role of government, national income measurement and determination, money, banking, monetary and fiscal policies, inflation and unemployment, international trade and payments.
3 lecture hours; 0 lab hours per week. IAI: S3 901

**ECON 222 Principles of Micro Economics　　3 cr. hrs.**
Study of the basic micro economic principles of a capitalistic economy emphasizing supply and demand, prices, elasticity, competitive forms in product and resource markets, government and business relationships, poverty, and agriculture.
3 lecture hours; 0 lab hours per week. IAI: S3 902

**ECON 228 Probability and Statistics for**
**                    Business Economics          3 cr. hrs.**
*Prerequisite: MATH 112 "C" or better or by algebra assessment.*
Graphical methods, measures of central tendency and dispersion, correlation, regression and prediction, probability, distributions, parameter estimation, test for significance, introduction to analysis of variance and bivariate models. 3 lecture hours; 0 lab hours per week. IAI: M1 902, BUS 901

**ECON 270 Introduction to International**
**                    Business                    3 cr. hrs.**
This course provides an overview and a basic understanding of current world activities, practices, and governmental aids and barriers to international trade. Exploration of various economic, geographic, political and cultural differences affecting international trade.
3 lecture hours; 0 lab hours per week.

# Education

**EDUC 101 Introduction to Education          3 cr. hrs.**
An overview of American education as both a professional and a public enterprise. Social, historical, and philosophical foundations give perspective to an examination of current issues, policies, and trends in the field of education, including cultural diversity. Includes such topics as organization and structure, finance, and curriculum. 2.5 lecture hours; 0.5 lab hour per week.

**EDUC 102 Diversity of Schools and Society     3 cr. hrs.**
Diversity of Schools and Society will focus on how schooling is shaped by the social contexts in which it occurs, particularly in the multicultural and global contexts 3 lecture hours; 0 lab hours per week.

**EDUC 235 Clinical Observation in Education  2 cr. hrs.**
Sophomore standing recommended. Clinical observation of learning in a variety of educational settings for those considering teaching as a career. Pre-teaching majors planning to transfer to state universities are strongly advised to enroll in this course to fulfill prerequisites for programs. 1 lecture hour; 2 lab hours per week.

# Emergency Medical Services

**EMS 100 Emergency Medical Technician Basic  8 cr. hrs.**
*Prerequisite: At least 18 years of age, high school diploma or GED, current CPR card (healthcare provider level).*
Prepares individuals to provide basic emergency care at the scene of an accident or illness and to stabilize and transport the victim to a facility providing thorough emergency medical services. The course will include the treatment of common medical emergencies and injuries as well as the roles and responsibilities of emergency medical completion of the course, the student will be eligible to take the state EMT-B test or the National Registry.
6 lecture hours; 4 lab hours per week.

**EMS 102 EMT – Basic Clinical                1 cr. hr.**
*Prerequisite: Concurrent enrollment in EMS 100.*
The student in this course will have field experiences under the direction of experienced preceptors. The student is required to complete a minimum number of hours of experience. This includes twenty-four hours in the Emergency Department and twenty-four hours of ride time in an ambulance. This course is designed to augment each phase of the didactic material presented in EMT-Basic (EMS 100). 0 lecture hours; 2 lab hours per week.

**EMS 110 Paramedic Theory I                7 cr. hrs.**
*Prerequisite: EMS 100 "C" or better and pass grade for EMS 102 and a current CPR card (Healthcare Provider) or Illinois Basic License and a current CPR Card (Healthcare Provider). Concurrent enrollment in EMS 114.*
Prepare individuals to complete preparation for paramedic certification. This course will include proper techniques for administration of medications. An in-depth look at the respiratory, cardiovascular and muscular systems occurs. Cardiac electrophysiology and EKG interpretation is also included. 6 lecture hours; 2 lab hours per week.

**EMS 112 Paramedic Theory II                8 cr. hrs.**
*Prerequisite: EMS 100 "C" or better and a current CPR card (Healthcare Provider) Concurrent enrollment in EMS 114.*
Prepare individuals to complete preparation for paramedic certification. This course will include a variety of medical emergencies related to the cardiac, neurological, skeletal and integumentary systems. Traumatic injuries will be discussed as well as medical and legal issues in EMS.
7 lecture hours; 2 lab hours per week.

**EMS 114 Paramedic Clinical I                1 cr. hr.**
*Prerequisite: Concurrent enrollment in EMS 110 and 112.*
The student in this course will have field and in-hospital experiences under the direction of experienced preceptors. The student is required to complete a minimum number of hours of experience. This includes fifty-two hours in the Emergency department, sixteen hours in a critical care/intensive care unit, four hours with cardiopulmonary/respiratory therapy staff, and twelve hours in the operating room/surgery. This course is designed to augment each phase of the didactic material presented in EMS 110 Paramedic Theory I and EMS 112 Paramedic Theory II.
0 lecture hours; 2 lab hours per week.

**EMS 210 Paramedic Theory III                7 cr. hrs.**
*Prerequisite: EMS 110 and EMS 112 "C" or better and a pass grade for EMS 114 and a current CPR card (Healthcare Provider). Concurrent enrollment in EMS 214.*
This course prepares individuals to complete preparation for paramedic certification. This course will include a variety of medical emergencies related to shock, electrolyte imbalance, endocrine emergencies, anaphylaxis, poisoning, mental health and pregnancy and childbirth. 6 lecture hours; 2 lab hours per week.

**EMS 212 Paramedic Theory IV　　　8 cr. hrs.**
*Prerequisite: EMS 210 "C" or better and concurrent enrollment in EMS 214.*
This course prepares individuals to complete preparation for paramedic certification. This course will include a variety of medical emergencies related to neonatal resuscitation, the care of the pediatric patient, certification in Pediatric Advanced Life Support, care of the geriatric patient, abuse and assault of children and adults and additional information for functioning on an EMS service.
7 lecture hours; 2 lab hours per week.

**EMS 214 Paramedic Clinical II　　　2 cr. hrs.**
*Prerequisite: Concurrent enrollment in EMS 210 and EMS 212.*
The student in this course will have field and in-hospital experiences under the direction of experienced preceptors. The student is required to complete a minimum number of hours of experience. This includes 52 hours in the Emergency Department, 16 hours in a critical care/ intensive care unit, 4 hours with cardiopulmonary/ respiratory therapy staff, and 12 hours in the operating room/surgery. This course is designed to augment each phase of the didactic material presented in EMS 210 Paramedic Theory III and EMS 212 Paramedic Theory IV. This course is also designed to act as a continuum of clinical experience from EMS 102 Basic Clinical and EMS 114 Paramedical Clinical I.
0 lecture hours; 4 lab hours per week.

**EMS 216 Paramedic Clinical III　　　8 cr. hrs.**
*Prerequisite: EMS 210 and EMS 212 "C" or better and a pass grade for EMS 214.*
The student in this course will have field and in-hospital experience under the direction of experienced preceptors. Cumulatively from EMS 114 (Paramedic Clinical I) and EMS 214 (Paramedic Clinical II), the student should have obtained, at minimum, of 104 hours in a dedicated Emergency Department, 32 hours in an intensive care/critical care unit, 16 hours in a pediatric inpatient unit, 16 hours in a labor and delivery unit, 8 hours with cardiopulmonary/respiratory therapy staff, 16 hours with mental health staff, and 24 hours in surgery/operating room. In addition, a minimum of 300 hours will be spent in an ambulance under the direction of experienced preceptors. This course is competency based, and may result in the extension of clock hours to meet all clinical competencies. 0 lecture hours; 16 lab hours per week.

# English

**ENG 081 Writing Fundamentals I　　　3 cr. hrs.**
*Prerequisite: Appropriate COMPASS score.*
ENG 081 emphasizes basic grammar, sentence structure, and the fundamental principles of paragraph development in order to prepare for English 091.
3 lecture hours; 0 lab hours per week.

**ENG 091 Writing Fundamentals II　　　3 cr. hrs.**
*Prerequisite: Appropriate COMPASS score or ENG 081 "C" or better.*
ENG 091 emphasizes strategies for organization and development of paragraphs and short essays.
3 lecture hours; 0 lab hours per week.

**ENG 101 Composition I　　　3 cr. hrs.**
*Prerequisite: ACT English score of 22-30 or appropriate COMPASS score; or English 091 "C" or better.*
English 101 is designed for students who are competent in the fundamentals of composition. Students will write essays using a variety of expository strategies and will apply standard techniques of documentation when appropriate. 3 lecture hours; 0 lab hours per week.
IAI: C1 900 (Grade of "C" or higher required for this course to be eligible to be included in the IAI General Education Core Curriculum.)

**ENG 102 Composition II　　　3 cr. hrs.**
*Prerequisite: English 101 "C" or better.*
English 102 is a continuation of English 101, is a required composition course that involves reading, discussion, and analysis of a body of literature to generate ideas for critical and persuasive papers, including one documented research paper. 3 lecture hours; 0 lab hours per week. IAI: C1 901R (Grade of "C" or higher required for this course to be eligible to be included in the IAI General Education Core Curriculum.)

**ENG 103 Advanced Academic Reading　　　3 cr. hrs.**
*Prerequisite: Appropriate COMPASS score or REA 098 "C" or above.*
ENG 103 refines the reading skills necessary for success in college level textbooks and related reading, focusing on vocabulary, comprehension, critical reading, rate flexibility and study strategies.
3 lecture hours; 0 lab hours per week.

**ENG 132 Technical Writing I　　　3 cr. hrs.**
*Prerequisites: COMM 100 and appropriate COMPASS score or COMM 100 and COMM 105 or ENG 101 "C" or better or BE 180 or instructor consent.*
ENG 132 includes correspondence, memo reports, formal reports, abstracts, fact sheets, instructions and proposals. Includes use of a word processor.
3 lecture hours; 0 lab hours per week.

**ENG 190 Introduction to Literature　　　3 cr. hrs.**
*Prerequisite: Appropriate COMPASS score or concurrent enrollment in REA 098.*
This course offers an introduction to works of poetry, drama, and fiction in order to develop the reader's interpretive skills. The course is designed to promote an awareness of excellence in literature as well as an appreciation of diversity.
3 lecture hours; 0 lab hours per week. IAI: H3 900

**ENG 200 Writing Situations          1-3 cr. hrs.**
*Prerequisite: ENG 101 "C" or better or ENG 132, or instructor consent.*
This course provides student with experiences in identifying and improving writing skills in specific kinds of writing situations, with an emphasis on situation and audience. Specific content will be tailored to student's needs and interests.
1-3 lecture hours; 0 lab hours per week.

**ENG 205 Studies in Literature          3 cr. hrs.**
ENG 205 offers intensive study of a genre, topic, group of authors, or a single major writer. Images of Women in Literature, Psychology and Literature, Folklore, Science Fiction/Fantasy, Tragedy, Detective Fiction and Biblical Images in Literature are among offerings. May be repeated once. 3 lecture hours; 0 lab hours per week.

**ENG 206 Minority American Literature          3 cr. hrs.**
*Prerequisite: ENG 101 "C" or better.*
This course provides an introduction to the literary and cultural traditions of U.S. minority cultures – such as Native American, African American, Asian American, and Hispanic American – and to the general issues of cultural marginalization of minorities in the American experience.
3 lecture hours; 0 lab hours per week. IAI: H3 910D

**ENG 207 Introduction to Women Writers          3 cr. hrs.**
*Prerequisite: ENG 101 "C" or better.*
Students examine various types of literary works in the context of culture, society, and sexuality. Literatures of self-definition, identification, protest, and occupation may be included.
3 lecture hours; 0 lab hours per week. IAI: H3 911D

**ENG 208 Introduction to Poetry          3 cr. hrs.**
*Prerequisite: ENG 101 "C" or better.*
ENG 208 is an introductory course designed to expose students to poetry as a genre with an emphasis on reading, discussing and writing effectively about a range of poems.
3 lecture hours; 0 lab hours per week. IAI: H3 903

**ENG 210 Introduction to Fiction          3 cr. hrs.**
*Prerequisite: ENG 101 "C" or better.*
Reading and discussion of representative short stories and novels from a range of literatures, with some attention to critical work on fiction.
3 lecture hours; 0 lab hours per week. IAI: H3 901

**ENG 213 American Literature I          3 cr. hrs.**
*Prerequisite: ENG 101 "C" or better.*
A survey of representative works illustrating the development of American literature from its beginning to the Civil War with emphasis on major literary movements understood in relation to their intellectual, social and political contexts.
3 lecture hours; 0 lab hours per week. IAI: H3 914

**ENG 214 American Literature II          3 cr. hrs.**
*Prerequisite: ENG 101 "C" or better.*
A survey of representative works illustrating the development of American Literature from the Civil War to the present, with a emphasis on major literary movements understood in relation to their intellectual, social, and political context.
3 lecture hours; 0 lab hours per week. IAI: H3 915

**ENG 215 Western Lit in Translation I          3 cr. hrs.**
*Prerequisite: ENG 101 "C" or better.*
Reading and analysis of representative works of Western Civilization from Homer through the Renaissance.
3 lecture hours; 0 lab hours per week. IAI: H3 906

**ENG 216 Western Lit in Translation II          3 cr. hrs.**
*Prerequisite: ENG 101 "C" or better.*
Reading and analysis of representative works of Western Civilization from Neoclassicism through symbolism and the modern school, from Moliere through Camus.
3 lecture hours; 0 lab hours per week. IAI: H3 907

**ENG 217 African and Caribbean Literature    3 cr. hrs.**
*Prerequisite: ENG 101 "C" or better.*
An introduction to the literature in English by writers from Africa and the Caribbean with an intellectual, social and political contexts of their works. Satisfies the non-western requirement. 3 lecture hours; 0 lab hours. IAI: H3 908N

**ENG 218 Latin American Literature in
          Translation          3 cr. hrs.**
*Prerequisite: ENG 101 "C" or better.*
An introduction to the literatures in translation of Latin American counties including at least three of the following: Mexico, Peru, Colombia, Argentina, Puerto Rico, Cuba, Uruguay, Chile and Brazil. Emphasis on literature as an expression of culture. Satisfies the non-western requirement.
3 lecture hours; 0 lab hours per week. IAI: H3 908N

**ENG 219 Eastern Literatures in Translation    3 cr. hrs.**
*Prerequisite: ENG 101 "C" or better.*
Reading and analysis of representative works of Eastern Literatures. Emphasizes one or more of these literatures: Asia, the Asian Subcontinent, the Middle East. Satisfies the non-western requirement.
3 lecture hours; 0 lab hours per week. IAI: H3 908N

**ENG 221 British Literature I          3 cr. hrs.**
*Prerequisite: ENG 101 "C" or better.*
A survey of representative works illustrating the development of British Literature from its beginnings to 1800, with an emphasis on major literary movements understood in relation to their intellectual, social and political contexts.
3 lecture hours; 0 lab hours per week. IAI: H3 912

**ENG 222 British Literature II            3 cr. hrs.**
*Prerequisite: ENG 101 "C" or better.*
A survey of representative works illustrating the development of British Literature from 1800 to the present, with an emphasis on major literary movements understood in relation to their intellectual, social, and political contexts.
3 lecture hours; 0 lab hours per week. IAI: H3 913

**ENG 223 Introduction to Shakespeare     3 cr. hrs.**
*Prerequisite: ENG 101 "C" or better.*
An introduction to Shakespeare's works by genre (comedy, history, tragedy and non-dramatic poetry). The course will focus on Shakespeare's work in the context of his own time as well as our own.
3 lecture hours; 0 lab hours per week. IAI: H3 905

**ENG 231 Fiction Writing                 3 cr. hrs.**
Students will understand the structure and elements of fiction and the writing process, produce fully-developed works of fiction, and demonstrate an understanding of the critical terminology of the creative writer.
3 lecture hours; 0 lab hours per week.

**ENG 232 Poetry Writing                  3 cr. hrs.**
Students will understand the structure and elements of poetry and the writing process, produce fully-developed works of poetry, and demonstrate an understanding of the critical terminology of the creative writer.
3 lecture hours; 0 lab hours per week.

**ENG 240 Children's Literature           3 cr. hrs.**
*Prerequisite: ENG 101 "C" or better.*
Analysis of classic and contemporary children's literature and examination of criteria for selection and evaluation of children's books. 3 lecture hours; 0 lab hours per week.

**ENG 242 Technical Writing II            3 cr. hrs.**
*Prerequisite: ENG 132 or instructor consent.*
Experience and skill in writing technical materials from proposals to research projects.
3 lecture hours; 0 lab hours per week.

**ENG 243 Writing for the Media           3 cr. hrs.**
An understanding of those characteristics of the print and broadcast media necessary to write effective press releases, newsletters, speeches, articles and brochures.
3 lecture hours; 0 lab hours per week.

**ENG 245 Writing Internship              3 cr. hrs.**
*Prerequisite: Instructor consent.*
Actual work experience in any appropriate writing situation: journalism; media (radio, television); advertising; social service agencies; on-profit organizations; public relations; and business and technical writing.
0 lecture hours; 15 lab hours per week to be arranged.

**ENG 250 Film as Literature             3 cr. hrs.**
*Prerequisite: ENG 101 "C" or better.*
Examination of film as an art form. Includes historical development and trends; aesthetic importance; social impact; technical aspects; production methods; and screening, discussion, and critical evaluation of selected films. 2 lecture hours; 2 lab hours per week.

## Engineering Technology

**ENGT 100 Engineering Technology Systems    2 cr. hrs.**
An investigation into the operation, assembly and applications of engineering systems. Students will be introduced to block diagram representations of physical systems and common procedures for understanding and analyzing engineering systems of an electrical, mechanical, manufacturing, software and hybrid nature.
2 lecture hours; 0 lab hours per week.

**ENGT 101 Blueprint/Schematic Reading      3 cr. hrs.**
Course focuses on basic interpretation and understanding of architectural, electrical, hydraulic and pneumatic, mechanical, and welding drawing/schematics. Studies provide students with basic knowledge to decipher different types of symbols found on prints and schematics. (Class may be broadened to unique and specific fields of study depending on the student preference or career field.)
2 lecture hours; 2 lab hours per week.

**ENGT 102 Fundamentals of AutoCAD          2 cr. hrs.**
This course provides a basic study of drafting terminology and graphic illustration techniques as used in various engineering and technology careers. Students will increase skill development using software such as Mechanical Desktop's graphics, AutoCAD 2002 or newer. This course will focus on command/icon skills utilization in designing and modifying graphic illustrations. Students will demonstrate skills that range from basic to intermediate drawing menu/icon commands as used in varied industrial field drawing designs.
1 lecture hour; 2 lab hours per week.

**ENGT 103 Fundamentals of DC Circuits      2 cr. hrs.**
*Prerequisite: Concurrent enrollment in MATH 123 recommended.*
This course is an introductory course in direct current (DC) circuit concepts. Topics include atomic theory, series, parallel and combination circuits, Ohm's law, capacitance and inductance. 1 lecture hour; 2 lab hours per week.

**ENGT 104 Fundamentals of Machining        2 cr. hrs.**
This course will expose engineering technology students to the activities within a machine shop. An overview of the various machines used in a typical manufacturing process will be discussed and demonstrated.
2 lecture hours; 0 lab hours per week.

**ENGT 105 PC Applications in Technology     3 cr. hrs.**
A course designed for developing computer communicating information skills in an Engineering

Technology career environment. Course focuses on needed computer operator skills; usage of current computer operating systems software and utilities; Microsoft's Office application software Word, Excel, and Internet Explorer; Productivity software: Outlook; and Simulation software Automation Studio.
2 lecture hours; 2 lab hours per week.

**ENGT 106 Sustainable Energy Systems I        3 cr. hrs.**
*Prerequisites: Concurrent enrollment in MATH 123 and ENGT 103.*
This course investigates the currently available forms of alternative and sustainable/renewable energies.  Power, conversion and efficiency are introduced and applied to solar, hydro, photovoltaic, tidal wind and bio energy generation processes. Integration of alternative energy generation to conventional systems is also included.
3 lecture hours; 0 lab hours per week.

**ENGT 150 Hydraulics/Pneumatics        3 cr. hrs.**
*Prerequisite: MATH 123 "C" or better or equivalent or instructor consent.*
This course is a study of hydraulic and pneumatic component systems and their use for power transmission and control purposes.
2 lecture hours; 2 lab hours per week.

**ENGT 163 Fundamentals of AC Power        3 cr. hrs.**
*Prerequisites: MATH 123 and ENGT 103.*
An intermediate circuit analysis course involving alternating current (AC) electrical concepts. Topics include AC voltage, phase and frequency considerations; transformers, residential and commercial power distribution; three-phase power and loads; power control components and frequency drives.
2 lecture hours; 2 lab hours per week.

**ENGT 168 Logic Systems I        3 cr. hrs.**
*Prerequisites: MATH 123 and ENGT 103.*
An introductory course on integrated and programmed logic components and related systems. Topics include number systems, conversions, Boolean algebra, K-maps, gates and inverters, counters and registers, memory and data acquisition circuits. Multisim software is used to assist the design and analysis of logic circuits.
2 lecture hours; 2 lab hours per week.

**ENGT 170 Engineering Materials        3 cr. hrs.**
*Prerequisite: MATH 123 "C" or better or equivalent or instructor consent.*
A course in basic materials of engineering which includes ferrous and non-ferrous metals, heat treatment of metals, plastics, rubber, and inorganic non-metallic materials used in industry. 2 lecture hours; 2 lab hours per week.

**ENGT 172 AutoCAD I – 2D Graphics        3 cr. hrs.**
*Prerequisites: ENGT 101 and ENGT 102 "C" or better or instructor consent.*
A course in graphical illustration applications directed to the intermediate and advanced study of 2D mechanical illustrations, terminology, and techniques using

Mechanical Desktop's graphics computer aided drafting software AutoCAD 2002 or newer.  Studies progress from basic three view orthographic drawings to more advanced aux views, section views, true shape, and basic descriptive geometry. 1 lecture hour; 4 lab hours per week.

**ENGT 180 Basic Manufacturing Processes        3 cr. hrs.**
*Prerequisite: ENGT 104 "C" or better or instructor consent.*
This is the introductory machine shop course.  Topics will include shop safety, proper care and usage of hand tools, setup and usage of saws and drill presses, basic layout procedures, and the correct application of rules, calipers, and micrometers. 2 lecture hours; 2 lab hours per week.

**ENGT 186 Introductory CNC        3 cr. hrs.**
*Prerequisite: ENGT 104 "C" or better or instructor consent.*
This is the first course in a three course sequence in computerized numerical control.  The principles, techniques, and elementary applications of CNC will be explored. Some programming and laboratory experience will be obtained. Machine safety issues will be addressed.
2 lecture hours; 2 lab hours per week.

**ENGT 190 Engineering Tech Practicum        2 cr. hrs.**
*Prerequisite:  Successful completion of first year courses in the electrical engineering track of ENGT.*
An internship course to be performed during or between the freshman and sophomore years and upon completion of the first year degree requirements. Students are expected to locate and materially participate in an employment environment related to their chosen field of study. The internship requires periodic discussions of text, student journals, employment experiences and problem-solving concepts. Eighty hours of intern employment equals one academic credit hour.
2 lecture hours; 0 lab hours per week.

**ENGT 206 Sustainable Energy Systems II        3 cr. hrs.**
*Prerequisite: ENGT 106.*
Follow-up course to Sustainable Energy Systems I, Sustainable Energy Systems II investigates alternative renewable energies. Power, conversion and efficiency are reviewed and applied to tidal, wind and geothermal energy processes. Biomass products and processes are explored, and integration of alternative generation to conventional systems is considered.
2 lecture hours; 2 lab hours per week.

**ENGT 210 Mechatronics I        3 cr. hrs.**
*Prerequisites: MATH 123 and ENGT 103.*
This course is an introduction to the components and concepts of industrial instrumentation, closed-loop control, engineering mechanisms and measurement of physical variables using conventional and contemporary technologies. Coursework is consistent with preparation for the ISA Certified Control System Technician (CCST) examination. Project and task-oriented lab experiments utilize LabVIEW and Wonderware software.
2 lecture hours; 2 lab hours per week.

**ENGT 215 Experimental Testing Systems      3 cr. hrs.**
*Prerequisites: MATH 123 and ENGT 163.*
This course is an investigation into the principles and procedures of experimental testing for function and reliability. Fixture design considerations, sensor specifications, data acquisition hardware integration, measurement system calibration and statistical data analysis topics are included.
2 lecture hours; 2 lab hours per week.

**ENGT 218 Logic Systems II                3 cr. hrs.**
*Prerequisites: MATH 123 and ENGT 168.*
An advanced logic systems course involving digital systems for measurement, computation and control. Topics include hardware systems for the purposes of personal computing, data acquisition, programmable control and micro controlling. 2 lecture hours; 2 lab hours per week.

**ENGT 222 Auto CAD II – 3D Graphics      3 cr. hrs.**
*Prerequisite: ENGT 172 or GE 101 "C" or better or instructor consent.*
A course in graphical illustration designed for studies

which develop skills in illustrating 3D Mechanical drawings. Studies include intermediate and advanced skill development for 3D mechanical illustration, terminology and techniques using Mechanical Desktop's graphics CAD software AutoCAD 2002 or newer. Studies progress from basic wire frame and surface models to solid modeling and rendering. 1 lecture hours; 4 lab hours per week.

**ENGT 224 Computer Programming          3 cr. hrs.**
*Prerequisite: MATH 223.*
Acquaints students with the use of microcomputers by programming in Visual Basic and Visual C++ languages. Includes problem solving techniques using arrays, branching methods, loops, subprograms, and parameter passing. 2 lecture hours; 2 lab hours per week.

**ENGT 226 Professional Engineering I        3 cr. hrs.**
*Prerequisite: ENGT 172 "C" or better or instructor consent.*
Beginning 3-D Modeling using Pro E, covering the areas of constraint based sketching, extruding, feature construction tools, revolved features, drawing and section views. 2 lecture hours; 2 lab hours per week.

**ENGT 231 Lathe Operations               3 cr. hrs.**
*Prerequisite: ENGT 180 "C" or better or instructor consent.*
In this manufacturing processes course, the student will learn about lathe operations. Topics include lathe geometry, spindle and quick change gearing, saddle controls and power feeds, cross slide and compound slide plus gibbing, backlash compensation, chucks and collets, turning, grinding, sharpening, honing, tool height and angle adjustment, and speeds and feeds.
2 lecture hours; 2 lab hours per week.

**ENGT 232 Milling Operations             3 cr. hrs.**
*Prerequisite: ENGT 180 "C" or better or instructor consent.*
In this manufacturing processes course, the student will learn about vertical and horizontal milling. Topics include milling machine geometry, gear boxes and power feeds, correct use of spindle hand feed, correct cutter rotation for uphill milling and downhill milling and when to use each, spindle speeds and feeds, use of parallel vises, work piece clamping, alignment of vise with machine table, and backlash compensation.
2 lecture ours; 2 lab hours per week.

**ENGT 236 Intermediate CNC              3 cr. hrs.**
*Prerequisite: ENGT 186 "C" or better.*
This second course in CNC operations will expand to the student programming and operations of the CNC lathe and vertical milling machines. Topics will include programming formats, canned cycles, cutter compensation, and auxiliary machine control functions.
2 lecture hours; 2 lab hours per week.

**ENGT 256 Energy Systems Practicum       2 cr. hrs.**
*Prerequisite: Successful completion of first year sustainable energy certificate courses.*
This is an internship course to be performed upon or near graduation form the Sustainable Energy certificate program. Students are expected to locate and materially participate in an employment experience related to alternative or sustainable energy generation. The internship requires periodic discussions of student journals, employment experiences, problem solving experiences and system design or analysis applications. Eighty hours of intern employment equals one academic credit hour.
2 lecture hours; 0 lab hours per week.

**ENGT 260 Mechatronics II                3 cr. hrs.**
*Prerequisites: MATH 223 and ENGT 210.*
A continuation of the Mechatronics course offered in the third semester. This course involves a study of close-loop controllers, multi-loop systems, PLC's and human-machine interfaces. The course focuses upon continuous control mode algorithms, multi-loop configurations and HMI/MMI using commonly available software. Loop analysis, tuning, and troubleshooting is emphasized during task-oriented lab experiments. The ISA-CCST emphasis is also continued from the previous course.
2 lecture hours; 2 lab hours per week.

**ENGT 263 Topics in Engineering Tech       3 cr. hrs.**
*Prerequisite: Sophomore standing.*
This is a study of new and evolving technologies in engineering. Current topics include locating and learning new technologies, technological trends, micro-electro-mechanical sensors (MEMS), nano-scale technologies, autonomous systems and alternative energies.
3 lecture hours; 0 lab hours per week.

**ENGT 268 Engineering Technology Project    3 cr. hrs.**
*Prerequisites: Sophomore standing or instructor consent.*
This is a final semester course involving the design, assembly and testing of an original engineering project. The student is expected to actively participate in a hands-on, team-oriented project design. The course requires a one-hour weekly team meeting.
2 lecture hours; 2 lab hours per week.

**ENGT 270 Statics & Strength of Material    4 cr. hrs.**
*Prerequisite: MATH 123"C" or better or equivalent or instructor consent.*
Study of static force systems, calculations of centroids, centers of gravity, friction, moments of inertia, sheer moment diagrams, properties of materials. Determining stress and strain of materials when loaded in tension, compression, shear or torsion, and combined loadings.
4 lecture hours; 0 lab hours per week.

**ENGT 272 Computer Aided Drafting I    2 cr. hrs.**
*Prerequisite:  ENGT 222 "C" or better or ENGT 226 "C" or better.*
A projects course in specific and unique graphical illustration applications directed to the advanced study of 2D or 3D illustration terminology and techniques using Mechanical Desktop's graphics computer aided drafting software AutoCAD 2002 or newer. Areas of studies will be determined by instructor and student depending upon the student's chosen career field of expertise. Course may also be a continuation course for General Occupational Technical Studies students who have experience in a career-specific field who need further studies in drafting or in their related field.  0 lecture hours; 4 lab hours per week.

**ENGT 274 Computer Aided Drafting II    3 cr. hrs.**
*Prerequisite: ENGT 226 "C" or better.*
A project course in specific and unique graphical illustration applications directed to the advanced study of 3D illustration terminology and techniques using Pro E/Wildfire computer aided drafting software. Areas of studies will be determined by instructor and student expertise. Course may also be a continuation course for students who have experience in a career specific field who need further studies in drafting or in their related field. 0 lecture hours; 6 lab hours per week.

**ENGT 276 Professional Engineering II    3 cr. hrs.**
*Prerequisite: ENGT 226 "C" or better.*
The second course in the study of professional engineering with the addition of sheet metal, sweeps and assemblies.
1 lecture hour; 4 lab hours per week.

**ENGT 280 Quality Issues in Machining    3 cr. hrs.**
*Prerequisite: ENGT 180 "C" or better.*
This manufacturing processing course will focus on the inspection, measurement, and quality control issues that arise during the manufacturing process. Descriptive statistics will be used, covered and applied to manufacturing processing applications.
2 lecture hours; 2 lab hours per week.

**ENGT 283 Advanced Machining Operations    3 cr. hrs.**
*Prerequisites: ENGT 231 and ENGT 232 "C" or better.*
This course provides further instruction in the operation of lathes, mills, and inspection procedures. Topics include lathe and milling projects requiring heat treatment and post treatment grinding, setup and operation of surface grinders, inspection and measurement issues.
2 lecture hours; 2 lab hours per week.

**ENGT 286 Advanced CNC with CAM    3 cr. hrs.**
*Prerequisite: ENGT 236 "C" or better.*
During this third course of CNC operations, the student will be acquainted with computer aided manufacturing programming. The students will define an object, determine the sequence of operations and cutter path, and produce the part. 2 lecture hours; 2 lab hours per week.

**ENGT 290 Engineering Tech Internship    3 cr. hrs.**
An internship course to be performed upon or near graduation from the engineering technology program. Students are expected to locate and materially participate in an employment experience related to their chosen field of study. The internship requires periodic discussions of student journals, employment experiences, problem solving experiences and system design or analysis applications. Eighty hours of intern employment equals one academic credit hour.
3 lecture hours; 0 lab hours per week.

# English as a Second Language
**ESL 061 Basic Sentence Structure    4 cr. hrs.**
*Prerequisite: ESL Program Coordinator consent.*
In this course, students will master the paragraph and learn the structure of the essay. Since good writing results from working through a process that begins with exploration of ideas and ends with editing, students will learn the steps of process writing and also practice the mechanics that will produce an acceptable final product.
3 lecture hours; 2 lab hours per week.

**ESL 062 Intermediate Grammar    1-4 cr. hrs.**
*Prerequisite: ESL Program Coordinator consent.*
In this course, students will master the paragraph and learn the structure of the essay. Since good writing results from working through a process that begins with exploration of ideas and ends with editing, students will learn the steps of process writing and also practice the mechanics that will produce an acceptable final product.
1-3 lecture hours; .5-2 lab hours per week.

**ESL 062A Intermediate Grammar Online      1 cr. hr.**
*Prerequisite: ESL Program Coordinator consent.*
This is the online component associated with ESL 062 Intermediate Grammar. This course, in conjunction with ESL 062 Intermediate Grammar, gives an overview of the structure of the simple English sentence; it concentrates on the noun phrase and the verb phrase. This course helps students understand the system of the English language and the rules that govern the system. Grammar is taught in a holistic context. In other words, each grammar point is taught within a thematic unit; students learn the vocabulary associated with the theme and practice the grammar through a series of online exercises and activities including quizzes and discussion boards. This course may be repeated three times. 1 lecture hour; 0 lab hours per week.

**ESL 063 Reading I                              4 cr. hrs.**
*Prerequisite: ESL Program Coordinator consent.*
This course is designed to develop vocabulary and reading skills at the intermediate level. Students will improve skills at the intermediate level. Students will improve comprehension by learning to process sentence patterns that combine ideas, by reading for the main idea and the supporting details. Student will reinforce comprehensive and retention of ideas through outlining and summarizing. Students will also expand their vocabulary by learning to use context and by learning word families and affixation. An introduction to library resources is also part of this course. 3 lecture hours; 2 lab hours per week.

**ESL 064 Intermediate Reading         1-4 cr. hrs.**
*Prerequisite: ESL Program Coordinator consent.*
This course is designed to develop vocabulary and reading skills at the intermediate level. Students will improve comprehension by learning to process sentence patterns that combine ideas, by reading for the main idea and the supporting details. Student will reinforce comprehensive and retention of ideas through outlining and summarizing. Students will also expand their vocabulary by learning to use context and by learning word families and affixation. An introduction to library resources is also part of this course. 1-3 lecture hours; .5-2 lab hours per week.

**ESL 064A Intermediate Reading Online      1 cr. hr.**
*Prerequisite: ESL Program Coordinator consent.*
This course is the online component associated with ESL 064 Intermediate Reading. It is designed to reinforce the reading, vocabulary and research skills taught in ESL 064. Students will practice reading for the main idea, reading for specific information, and reading for comprehension. They will also practice the techniques needed to retain information from the reading by writing outlines and summaries. They will learn how to find the meaning of vocabulary through context.  Students will practice online research skills and use PLATO to practice reading skills. 1 lecture hour; 0 lab hours per week,

**ESL 065 Writing I                              4 cr. hrs.**
*Prerequisite: ESL Program Coordinator consent.*
In this course, students will master the paragraph and learn the structure of the essay. Since good writing results from working through a process that begins with exploration of ideas and ends with editing, students will learn the steps of process writing and also practice the mechanics that will produce an acceptable final product.
3 lecture hours; 2 lab hours per week.

**ESL 066 Intermediate Writing         1-4 cr. hrs.**
*Prerequisite: ESL Program Coordinator consent.*
In this course, students will master the paragraph and learn the structure of the essay. Since good writing results from working through a process that begins with exploration of ideas and ends with editing, students will learn the steps of process writing and also practice the mechanics that will produce an acceptable final product.
1-3 lecture hours; .5-2 lab hours per week.

**ESL 066A Intermediate Writing Online      1 cr. hr.**
*Prerequisite: ESL Program Coordinator consent.*
This course is the online component associated with ESL 066. This course is designed to introduce the process of academic writing in English to advanced beginning and intermediate ESL students. Students will master different kinds of paragraph writing, learn the structure of the essay and practice the skills necessary for academic writing.
Because good writing results from working through a process that begins with the exploration of ideas and ends with editing, students will learn all the necessary steps of process writing and will then practice the mechanics that produce an acceptable final product.
1 lecture hour; 0 lab hours per week.

**ESL 067 Listening/Speaking I            4 cr. hrs.**
*Prerequisite: ESL Program Coordinator consent.*
The principal objectives of this course are improve the listening and speaking skills of international students and non-native speakers of English so they can function effectively and comfortably in situations beyond the basic survival setting and to prepare them for the more specific listening and speaking tasks required in the academic setting. Students will learn to discuss topics important to well-educated people and to present persuasive opinions about them. Students will listen to lectures and learn how to take notes. They will engage in a wide variety of problem-solving activities that will help refine their analytical skills. Students will learn how to give informative, persuasive, and demonstration speeches. They will develop academic vocabulary related to the lecture themes and refine their pronunciation.
3 lecture hours; 2 lab hours per week.

**ESL 068 Intermediate Oral Skills       1-4 cr. hrs.**
*Prerequisite: ESL Program Coordinator consent.*
The principal objectives of this course are improve the listening and speaking skills of international students and non-native speakers of English so they can function effectively and comfortably in situations beyond the basic

survival setting and to prepare them for the more specific listening and speaking tasks required in the academic setting. Students will learn to discuss topics important to well-educated people and to present persuasive opinions about them. Students will listen to lectures and learn how to take notes. They will engage in a wide variety of problem-solving activities that will help refine their analytical skills. Students will learn how to give informative, persuasive, and demonstration speeches. They will develop academic vocabulary related to the lecture themes and refine their pronunciation.
1-3 lecture hours; .5-2 lab hours per week.

**ESL 069 Pronunciation and Conversation      4 cr. hrs.**
*Prerequisite: ESL Program Coordinator consent.*
This course is intended for students who want to improve their pronunciation and to increase knowledge of the conventions of communication in English. Students will study individual vowel and consonant sounds as well as the stress and intonation patterns of English. Students will learn how individual sounds become altered in the stream of speech. In addition, students will learn how to open, control, and close conversations. They will learn how to thank, express anger, give compliments, etc., and to participate effectively in daily conversation. Students will practice their newly acquired skills while exploring the community. This class will benefit most those students with a strong commitment to work constantly to improve their pronunciation. 3 lecture hours; 2 lab hours per week.

**ESL 070 Communication Skills      4 cr. hrs.**
*Prerequisite: ESL Program Coordinator consent.*
This course is intended for students who want to improve their pronunciation and to increase knowledge of the conventions of communication in English. Students will study individual vowel and consonant sounds as well as the stress and intonation patterns of English. Students will learn how individual sounds become altered in the stream of speech. In addition, students will learn how to open, control, and close conversations. They will learn how to thank, express anger, give compliments, etc., and to participate effectively in daily conversation. Students will practice their newly acquired skills while exploring the community. This class will benefit most those students with a strong commitment to work constantly to improve their pronunciation. 3 lecture hours; 2 lab hours per week.

**ESL 070A Communication Skills Online      1 cr. hr.**
*Prerequisite: ESL Program Coordinator consent.*
This course is the online component associated with ESL 070 Communication Skills. It is designed to reinforce the vocabulary development, the conversation skills and public speaking skills taught in ESL 070. Students will extend their learning of colloquial English by visiting Web sites each week. They will prepare for conversations and speaking assignments through exploration of Web sites and online library resources. They will participate in online discussions through the course discussion board. May be repeated three times. 1 lecture hour; 0 lab hours per week.

**ESL 071 Complex Sentence Structure      4 cr. hrs.**
*Prerequisite: ESL Program Coordinator consent.*
This course continues to build the notion of language as a structure system and continues to teach the rules that operate within the system. Students will review the noun phrase and verb phrase of simple sentences, but will focus on how the English language shows relationships among idea units. Sentence types, clause types, sequencing of tenses, and connecting words are studied in detail. Students will continue to learn structures in context.
3 lecture hours; 2 lab hours per week.

**ESL 072 Advanced Grammar      1-4 cr. hrs.**
*Prerequisite: ESL Program Coordinator consent.*
This course continues to build the notion of language as a structure system and continues to teach the rules that operate within the system. Students will review the noun phrase and verb phrase, but will focus on how the English language shows relationships among idea units. Sentence types, clause types, sequencing of tenses, and connecting words are studied in detail. Students will continue to learn structures in context.
1-3 lecture hours; .5-2 lab hours per week.

**ESL 072A Advanced Grammar Online      1 cr. hr.**
*Prerequisite: ESL Program Coordinator consent.*
This course is the online component associated with ESL 072 Advanced Grammar. This course, in conjunction with ESL 072, continues to build the concept of language as a structured system and to illustrate the rules that operate within the system. Students will review the noun phrase and the verb phrase and will focus on how the English language shows relationships among the idea units. Sentence types, clause types, tense sequences, and connecting words are studied in detail. Students will learn structures in context. Students will complete online exercises, quizzes and online discussions to practice targeted structures. This course may be repeated three times. 1 lecture hour; 0 lab hours per week.

**ESL 073 Reading II      4 cr. hrs.**
*Prerequisite: ESL Program Coordinator consent.*
This course is designed to give students extensive practice reading unmodified college texts and essays. It continues to increase the length and complexity of reading required of students both inside and outside class. Particular attention is paid to text structure and organization.
Students are required to participate in discussions in which they critically analyze the author's approach to the articles they read. Students continue to develop vocabulary in much the same way as outlined in Reading I. They are particularly encouraged to develop a personal inventory of vocabulary based on extensive reading passages.
3 lecture hours; 2 lab hours per week.

**ESL 074 Advanced Reading**                    **1-4 cr. hrs.**
*Prerequisite: ESL Program Coordinator consent.*
This course is designed to give students extensive practice reading unmodified college texts and essays. It continues to increase the length and complexity of reading required of students both inside and outside class. Particular attention is paid to text structure and organization. Students are required to participate in discussions in which they critically analyze the author's approach to the articles they read. Students continue to develop vocabulary in much the same way as outlined in Reading I. They are particularly encouraged to develop a personal inventory of vocabulary based on extensive reading passages.
1-3 lecture hours; 0.5-2 lab hours per week.

**ESL 074A Advanced Reading Online**              **1 cr. hr.**
*Prerequisite: ESL Program Coordinator consent.*
This course is the online component associated with ESL 074 Advanced Reading. It is designed to reinforce the reading, vocabulary and research skills taught in ESL 074. Students will practice reading unmodified college texts and essays. The length and complexity of reading required of students will continue to increase. Students will pay particular attention to text structure and organization. Students will participate in online discussion in which they critically analyze authors' approaches to their topics. These online discussions will also analyze various aspects of the novel read in ESL 074. Students will develop a personal inventory of vocabulary based on extensive reading. Students will increase their online database and Internet research skills, and test-taking skills.
1 lecture hour; 0 lab hours per week.

**ESL 075 Writing II**                            **4 cr. hrs.**
*Prerequisite: ESL Program Coordinator consent.*
In this course, students will acquire the level of writing they need to succeed in their studies in college. By the end of the course, students should be able to write well-organized essays that are largely free of errors common of non-native speakers. Students will continue to work through the writing process, and learn how to write the research paper. 3 lecture hours; 2 lab hours per week.

**ESL 076 Advanced Writing**                     **1-4 cr. hrs.**
*Prerequisite: ESL Program Coordinator consent.*
In this course, students will acquire the level of writing they need to succeed in their studies in college. By the end of the course, students should be able to write well-organized essays that are largely free of errors common of non-native speakers. Students will continue to work through the writing process, and learn how to write the research paper. 1-3 lecture hours; .5-2 lab hours per week.

**ESL 076A Advanced Writing Online**             **1 cr. hr.**
*Prerequisite: ESL Program Coordinator consent.*
This is the online component associated with ESL 076 Advanced Writing. This course is conjunction with ESL 076 prepares the student to write at the College level. Students will write well-organized essays that are mostly free of errors typical of non-native speakers of English.

Students will learn how to work through the writing process. In addition, students will learn how to write a research paper and to become proficient in word processing. Students will also use Internet resources to practice editing skills and to work through the drafting process. This course may be repeated three times. 1 lecture hour; 0 lab hours per week.

**ESL 077 Listening/Speaking II**                **4 cr. hrs.**
*Prerequisite: ESL Program Coordinator consent.*
This course is designed to teach international students and non-native speakers of English the listening/speaking skills and strategies needed to participate fully and successfully in the college classroom. Students will practice listening strategies to help them understand and recall lectures. Speaking activities include small group discussions, role-playing simulation, games and debates, and speeches. Special activities include films, video taping of activities and guest speakers. Students will continue to work on pronunciation. 3 lecture hours; 2 lab hours per week.

**ESL 078 Advanced Oral Skills**                 **1-4 cr. hrs.**
*Prerequisite: ESL Program Coordinator consent.*
This course is designed to teach international students and non-native speakers of English the listening/speaking skills and strategies needed to participate fully and successfully in the college classroom. Students will practice listening strategies to help them understand and recall lectures. Speaking activities include small group discussions, role-playing simulation, games and debates, and speeches. Special activities include films, video taping of activities and guest speakers. Students will continue to work on pronunciation. 1-3 lecture hours; 0.5-2 lab hours per week.

**ESL 078A Advanced Oral Skills Online**          **1 cr. hr.**
*Prerequisite: ESL Program Coordinator consent.*
This course is the online component associated with ESL 078 Advanced Oral Skills. This course is designed to teach non-native speakers of English the listening and speaking skills needed to participate fully and successfully in the college classroom. Students will practice listening strategies to help them understand and recall lectures. They will listen to reports and lectures online. They will learn to predict information to be found on tests. Speaking activities will include small group discussions, role-plays, simulations, debates and speeches of varying lengths. They will develop online research skills to help them prepare for these class activities. Students will continue to work on pronunciation through appropriate software. May be repeated three times. 1 lecture hour; 0 lab hours per week.

# Equine Science

**EQ 101 Introductory Equine Seminar**            **1 cr. hr.**
A study of equine industry. Special reports on select current topics. Part of class time will be utilized by visiting lecturers. Occasionally a dinner meeting may be held. Required of full-time equine students.
1 lecture hour; 0 lab hours per week.

**EQ 102 Horse Science Work Experience
              Seminar                         1 cr. hr.**
Continuation of EQ 101 with special emphasis on developing the work-education experience program.
1 lecture hour; 0 lab hours per week.

**EQ 109 Horse Science Work Experience      8 cr. hrs.**
*Prerequisites: Completion of 22 semester hours in Equestrian/Horse Science curriculum or consent of instructor and concurrent enrollment in EQ 102.*
Eleven weeks of supervised training in an approved equine business. Reports by the student and satisfactory job performance required for credit.
0 lecture hours; 48 lab hours per week.

**EQ 120 Western Show Team                2 cr. hrs.**
*Prerequisite: EQ 161 "C" or better or instructor consent.*
A continuation of technical development of western horsemanship skills for competitions in intercollegiate Horse Show Association events. Emphasis will be on Regional through National Level competitions.
1 lecture hour; 2 lab hours per week.

**EQ 151 Horse Production and Management    4 cr. hrs.**
An introductory course on equine reproduction. Emphasis will be on dentistry, genetics, stallion and mare reproductive anatomy and physiology, foaling and foal care and general breeding farm management.
3 lecture hours; 2 lab hours per week.

**EQ 152 Farm Machinery Operations         1 cr. hr.**
This course is designed to provide individual machinery operation instruction to students that desire to increase their knowledge and improve their skills operating machinery commonly used on a horse farm/ranch.
1 lecture hour; 0 lab hours per week.

**EQ 154 Horse Equipment and Facilities      3 cr. hrs.**
Students will learn principles of planning for equine facilities. Emphasis will be on selection, design, construction and operation and maintenance of structure.
3 lecture hours; 0 lab hours per week.

**EQ 158 Horse Evaluation I                 1 cr. hr.**
Provides students an opportunity to gain experience in evaluating horses. There will be time spent on developing and presenting oral reasons.
1 lecture hour; 0 lab hours per week.

**EQ 159 Horse Evaluation II                1 cr. hr.**
*Prerequisite: EQ 158 or instructor consent.*
Provides students an opportunity to gain experience in evaluating horses. Time will be spent on developing and presenting oral reasons. Continuation of EQ 158.
1 lecture hour; 0 lab hours per week.

**EQ 161 Principles and Methods of Stock Seat
              Equitation                      4 cr. hrs.**
The principles and methods of stock seat equitation will be studied including developing communication between rider and horse, proper positioning of the rider, process of aids and cues, and equitation guidelines.
3 lecture hours; 2 lab hours per week.

**EQ 167 Fundamentals of Horse Handling and
              Training                        3 cr. hrs.**
*Prerequisite: Satisfactory completion of 15 credit hours in horse/Horse Science curriculum or instructor consent.*
Fundamentals of horse handling and training will be covered, including stall maintenance and daily care, grooming, ground work, principles of breaking, and basic training techniques under saddle.
2 lecture hours; 2 lab hours per week.

**EQ 168 Horsemanship Lessons              1 cr. hr.**
*Prerequisites: EQ 161 and instructor consent.*
Individual riding lessons developed to improve horse and rider communication, balance, strength, and relaxed concentration. 1 lecture hour; 0 lab hours per week.

**EQ 201 Advanced Equine Work Experience
              Seminar                         1 cr. hr.**
*Prerequisite: EQ 102 and 109.*
Special emphasis on preparing for advanced training for final supervised work-education experience and career planning. 1 lecture hour; 0 lab hours per week.

**EQ 209 Advanced Horse Science Work
              Experience                      5 cr. hrs.**
*Prerequisites: EQ 102 and 109 and concurrent enrollment in EQ 201.*
Similar to EQ 109 with emphasis on developing advanced skills in the equine industry.
0 lecture hours; 48 lab hours per week.

**EQ 220 Western Show Team II              2 cr. hrs.**
*Prerequisite: EQ 161 "C" or better or instructor consent.*
A continuation of technical development of western horsemanship skills for competitions in Intercollegiate Horse Show Association events. Emphasis will be on Regional through National Level competitions.
1 lecture hour; 2 lab hours per week.

**EQ 253 Horse Health Care                 4 cr. hrs.**
A study of the methods of prevention and control of typical equine diseases and parasites. Also included will be treatment of common injuries and congenital disorders.
3 lecture hours; 2 lab hours per week.

**EQ 254 Stable Management                 3 cr. hrs.**
A study of horse laws, taxes, advertising, buying and selling, insurance, accounting and records as related to the horse industry. Emphasis will be placed on how to achieve a profitable and functional operation in the horse industry as a breeder, trainer or stable manager.
3 lecture hours; 0 lab hours per week.

**EQ 258 Horse Evaluation III                    1 cr. hr.**
*Prerequisites: EQ 158 and 159.*
Provides students an opportunity to gain experience in evaluating horses. Time will be spent on developing and presenting oral reasons.
1 lecture hour; 0 lab hours per week.

**EQ 259 Horse Evaluation IV                    1 cr. hr.**
*Prerequisites: EQ 158 and 159.*
Provides students an opportunity to gain experience in evaluating horses. Time will be spent on developing and presenting oral reasons. Continuation of EQ 258.
1 lecture hour; 0 lab hours per week.

**EQ 262 Principles and Methods of English
          Equitation                          4 cr. hrs.**
*Prerequisite: EQ 161 or instructor consent.*
The principles and methods of saddle seat and hunt seat equitation will be studied including developing communication between rider and horse, proper positioning of rider, process of aids and cues, and equitation guidelines.
3 lecture hours; 2 lab hours per week.

**EQ 263 Methods of Teaching Horsemanship    2 cr. hrs.**
*Prerequisites: EQ 161, EQ 262, or instructor consent.*
Methods of Teaching Horsemanship is an introduction to the theory of teaching horsemanship. Analysis of objectives and the development of lesson plans for youth and adult beginning, intermediate and advanced riders will be removed. 1 lecture hour; 2 lab hours per week.

**EQ 264 Advanced Horse Training and
          Development                        4 cr. hrs.**
*Prerequisites: EQ 161, EQ 262, or instructor consent.*
Students will use procedures learned in all previous equitation courses to develop product that is standard in response, style and way of going. They will be able to further develop the use of aids and cues, proper positioning, communication between rider and horse, and equitation guidelines.
3 lecture hours; 2 lab hours per week.

**EQ 265 Dressage                              2 cr. hrs.**
*Prerequisites: EQ 161, EQ 262, or instructor consent.*
Continued study and application of training methods with emphasis on riding tests, and showing to minimum of first level. 1 lecture hour; 2 lab hours per week.

**EQ 266 Horse Show Preparation and
          Management                         2 cr. hrs.**
*Prerequisite: EQ 161 or instructor consent.*
Complete preparation of the horse for the show ring, consisting of grooming, mane pulling, braiding mane and tail, clipping and bandaging. Basic leather care and correct appointments will also be explained.
1 lecture hour; 2 lab hours per week.

**EQ 267 Farrier Science                       2 cr. hrs.**
Comprehensive study of the horse's foot, its function, anatomy, care, shoeing, related problems and techniques of corrections. 1 lecture hour; 2 lab hours per week.

**EQ 268 Intermediate Horse Training and Development
                                             3 cr. hrs.**
*Prerequisites: EQ 161 and 262 or instructor consent.*
The study of early training of a horse beginning with groundwork and translating it into riding. Emphasis is placed on developing a knowledge and use of transition training and developing the horse through body control and resistance free training. 2 lecture hours; 2 lab hours.

# French

**FREN 101 Elementary French I              4 cr. hrs.**
First course of a two semester sequence in elementary French with emphasis on speaking, listening, comprehension, reading, writing, and culture.
4 lecture hours; 0 lab hours per week.

**FREN 102 Elementary French II             4 cr. hrs.**
*Prerequisite: One year of high school French "C" or better or one semester of college French "C" or better.*
Second course of a two semester sequence in elementary French with emphasis on speaking, listening comprehension, reading, writing, and culture.
4 lecture hours; 0 lab hours per week.

**FREN 201 Intermediate French I            4 cr. hrs.**
*Prerequisite: Two years of high school French "C" or better or two semesters of college French "C" or better.*
First course of a two semester sequence in intermediate French with emphasis on oral proficiency, grammar review, composition, literary readings and study of Francophone culture and civilization.
4 lecture hours; 0 lab hours per week.

**FREN 202 Intermediate French II           4 cr. hrs.**
*Prerequisite: Three years of high school French "C" or better or three semesters of college French "C" or better.*
Second course of a two semester sequence in Intermediate French with emphasis on oral proficiency, grammar review, compositions, literary readings, and study of the Francophone culture and civilization.
4 lecture hours; 0 lab hours per week. IAI: H1 900

**FREN 253 Advanced French I                3 cr. hrs.**
*Prerequisite: Four years of high school French "C" or better or four semesters of college French "C" or better.*
First course of a two semester sequence in advanced French with emphases on both the spoken and written language. Students become familiar with classical and modern literary pieces, newspaper articles, films, etc.
3 lecture hours; 0 lab hours per week. IAI: H1 900

**FREN 254 Advanced French II**          **3 cr. hrs.**
*Prerequisite: Four years of high school French "C" or better, or five semesters of college French "C" or better.*
Second course of a two semester sequence in advanced French with emphases on both the spoken and written language. Students become familiar with classical and modern literary pieces, newspaper articles, films, etc.
3 lecture hours; 0 lab hours per week. IAI: H1 900

## Fire Service Officer

**FSO 112 Command Officer Management I     3 cr. hrs.**
Acquaints student with the role of Company Officer and provides an introduction to basic management theories, practices, and functions.
3 lecture hours; 0 lab hours per week.

**FSO 114 Fire Prevention Principles       3 cr. hrs.**
Course is designed to meet the needs of individuals who are expanding their knowledge about fire department operations, specifically fire prevention.
3 lecture hours; 0 lab hours per week.

**FSO 115 Tactics and Strategies I         3 cr. hrs.**
Introduction to basic principles and methods associated with fire ground tactics and strategy as required of the Fire Service Company Officer.
3 lecture hours; 0 lab hours per week.

**FSO 118 Fire Service Instructor I        3 cr. hrs.**
Course provides basic information about human relations in the teaching-learning environment, methods of teaching, and proper method of writing lesson plans.
3 lecture hours; 0 lab hours per week.

**FSO 212 Command Officer Management II    3 cr. hrs.**
*Prerequisite: FSO 112 or instructor consent.*
Presents the principles of communication and group dynamics as they relate to the Company Officer.
3 lecture hours; 0 lab hours per week.

**FSO 215 Fire Fighting Tactics and Strategies II 3 cr. hrs.**
*Prerequisite: FSO 115 or instructor consent.*
Advanced principles and methods associated with fire ground strategies and tactics required of the Multi-Company Officer or Fire Service Chief Officer.
3 lecture hours; 0 lab hours per week.

**FSO 218 Fire Service Instructor II       3 cr. hrs.**
*Prerequisite: FSO 118 or instructor consent.*
Continuation of Instructor I; human relations, methods of teaching, and method of writing lesson plans.
3 lecture hours; 0 lab hours per week.

**FSO 224 Command Officer Management III   3 cr. hrs.**
*Prerequisites: FSO 112 and FSO 212 or instructor consent.*
Provides management principles and techniques used by mid-level Managers and Chief Officers in the fire service.
3 lecture hours; 0 lab hours per week.

**FSO 225 Command Officer Management IV    3 cr. hrs.**
*Prerequisite: FSO 224 or instructor consent.*
Study of management principles of public relations, lab relations, administrative liability, and personnel management used in the fire service.
3 lecture hours; 0 lab hours per week.

## Engineering

**GE 100 An Introduction to Engineering     1-3 cr. hrs.**
Introduction to the field of engineering and necessary computational skills. 3 lecture hours; 0 lab hours per week.

**GE 101 Engineering Graphics and Geometry   3 cr. hrs.**
*Prerequisite: Concurrent enrollment in Math 118 or equivalent, or Math 124, or instructor consent.*
Introduction to basic graphing concepts including use of equipment, orthographic projection, geometric construction, and pictorial representation. Applications of orthographic projection of the engineering design process, introduction to computer-aided graphing using personal computers.
1 lecture hour; 4 lab hours per week. IAI: EGR 941

**GE 102 Engineering Graphics and Geometry   3 cr. hrs.**
*Prerequisite: GE 101 or equivalent.*
Advanced graphics and descriptive geometry.
1 lecture hour; 4 lab hours per week.

**GE 201 Analytical Mechanics Statics       3 cr. hrs.**
*Prerequisite: PHYS 201 or instructor consent.*
Vector and calculus approach to principles of statics.
3 lecture hours; 0 lab hours per week. IAI: EGR 942

**GE 202 Analytical Mechanics Dynamics      3 cr. hrs.**
*Prerequisite: GE 201.*
Vector and calculus study of the displacement velocity and acceleration of particles and rigid bodies.
3 lecture hours; 0 lab hours per week. IAI: EGR 943

**GE 205 Elementary Mechanics of Deformable Bodies**
*Prerequisite: GE 201.*                    **3 cr. hrs.**
The study of the stress and strain of deformable bodies due to external loading. Such stresses include tension, compression torsion, transverse buckling, bending, combined loading and deflection.
3 lecture hours; 0 lab hours per week. IAI: EGR 945

**GE 271 Electrical Circuits                4 cr. hrs.**
*Prerequisite: Psys 202 and Math 226*
An introduction to engineering circuit analysis and design including basic laws and concepts of linear circuits, the resistor, the capacitor and inductor, AC circuits, and the operational amplifier.
3 lecture hours; 2 lab hours per week.

# Geography

**GEOG 101 Physical Geography          4 cr. hrs.**
A study of earth orbital factors affecting time, tides and seasons; climate, weather, soils and vegetation; interaction between Man and the natural resources; map reading.
3 lecture hours; 2 lab hours per week. IAI: P1 909L

**GEOG 102 Physical Geography          4 cr. hrs.**
The changing earth's crust and surface; how natural forces such as rivers, streams, glaciers, weathering, earthquakes and volcanism affect the surface and composition of the earth; Man's interactions with his environment; fundamental map concepts.
3 lecture hours; 2 lab hours per week. IAI: P1 909L

**GEOG 105 Introductory Regional Geography  3 cr. hrs.**
A study of the world's cultural, economic, historical, political, environmental and physiographic features. The regions examined and discussed include Europe, North America, South America, Africa, Asia and the Pacific.
3 lecture hours; 0 lab hours per week. IAI: S4 900N

**GEOG 106 Introductory Meteorology          3 cr. hrs.**
Introduction to atmospheric science leading to a better understanding of day-to-day weather, including frontal systems and severe storms.
3 lecture hours; 0 lab hours per week. IAI: P1 905

**GEOG 107 An Introduction to Geography     3 cr. hrs.**
For the non-science major. Study of selected regions of the world showing the complex interrelationship of Man, culture and environment.
3 lecture hours; 0 lab hours per week.

# Geology

**GEOL 101 Physical Geology          4 cr. hrs.**
The study of the earth's composition and forces which affect it; minerals, rocks, weathering, erosion, volcanism, structure, earthquakes and plate tectonics.
3 lecture hours; 2 lab hours per week. IAI: P1 907L

**GEOL 102 Historical Geology          4 cr. hrs.**
Study of the origin and evolution of the earth as interpreted from the evidence in rock sequences and fossils.
3 lecture hours; 2 lab hours per week. IAI: P1 907L

**GEOL 170 Chemistry of the Earth          3 cr. hrs.**
Examines earth's physical environment from geological and chemical standpoints; economically important earth materials, and Man's interaction with the environment.
3 lecture hours; 0 lab hours per week.

**GEOL 201 Mineralogy          3 cr. hrs.**
*Prerequisite: GEOL 101.*
Introductory study of minerals, their crystallography, chemical properties, recognition and occurrence.
2 lecture hours; 2 lab hours per week.

**GEOL 202 Invertebrate Paleontology          3 cr. hrs.**
*Prerequisite: GEOL 102.*
Introduction to major fossil invertebrate phyla, especially those with major stratigraphic significance.
2 lecture hours; 2 lab hours per week.

# German

**GERM 101 Elementary German I          4 cr. hrs.**
First course of a two semester sequence in elementary German with emphasis on speaking, listening comprehension, reading, writing and culture.
4 lecture hours; 0 lab hours per week.

**GERM 102 Elementary German II          4 cr. hrs.**
*Prerequisite: One year of high school German "C" or better or one semester of college German "C" or better.*
Second course of a two semester sequence in elementary German with emphasis on speaking, listening comprehension, reading, writing and culture.
4 lecture hours; 0 lab hours per week.

**GERM 201 Intermediate German I          4 cr. hrs.**
*Prerequisite: Two years of high school German "C" or better or two semesters of college German "C" or better.*
First course of a two semester sequence in intermediate German with emphasis upon oral proficiency, grammar review, compositions, literary readings, and study of German culture and civilization.
4 lecture hours; 0 lab hours per week.

**GERM 202 Intermediate German II          4 cr. hrs.**
*Prerequisite: Three years of high school German "C" or better or three semesters of college German "C" or better.*
Second course of a two semester sequence in intermediate German with emphasis on oral proficiency, grammar review, compositions, literary readings, and study of German culture and civilization.
4 lecture hours; 0 lab hours per week. IAI: H1 900

**GERM 253 Advanced German I          3 cr. hrs.**
*Prerequisite: Four years of high school German "C" or better, or four semesters of college German "C" or better or equivalent proficiency.*
language. Students become familiar with classical and modern literary pieces, newspaper articles, films, etc.
3 lecture hours; 0 lab hours per week. IAI: H1 900

**GERM 254 Advanced German II          3 cr. hrs.**
*Prerequisite: Four years of high school German "C" or better, or five semesters of college German "C" or better.*
Second course of a two semester sequence in advanced German with emphases on both the spoken and written language. Students become familiar with classical and modern literary pieces, newspaper articles, films, etc.
4 lecture hours; 0 lab hours per week. IAI: H1 900

# General Technology

**GT 200 Independent Study**      **1-3 cr. hrs.**
*Prerequisites: Sophomore standing and permission of instructor.*
Experiences in open laboratory setting. Development of peer teaching, technical communication, and lab analysis skills. 0 lecture hours; 3-9 lab hours per week.

# Health Careers

**HC 100 Introduction to Health Careers**      **1 cr. hr.**
This course provides the student with understanding of various health careers. Self-appraisal, critical analysis of health careers, workplace and professional skills, safety issues and shadowing experiences are included.
0.5 lecture hours; 1 lab hour per week.

# Health

**HEAL 102 Living in a Changing World**      **2 cr. hrs.**
Focuses on wise health practices and consumer health service information.
2 lecture hours; 0 lab hours per week.

# Health Information Management

**HIM 147 Medical Assisting Clinical Techniques I**      **4 cr. hrs.**
*Prerequisite: Admission to Medical Assistant program.*
This course presents a basic introduction to the profession of Medical Assisting and to the healthcare environment. Specifically, this course will introduce the student to basic aseptic technique, gloving and gowning, vital signs, height/weight, Snelling vision screenings, patient interviewing and positioning and injections (intradermal, intramuscular, and subcutaneous).
2 lecture hours; 4 lab hours per week.

**HIM 148 Beginning Medical Transcription**      **4 cr. hrs.**
*Prerequisite: BE 141 or equivalent skill.*
Introduction to transcription of medical reports.
4 lecture hours; 0 lab hours per week.

**HIM 156 Introduction to Health Insurance**      **3 cr. hrs.**
Introduce students to health insurance industry; present step-by-step procedures for generating, processing, and submitting health insurance claims to commercial, private, and governmental health insurance programs.
3 lecture hours; 0 lab hours per week.

**HIM 200 Advanced Medical Terminology**      **3 cr. hrs.**
*Prerequisite: BIOL 150 "C" or better.*
Building a strong medical vocabulary, emphasis on extensive medical specialties anatomy, diagnostic and treatment procedures, progress of student from word recognition to usage in medical reports.
3 lecture hours; 0 lab hours per week.

**HIM 247 Medical Assisting Clinical Techniques II**      **4 cr. hrs.**
*Prerequisite: HIM 147 "C" or better.*
This course presents advanced Medical Assisting skills including urinalysis, electrocardiography, basic blood collection methods (syringe, vacuum tube, capillary puncture). 2 lecture hours; 4 lab hours per week.

**HIM 249 Management of Health Info**      **3 cr. hrs.**
*Prerequisite: Instructor consent.*
Create an understanding of management principles as they apply to various health information management settings. The student will see the health information manager job as that of a broker-including data capture, analysis, integration, and information dissemination in the health information area. Each major management function is addressed: planning, organizing, leading, and controlling.
3 lecture hours; 0 lab hours per week.

**HIM 250 Advanced Medical Transcription**      **4 cr. hrs.**
*Prerequisites: BIOL 150, HIM 148, and BE 141 "C" or better.*
Machine transcription of medical reports. Emphasis on punctuation, spelling, and proofreading.
4 lecture hours; 0 lab hours per week.

**HIM 251 Medical Office Procedures**      **3 cr. hrs.**
*Prerequisite: BE 141 or equivalent.*
Administration of the medical office; insurance, professional and business records.
3 lecture hours; 0 lab hours per week.

**HIM 252 Pharmacology Terminology**      **3 cr. hrs.**
Emphasis is on spelling, abbreviations, pronunciation, drug names and references and bodily effects of drugs. Drug classifications. 3 lecture hours; 0 lab hours per week.

**HIM 254 Law Liability and Medical Ethics**      **3 cr. hrs.**
A careful examination of health legislation and health policy implementation. Student will become aware of legal aspects of handling information and ethics involved in management of medical information. Case studies will be used to provide problem solving.
3 lecture hours; 0 lab hours per week.

**HIM 255 Medical Manager Software**      **3 cr. hrs.**
Administration of the medical office with use of "Medical Manager" practice management software. Hands-on computer experience with Medical Manager software. Students will gain knowledge and understanding of how accounts receivable, billing, collections and reporting are electronically performed.
3 lecture hours; 0 lab hours per week.

**HIM 257 Procedure and Diagnosis Coding I    3 cr. hrs.**
*Prerequisite: BIOL 150 or concurrent enrollment.*
Coding (CPT-4) (ICD-9/10) is the translation of diagnoses, procedures, services, and supplies into numeric/ alphanumeric components for statistical reporting and reimbursement. 3 lecture hours; 0 lab hours per week.

**HIM 258 Procedures & Diagnosis Coding II    3 cr. hrs.**
*Prerequisites: BIOL 150 "C" or better, HIM 257 "C" or above, or instructor consent.*
Advanced coding (CPT-4) (ICD-9/10) including surgical, in-patient, out-patient, multiple diagnoses, and procedures. 3 lecture hours; 0 lab hours per week.

**HIM 261 Seminar                                    1 cr. hr.**
*Prerequisite: Concurrent enrollment in HIM 265.*
Discussion of internship activities, challenges, team opportunities and problems.
1 lecture hour; 0 lab hours per week.

**HIM 265 Internship                                    3 cr. hrs.**
*Prerequisites: Instructor consent and concurrent enrollment in HIM 261.*
Supervised field program, providing work experience in offices for students enrolled in Health Information Management. 0 lecture hours; 40 lab hours per week.

# History

**HIST 105 History of the United States to 1877  3 cr. hrs.**
Surveys the history of the United States from the discovery of America through 1865, including settlement and westward expansion, the development of the American government, the growth of the American economy, the evolution of an American style of life and thought, and the development of sectionalism culminating in the Civil War.
3 lecture hours; 0 lab hours per week. IAI: S2 900

**HIST 106 History of the United States
                    Since 1877                        3 cr. hrs.**
*Prerequisite: HIST 105 not required for enrollment.*
Examines history of the United States from close of the Civil War through the present, including the rise of the U.S. as a major world power, the continued growth and development of the federal government, efforts to improve the status of minorities and women, the growth of the economy, and the changing pattern of American life.
3 lecture hours; 0 lab hours per week. IAI: S2 901

**HIST 125 Western Civilization I                3 cr. hrs.**
Surveys the foundations of Western civilization in the ancient near east and the Greco-Roman world, and traces the transmission of ideas from these early cultures to the Medieval world, from the first feudal monarchies to the Protestant Reformation. Among the cultures studied are those of Mesopotamia, Egypt, Greece, Rome, North Africa, the Middle East and Europe.
3 lecture hours; 0 lab hours per week. IAI: H2 901

**HIST 127  Western Civilization II                3 cr. hrs.**
*Prerequisite: HIST 125 not required for enrollment.*
Surveys expansion of Western civilization since the 17th century.  Examines the age of kings, the French Revolution and Napoleon, the development of nationalism and industrialism, and the rising tide of violence in the 20th century. Particular emphasis is given to the spread of

Western ideas and institutions throughout the world.
3 lecture hours; 0 lab hours per week. IAI: H2 902

**HIST 141 History of Asia I                        3 cr. hrs.**
Surveys the foundations of Eastern civilization beginning with its origins in the River Valleys of India and China. Particular emphasis is given to the development of major Asian societies, noting the creation of stable political and economic systems, and the stimulation of significant cultural achievements. Among the cultures studied are those of India, China, and Japan.
3 lecture hours; 0 lab hours per week. IAI: S2 908N

**HIST 142 History of Asia II                        3 cr. hrs.**
Surveys the continued development of Eastern civilization in the modern period, noting not only the richness of its cultural achievements, but also the impact of and the responses to the Western imperial presence. Particular emphasis is given to the gradual transformation of Asian societies and the variety of influences which led to political independence in the 20th century. Among the cultures studied are those of India, China, and Japan.
3 lecture hours; 0 lab hours per week. IAI: S2 909N

**HIST 151 History of the Middle East
                    Since 1700                        3 cr. hrs.**
Surveys Middle Eastern civilization with an emphasis on the period between 1700 and the present. Includes an examination of political, economic, social and religious development and the current condition of the Middle East.
3 lecture hours; 0 lab hours per week. IAI: S2 919N

**HIST 181 History of Latin American Civilization
                    to 1825                        3 cr. hrs.**
Surveys Latin American civilization from the pre-Columbian era to 1825. Examines Mesoamerican Indians, the Hispanic conquest of the Indians, the evolution of colonial institutions and the wars of liberation.
3 lecture hours; 0 lab hours per week. IAI: S2 910N

**HIST 182 History of Latin American Civilization
                    Since 1825                        3 cr. hrs.**
Surveys Latin American civilization since 1825. Includes an examination of political, social and economic development and the current condition of Latin America.
3 lecture hours; 0 lab hours per week. IAI: S2 911N

**HIST 190 A History of American Labor          3 cr. hrs.**
This course is a survey of the lives and work of American working people, form the colonial era to the present, and includes an examination of the origins and development of labor unions in the United States.
3 lecture hours; 0 lab hours per week.

**HIST 200 African American History          3 cr. hrs.**
*Prerequisite: HIST 105 or HIST 106 recommended.*
Surveys African American experience and contributions, including analysis of leading personalities, ideologies, and enduring institutions, that have shaped the nature and direction of American life and culture.
3 lecture hours; 0 lab hours per week.

**HIST 203 Mexican American History          3 cr. hrs.**
Traces history of the Mexican-American. Centers upon development of Mexican-American culture and the attempt to maintain that culture within the mainstream of American life. 3 lecture hours; 0 lab hours per week.

**HIST 205 Topics in History          3 cr. hrs.**
Intensive study of particular topics in history. Topics will vary and will be announced in advance: history of presidential greatness, survey of crime and punishment, the holocaust, Vietnam conflict. This course may be repeated once (up to 6 hrs.) provided that different topics are considered. 3 lecture hours; 0 lab hours per week.

**HIST 210 Directed Study in History          1 cr. hr.**
*Prerequisite: Instructor consent.*
Offers serious student an opportunity to probe more deeply into an area of history in which there is a particular interest. Offered in conjunction with a regularly scheduled class and meets for one additional hour per week.
1 lecture hour; 0 lab hours per week.

**HIST 222 Comparative Religions          3 cr. hrs.**
This course compares and contrasts the great religions of the world from the scholarly point of view as they emerged in Asia and developed throughout the world; the course focuses on their beliefs, practices, and work of inspiration.
3 lecture hours; 0 lab hours per week. IAI: H5 904N

**HIST 231 History of England to 1688          3 cr. hrs.**
Explores history of England until 1688 and examines development of royal power, challenge of the feudal aristocracy, evolution of a national church, and rise of parliament. 3 lecture hours; 0 lab hours per week.

**HIST 232 History of England Since 1688          3 cr. hrs.**
Surveys English history since the glorious revolution. Analyzes evolution of parliamentary government, development of a complex commercial and industrial society, emergence of democratic trends in political and social life, and the growth of an overseas empire.
3 lecture hours; 0 lab hours per week.

**HIST 236 Economic History of the United
          States          3 cr. hrs.**
Examines progression of the United States from a rural farming nation to an urban industrialized nation dominant in the world's economic system. Demonstrates how principles of economics have operated in an historical setting. 3 lecture hours; 0 lab hours per week.

**HIST 253 American Revolution          3 cr. hrs.**
*Prerequisite: HIST 105 recommended.*
A review of the political, social and economic causes of the American Revolution coupled with a survey of the events, personalities, and outcomes of the war itself.
3 lecture hours; 0 lab hours per week.

**HIST 254 American Civil War          3 cr. hrs.**
*Prerequisite: HIST 105 recommended.*
A survey of the political, social, economic and military events associated with the American Civil War.
3 lecture hours; 0 lab hours per week.

**HIST 255 History of Illinois          3 cr. hrs.**
Explores history of Illinois from the earliest times to the present. Examines evolution of the Indian cultures of the area, development of European colonization and settlement, organization of Illinois as a territory and state, and emergence of a complex agricultural and industrial society. 3 lecture hours; 0 lab hours per week.

**HIST 256 American Westward Expansion          3 cr. hrs.**
Study of westward expansion and the influence of the frontier in American history from colonial times to the end of the 19th century. 3 lecture hours; 0 lab hours per week.

**HIST 265 World War II          3 cr. hrs.**
Surveys the origins, development, and consequences of World War II from the end of World War I to the establishment of the Cold War.
3 lecture hours; 0 lab hours per week.

# Health, Physical Education and Recreation
**HPE 101-122 VARSITY SPORTS          1 cr. hr.**
*Prerequisite: Instructor consent.*
0 lecture hour; 2 clinical hours required per week

**HPE 101 Golf (Freshman)**

**HPE 102 Golf (Sophomore)**

**HPE 103 Cross Country (Freshman)**

**HPE 104 Cross Country (Sophomore)**

**HPE 107 Basketball (Freshman)**

**HPE 108 Basketball (Sophomore)**

**HPE 111 Indoor Track (Freshman)**

**HPE 112 Indoor Track (Sophomore)**

**HPE 113 Volleyball (Freshman)**

**HPE 114 Volleyball (Sophomore)**

**HPE 115 Softball (Freshman)**

**HPE 116 Softball (Sophomore)**

**HPE 117 Track (Freshman)**

**HPE 118 Track (Sophomore)**

**HPE 119 Baseball (Freshman)**

**HPE 120 Baseball (Sophomore)**

**HPE 121 Tennis (Freshman)**

**HPE 122 Tennis (Sophomore)**

**HPE 125 Physical Fitness I**                           **1 cr. hr.**
This physical education course is open to all students. It is designed to accommodate each student's fitness needs. Emphasis is placed on three areas of physical fitness: 1) an introduction to the holistic health concepts of physical fitness; 2) importance of regular exercise for all people; and 3) the systematic practice of fitness exercises in order to improve one's strength, flexibility and cardiovascular endurance. Universal equipment is used in the laboratory phase of the course to develop more effectively one's level of physical fitness. 0 lecture hours; 2 lab hours per week.

**HPE 126 Physical Fitness II**                          **1 cr. hr.**
*Prerequisite: HPE 125 or instructor consent.*
This physical education course is a continuation of HPE 125 and is open to all students who have successfully completed HPE 125. It is designed to teach intermediate level concepts and to accommodate each student's needs. Emphasis is placed on intermediate concepts of fitness, strength, flexibility and cardiovascular endurance. Universal equipment will be used in the laboratory phase to develop one's level of fitness.
0 lecture hours; 2 lab hours per week.

**HPE 127 Physical Fitness III**                         **1 cr. hr.**
*Prerequisite: HPE 126 or instructor consent.*
This physical education course is a continuation of HPE 126 and is open to all students who have successfully completed HPE 126. It is designed to accommodate each student's needs. Emphasis is placed on advanced levels of physical fitness, strength, flexibility and cardiovascular endurance. Universal equipment is used in the laboratory phase to develop more effectively advanced levels of physical fitness. 0 lecture hours; 2 lab hours per week.

**HPE 128 Physical Fitness IV**                          **1 cr. hr.**
*Prerequisite: HPE 127 or instructor consent.*
This physical education course is a continuation of HPE 127 and is open to all students who have completed HPE 127. It is designed to provide advanced fitness concepts and skills based on individual needs. Emphasis is placed on advanced fitness levels of strength, flexibility and cardiovascular endurance. Universal equipment is used inthe laboratory phase of the course to develop more effectively advanced levels of physical fitness. 0 lecture hours; 2 lab hours per week.

**HPE 130 Soccer**                                       **.5-1 cr. hr.**
Analysis and learning of movement skills involved in soccer. 0 lecture hours; 1-2 lab hours per week.

**HPE 131 Touch Football**                               **.5-1 cr. hr.**
Analysis and learning of movement skills involved in touch football. 0 lecture hours; 1-2 lab hours per week.

**HPE 132 Volleyball**                                   **.5-1 cr. hr.**
Analysis and learning of movement skills involved in volleyball. 0 lecture hours; 1-2 lab hours per week.

**HPE 133 Basketball I**                                 **.5-1 cr. hr.**
Analysis and learning of movement skills involved in basketball. 0 lecture hours; 1-2 lab hours per week.

**HPE 134 Softball**                                     **.5-1 cr. hr.**
Analysis and learning of movement skills involved in softball. 0 lecture hours; 1-2 lab hours per week.

**HPE 135 Conditioning**                                 **.5-4 cr. hr.**
Methods of attaining and maintaining physical fitness. Sections include figure control, jogging, swimming and other specific activities.
0 lecture hours; 1-8 lab hours per week.

**HPE 138 Beginning Cross Country Skiing**     **.5-1 cr. hr.**
Introduction to the recreational sport of cross country skiing, its skills, history, equipment and safety.
0 lecture hours; 1-2 lab hours per week.

**HPE 139 Beginning Skiing**                             **.5-1 cr. hr.**
Analysis and learning of movement skills involved in skiing. 0 lecture hours; 1-2 lab hours per week.

**HPE 142 Personal Defense**                             **.5-1 cr. hr.**
Judo, Karate, Tae Kwon Do, or Tai Chi Chuan martial arts. Special course may be offered for women or seniors in specific techniques of self-defense. May be repeated three (3) times. 0 lecture hours; 1-2 lab hours per week.

**HPE 143 Fitness Assessment I**                         **1 cr. hr.**
Introduction to an exercise program incorporating knowledge of exercise beneficial to the health of the individual. 0 lecture hour; 2 lab hours per week.

**HPE 144 Fitness Improvement II**                    **1 cr. hr.**
*Prerequisite: HPE 143 or instructor consent.*
Guided experiences in aerobic activities to improve physical well-being of the individual. May be repeated three (3) times. 0 lecture hours; 2 lab hours per week.

**HPE 145 Fitness Maintenance III**                    **1 cr. hr.**
*Prerequisite: HPE 144 or instructor consent.*
Guided experiences in aerobic activities to maintain selected level of health and fitness. May be repeated three (3) times. 0 lecture hours; 2 lab hours per week.

**HPE 148 Bicycling**                                  **1 cr. hr.**
Benefits of exercise and conditioning will be discussed for the beginning and avid bicyclist. Includes fundamentals of repair and maintenance, safety, and trip planning. A weekend bike trip to be included.
0 lecture hours; 2 lab hours per week.

**HPE 149 Karate Tae Kwon Do Intermediate**    **1 cr. hr.**
*Prerequisite: HPE 142 or instructor consent.*
Continuation of Tae Kwon Do or Karate.
0 lecture hours; 2 lab hours per week.

**HPE 151 Archery**                                    **.5-1 cr. hr.**
Study of movement skills, rules and etiquette of target and field archery. 0 lecture hours; 1-2 lab hours per week.

**HPE 152 Golf**                                       **.5-1 cr. hr.**
Study of movement skills, rules and etiquette of golf. Driving range and green fees are the responsibility of the student. 0 lecture hours; 1-2 lab hours per week.

**HPE 153 Fencing**                                    **.5-1 cr. hr.**
Study of movement skills, rules and etiquette of foil fencing. 0 lecture hours; 1-2 lab hours per week.

**HPE 154 Gymnastics**                                 **.5-1 cr. hr.**
Study of various apparatus and skills of basic gymnastics.
0 lecture hours; 1-2 lab hours per week.

**HPE 155 Weight Training**                            **.5-1 cr. hr.**
Proper design of weight training program and use of equipment for body development.
0 lecture hours; 1-2 lab hours per week.

**HPE 156 Social Dance**                               **1 cr. hr.**
Beginning instruction in social dance incorporating basic techniques and mechanics of each type of dance.
0 lecture hours; 2 lab hours per week.

**HPE 157 Fundamentals of Basketball**                 **1 cr. hr.**
This course is designed for the physical education major student who will be teaching fundamentals of basketball. Includes analysis of movement skills and basketball drills.
0 lecture hours; 2 lab hours per week.

**HPE 158 Badminton**                                  **.5-1 cr. hr.**
Study of movement skills, rules and etiquette of badminton. 0 lecture hours; 1-2 lab hours per week.

**HPE 159 Racquetball**                                **1 cr. hr.**
Fundamental skills, techniques and strategy of racquetball. 0 lecture hours; 2 lab hours per week.

**HPE 160 Bowling**                                    **.5-1 cr. hr.**
Study of movement skills, rules and etiquette of bowling. Fees for use of alleys and shoes are the responsibility of students. 0 lecture hours; 1-2 lab hours per week.

**HPE 161 Modern Dance**                               **.5-1 cr. hr.**
Basic movement vocabulary, movement exploration, and the elements of composition and accompaniment in dance as a creative art experience.
0 lecture hours; 1-2 lab hours per week.

**HPE 162 Tennis**                                     **.5-1 cr. hr.**
Study of movement skills, rules and etiquette of beginning tennis. Student must furnish own equipment.
0 lecture hours; 1-2 lab hours per week.

**HPE 163 Fundamentals of Track and Field**           **1 cr. hr.**
This course is designed for the physical education major who will be teaching fundamentals of track and field. Includes analysis of movement skills and rules of various track and field events.
0 lecture hours; 2 lab hours per week.

**HPE 166 Intermediate Golf**                          **.5-1 cr. hr.**
*Prerequisite: HPE 152 or instructor consent.*
Advanced skills, rules and etiquette of golf. Equipment, driving range and green fees are responsibility of student.
0 lecture hours; 1-2 lab hours per week.

**HPE 167 Intermediate Tennis**                        **.5-1 cr. hr.**
Advanced skills, rules and etiquette of tennis. Equipment is responsibility of student.
0 lecture hours; 1-2 lab hours per week.

**HPE 168 Advanced Weight Training**                   **.5-2 cr. hrs.**
*Prerequisite: HPE 155 or instructor consent.*
Advanced skills and techniques of body building.
0 lecture hours; 1-4 lab hours per week.

**HPE 171 Modern Dance II**                            **.5-1 cr. hr.**
Continuation of technical development begun in beginning modern dance including dance techniques and basic composition. 0 lecture hours; 1-2 lab hours per week.

**HPE 172 Beginning Ballet**                           **.5-1 cr. hr.**
Introduction to beginning ballet terminology and technique. 0 lecture hours; 1-2 lab hours per week.

**HPE 173 Skiing II**                                  **1 cr. hr.**
*Prerequisite: HPE 139 or instructor consent.*
Advanced instructional program for the intermediate to advanced skier. 0 lecture hours; 2 lab hours per week.

**HPE 190 Beginning Swimming** .5-1 cr. hr.
Introduction to movement skills of aquatic activities for the non-swimmer and beginning swimmer. May be repeated three (3) times.
0 lecture hours; 1-2 lab hours per week.

**HPE 191 Intermediate Swimming** .5-1 cr. hr.
Analysis and practice of the five basic swimming strokes. Maybe repeated three (3) times.
0 lecture hours; 1-2 lab hours per week.

**HPE 193 Lifeguard Training** 1.5 cr. hrs.
*Prerequisites: Must be at least 15 years old and pass a swimming test as established by the American Red Cross.*
Introduction to and practice of five basic swimming strokes. 0.5 lecture hours; 2 lab hours per week.

**HPE 194 Water Safety Instructor** 1.5 cr. hrs.
*Prerequisites: Must be 17 years old and pass a swim test the first night of class.*
Prepares student to teach Red Cross certification courses in swimming. 0.5 lecture hour; 2 lab hour per week.

**HPE 200 First Aid** 1-3 cr. hrs.
Methods and skills of emergency care for the ill or injured victim. May be repeated twice. Variable credit as follows:
1.0-Cardio-Pulmonary Resuscitation and Standard First Aid; 3.0-Cardio-Pulmonary Resuscitation, Advanced First Aid and Emergency Care Red Cross certification upon successful completion of course.
1-3 lecture hours; 1-3 lab hours per week.

**HPE 203 Sports Officiating** 1 cr. hr.
Instruction in techniques of officiating selected sports. Includes rules, interpretations, professional ethics, preparation for state certification, and practical experience. Separate courses maybe offered for individual sports.
0.5 lecture hours; 1 lab hour per week. Repeatable 4 times.

**HPE 210 Intro to Sports Management** 3 cr. hrs.
This course will help students pursuing sport-related careers determine their interest in academic or professional sport management by providing a broad overview of the field. Topics will include the history of sports management; social, behavioral, organizational and managerial foundations of sports management; and selected functions of the field such as marketing, public relations, finance, and others.
3 lecture hours; 0 lab hours per week.

**HPE 211 Introduction to Community**
**Recreation** 3 cr. hrs.
Provides beginning student with background, development, scope and status of community recreation, its organization and management.
3 lecture hours; 0 lab hours per week.

**HPE 212 Introduction to Physical Education** 2 cr. hrs.
Survey course designed for the major student. Basic understanding of the function and purposes of physical education in public schools and in non-traditional settings.
2 lecture hours; 0 lab hours per week.

**HPE 213 Horseback Riding I** 1 cr. hr.
Instruction in horseback riding including general characteristics of the horse; equipment use and placement; horse care and grooming; walk, trot and canter; and tacking and untacking.
0 lecture hours; 2 lab hours per week.

**HPE 215 Leadership in Leisure Activities** 3 cr. hrs.
Areas of service, types of programs and activities, and leadership structure in recreational use of leisure time (laboratory experiences required).
2 lecture hours; 2 lab hours per week.

**HPE 216 Selected Topics in Phys Ed** 2 cr. hrs.
*Prerequisite: HPE major or instructor consent.*
HPE 216 is designed to meet the needs of students in the areas of physical education and sport through the identification of standard and controversial issues in those fields. Topics will encompass the social, legal, and philosophical aspects of physical education and sport. Topics will be researched by students using library resources. 2 lecture hours; 0 lab hours per week.

**HPE 217 Current Issues in Sports** 3 cr. hrs.
This course is an in-depth look at the skills involved in four areas of sports management prioritized by local sport-related organizations: managing sport facilities, sport finance, sporting events, and risk management. Other issues will be examined, depending on time available, student interest, or timeliness of topic.
3 lecture hours; 0 lab hours per week.

**HPE 220 Anatomy and Physiology I** 3 cr. hrs.
Anatomical and anthropometrical components of human movement as they relate to exercise.
3 lecture hours; 0 lab hours per week.

**HPE 221 Anatomy and Physiology II** 3 cr. hrs.
Physiological components of human movement.
3 lecture hours; 0 lab hours per week.

**HPE 230 Intramural Management** 1-4 cr. hrs.
Studies the organization and management of intramural and recreational activities. Each student is required to assist in officiating, supervising, and planning of activities.
1 lecture hour; 2-4 lab hours per week.

**HPE 240 Theory of Track and Field** 2 cr. hrs.
The theory and fundamentals of track and field. Study of various track and field events, team training, rules of competition and management of meets.
2 lecture hours; 0 lab hours per week.

**HPE 250 Theory of Basketball          2 cr. hrs.**
Theory and fundamentals of basketball. Study of systems of offense and defense, tactics, methods of practice, team training and conditioning.
2 lecture hours; 0 lab hours per week.

**HPE 260 Physical Education, Grades 1-6      3 cr. hrs.**
Activities, materials and techniques for teaching physical education on the elementary school level.
3 lecture hours; 0 lab hours per week.

**HPE 270 Internship: Sports Management      3 cr. hrs.**
*Prerequisite: HPE 210 or instructor consent.*
This course is designed to give the student an inside look at the day-to-day operation of businesses in the sports industry. Each student will gain practical work experience at an approved sports-related business of his or her choice.
0 lecture hours; 15 lab hours per week.

# Horticulture

**HORT 190 ID of Landscape Plant          3 cr. hrs.**
The identification of shrubs used in landscaping. Discussion of cultural requirements, insects, and diseases found on these plants along with emphasis on pruning, transplanting, and design use.
3 lecture hours; 0 lab hours per week.

**HORT 191 Beginning Floral Design          3 cr. hrs.**
The principles of design using flowers and foliage are discussed with emphasis on how these principles of design impact everyday life.
3 lecture hours; 0 lab hours per week.

**HORT 192 Landscape Design          3 cr. hrs.**
The basic appearance, presentation, and placement of ornamental horticulture plants in the landscape. Concepts of balance, form, harmony, and focal points as they relate to commercial and home landscape are emphasized.
2 lecture hours; 2 lab hours per week.

**HORT 193 Trees/Aboriculture          3 cr. hrs.**
The identification of shrubs used in landscaping. Discussion of cultural requirements, insects, & diseases found on these plants along with emphasis on pruning, transplanting, and design use.
3 lecture hours; 0 lab hours per week.

**HORT 194 Identification of Horticultural
        Plants          3 cr. hrs.**
The identification of shrubs used in landscaping. Discussion of cultural requirements, insects, & diseases found on these plants along with emphasis on pruning, transplanting, and design use.
3 lecture hours; 0 lab hours per week.

**HORT 195 Vegetable Production          3 cr. hrs.**
Designed to give the garden grower general knowledge regarding common vegetable crops. Emphasis is on growing conditions and proper care of vegetables.
3 lecture hours; 0 lab hours per week.

**HORT 196 Perennials and Ground Cover      3 cr. hrs.**
Provides a working knowledge of herbaceous perennials such as irises, peonies, lilies, and many others with respect to diseases, insects, propagation, and design.
3 lecture hours; 0 lab hours per week.

**HORT 198 Turf and Lawn Management      1-3 cr. hrs.**
The management and care of various turf grasses and their related problems. Emphasis is placed on practical equipment instruction, weeds, insects and diseases as they relate to golf courses, parks, sod production and home lawns. 3 lecture hours; 0 lab hours per week.

**HORT 203 Horticulture Research
        Internship          .5-2 cr. hrs.**
*Prerequisites: One year required horticulture courses and instructor consent.*
Study of special problems or research in the areas of horticulture. Experience of facilities such as the Quad City Botanic Garden. 8 weeks experience.
0 lecture hours; 2.5-10 lab hours.

**HORT 210 Horticulture Work Experience      5 cr. hrs.**
Eight weeks of supervised training in an approved horticulture business. Reports by the student and job satisfactory performance required for credit.
0 lecture hours; 40 lab hours per week.

**HORT 284 Intro to Horticultural Science      3 cr. hrs.**
An introduction to the principles and practices involved in the development, production and use of horticultural crops (fruits, vegetables, greenhouse, turf, nursery, floral and landscape)
3 lecture hours; 0 lab hours per week. IAI: AG 905

**HORT 292 Greenhouse Crops          3 cr. hrs.**
Designed for study of major greenhouse crops normally produced in the fall/spring or year around. Light, water, fertilization, disease and insect control, use of chemical growth regulators, crop scheduling and cost accounting, and marketing theory are emphasized.
2 lecture hours; 2 lab hours per week.

**HORT 293 Small Fruits and Viticulture      3 cr. hrs.**
The study of bramble fruits (red and black raspberries, blackberries, blueberries, and others), and grapes and their production. Emphasis is on growing conditions, cultural practices and production of small fruits.
3 lecture hours; 0 lab hours per week.

**HORT 294 Greenhouse Management          3 cr. hrs.**
Emphasis on greenhouse equipment, maintenance, installation and design. Special topics include: fertilizer injectors; pesticide spraying equipment; steam sterilization systems; and heating, cooling, and $CO_2$ units. Methods of energy conservation in the greenhouse, crop fertilization and watering practices.
2 lecture hours; 2 lab hours per week.

**HORT 295 Landscape Construction Maintenance
              and Operation              3 cr. hrs.**
Techniques and uses of materials as they relate to construction of various features. Emphasis is on using surveying instruments and concrete and paving materials and many other landscape components.
2 lecture hours; 2 lab hours per week.

**HORT 296 Horticulture Business
              Management              3 cr. hrs.**
The study of retail and wholesale horticulture business management. Field trips include local nurseries, greenhouses, garden centers, seed and equipment dealers. Emphasis is on financing, tax records, land purchase, and purchase, advertising, ownership and small business practices. The course will include a case-study of a horticulture related business of student interest.
3 lecture hours; 0 lab hours per week.

**HORT 298 Golf Course Management              3 cr. hrs.**
Designed to provide advanced establishment skills of turf areas pertaining to golf courses. Additional study of irrigation systems, equipment maintenance, tees, and bunker development. Strong emphasis on fertilization, drainage, mowing and control of weeds, diseases and insects. 3 lecture hours; 0 lab hours per week.

# Humanities

**HUM 101 Humanities I              3 cr. hrs.**
Introduction to key concepts, major characteristics, and outstanding works in Western art, architecture, music, philosophy, theater, literature, and history from the Graeco-Roman world to the present.
3 lecture hours; 0 lab hours per week. IAI: HF 900

**HUM 102 Humanities II              3 cr. hrs.**
Introduction to key concepts, major characteristics, and outstanding works in art, architecture, music, philosophy, theatre, literature and history from several cultures, Western and non-Western.
3 lecture hours; 0 lab hours per week. IAI: HF 901

# Independent Study

**INDEPENDENT 299 Independent Study      1-4 cr. hrs.**
*Prerequisites vary among departments.*
Designed to serve as a capstone for an instructional program for students with unusual interests and abilities and to include special educational projects that cannot normally be obtained in another course or in the classroom. Students work individually with a faculty member to plan and carry out a project that requires self-directed study. Enrollment requires prior permission.
1 lecture hour; 10 lab hours per week.

# International Studies

**IS 205 Topics in International Studies      .5-5 cr. hr.**
Independent study or group study designed to fit the needs of an individual student or a group of students.
0.5-5 lecture hour; 0 lab hours per week.

**IS 215 Topics/Issues in Business              3 cr. hrs.**
Seminar on a specific topic or current issue in one or more business fields. No topic/problem seminar can be offered more than twice within three years. (Topic to be listed on the student's permanent academic record.)
3 lecture hours; 0 lab hours per week.

**IS 220 Global Issues              3 cr. hrs.**
This course introduces students to contemporary global issues and international relations. These diverse, complex issues stem from the synergistic interaction of economic, socio-cultural, and political factors. This course examines various influences that impact global issues, such as nation-states, governmental and non-governmental organizations as well as issues relating to gender, ethnicity, and power. The course also explores causes of conflicts and reviews potential solutions to contemporary global and 3 lecture hours; 0 lab hours per week. IAI: S5 904

**IS 250 American Culture and Civilization    1-3 cr. hrs.**
This course is an interdisciplinary exploration of the contemporary culture and civilization of the United States. Readings, lectures, videos and activities focus on the trends and issues that reflect American lifestyles and values. This course is intended for international students and for American students who seek a deeper understanding of American culture.
1-3 lecture hours; 0 lab hours per week.

# Journalism

**JOUR 221 Introduction to Mass
              Communications              3 cr. hrs.**
Study of the communications process. Newspapers, magazines, books, radio, television, and motion pictures.
3 lecture hours; 0 lab hours per week. IAI: MC 911

**JOUR 222 Beginning Reporting              3 cr. hrs.**
Instruction in the mechanics of reporting and writing a news story. 3 lecture hours; 0 lab hours per week.

**JOUR 225 Advanced Reporting              3 cr. hrs.**
*Prerequisite: JOUR 222.*
Experience in more difficult assignments and stories. Principles and practices of developing interpretative articles, features and editorials for the news media.
3 lecture hours; 0 lab hours per week.

**JOUR 230 Newspaper Production              2 cr. hrs.**
Laboratory experience in the design, assembly and publishing of the college newspaper. Designed to give instruction and experience in all phases of production: editing procedures, rewriting, composition, heading and cutting. 0 lecture hours; 6 lab hours per week.

# Latin

**LAT 101 Elementary Latin I**　　　　　**4 cr. hrs.**
First course of a two-semester sequence in elementary Latin. Includes vocabulary, grammar, translation, readings and introduction to the ancient Roman culture and civilization. 4 lecture hours; 0 lab hours per week.

**LAT 102 Elementary Latin II**　　　　　**4 cr. hrs.**
*Prerequisite: One year of high school Latin "C" or better or one semester of college Latin.*
Second course of a two-semester sequence in elementary Latin. Includes vocabulary, grammar, translation, readings, and introduction to the ancient Roman culture and civilization. 4 lecture hours; 0 lab hours per week.

# Law Enforcement

**LAWN 101 Police Organization and Administration I**　　　　　**3 cr. hrs.**
To provide an analysis of accepted administrative methods as applied to police staff functions such as: Personnel Management, Budget Control, Internal Controls, Planning and Research, Records and Communications, Housing and Materials, Federal Assistance and Law Enforcement Planning, and Government Setting for Police Work.
3 lecture hours; 0 lab hours per week.

**LAWN 109 Police Community Relations**　　**3 cr. hrs.**
A study of the development of police community relations as both a tool for the street officer and on administrative philosophy of management. Included is an in-depth study of community oriented policing.
3 lecture hours; 0 lab hours per week.

**LAWN 152 Criminology and Delinquent Behavior**　　　　　**3 cr. hrs.**
This course attempts to deal with the complexity of the Juvenile Delinquency problem in the United States in a way that will give meaning and direction to the law enforcement practitioner that must deal with the problem every day.
3 lecture hours; 0 lab hours per week. IAI: CRJ 914

**LAWN 251 Criminal Investigation**　　　**3 cr. hrs.**
Introduction to various law enforcement investigation techniques emphasizing crime scene investigation. May be repeated three (3)times.
2 lecture hours; 2 lab hours per week.

**LAWN 255 Criminal Law I**　　　　　**3 cr. hrs.**
Study of development of the federal Constitution and the history of the Bill of Rights; includes in-depth study of first eight Amendments to the Constitution.
3 lecture hours; 0 lab hours per week.

**LAWN 257 Police Ethics**　　　　　**3 cr. hrs.**
A study of ethics as it relates specifically to Law Enforcement, Police Science and the Criminal Justice process. 3 lecture hours; 0 lab hours per week.

# Liberal Studies

**LIB 240 Prior Learning Portfolio**　　　**1 cr. hr.**
*Prerequisites: Competence in basic writing skills and instructor consent.*
Survey of the history, theory, and processes of experiential learning and writing, documentation, and self-assessment techniques necessary for student preparation of a portfolio for the assessment of prior experiential learning. Each student prepares a portfolio. Intended for adults with significant life or work experience.
1 lecture hours; 0 lab hours per week.

**LIB 250 Field Study**　　　　　**1-4 cr. hrs.**
*Prerequisite: Instructor consent.*
For the student with a special interest or educational need that is related to a job or a work setting and who wishes to complete a practicum within the area. A weekly seminar meeting is included.
0.5-2 lecture hours; 2.5-18 lab hours per week.

**LIB 260 Internship**　　　　　**2-5 cr. hrs.**
*Prerequisite: Instructor consent.*
For the student with a special interest or educational need that is related to a job or a work setting and who wishes to complete supervised work experience in preparation for future employment. 2 lecture hours; 20 lab hours per week.

# Logistics/Warehousing

**LW 100 Beginning Logistics/Warehousing**　　**2.5 cr. hrs.**
This is an introductory course in the field of logistics and warehousing. Logistics is defined as "getting the right thing to the right place at the right time and in the right condition." There are many jobs in this field, and this course will highlight the industry with emphasis on terms and theories of successful warehousing and distribution. Economics, business planning, customer service, quality products, and employee contributions will be covered.
2.5 lecture hours; 0 lab hours per week.

**LW 105 Plant Safety in Warehousing**　　**2.5 cr. hrs.**
This course will cover personal safety in the warehouse as well as OSHA standards and requirements and Manufacturers Safety Data Sheets (MSDS). There is an optional opportunity to receive experience in forklift driving and OSHA certification.
2.5 lecture hours; 0 lab hours per week.

**LW 110 Warehousing Workplace Skills**　　**2.5 cr. hrs.**
This course will prepare students for the job market by covering important workplace skills such as sustainable problem solving, thinking systemically, work ethic, managing personal and organizational change through the application of proven techniques and world-class process, self-management and interpersonal communications. Students will receive tips on preparing for the job market with resume and interviewing skills.
2.5 lecture hours; 0 lab hours per week.

**LW 115 Logistics/Warehousing Technology  2.5 cr. hrs.**
Because accuracy and timeliness are critical to the logistics field, this course will introduce students to current technology and recent practices that contribute to success. Students will be introduced to: RFID (radio frequency identification), Excel and Access computer programs, bar codes and scanning, Electronic Data Interchange (EDI), Material Requirements Planning (MRP), and Enterprise Resource Planning (ERP).
2.5 lecture hours; 0 lab hours per week.

# Massage Therapy & Bodywork

**MASG 100 Therapy Theory I               10 cr. hrs.**
*Prerequisites: Minimum COMPASS reading score of 65 and instructor consent.*
This class will instruct students on technical skills, attitudes and behaviors necessary to function as a professional massage therapist; history of massage therapy; massage and medical terminology; indications and contraindications for massage; hygiene, sanitation, and safety; pre-massage procedures; basic Swedish massage techniques; the dynamics of the fiduciary relationship; effective communication with clients; hands-on experience through trades with peers in the classroom; and the design of a massage therapy session.
10 lecture hours; 0 lab hours per week.

**MASG 102 Musculoskeletal Anatomy +**
            **Kinesiology                5 cr. hrs.**
*Prerequisites: Minimum COMPASS reading score of 65 and instructor consent.*
Kinesiology is the study of movement of the human body. This course will familiarize students with the anatomy of the  body that allows for movement; the skeletal system; the joints; and the muscular system.
5 lecture hours; 0 lab hours per week.

**MASG 103 Human Anatomy/Physiology       5 cr. hrs.**
*Prerequisites: MASG 102 "C" or better and instructor consent.*
This course will present the eleven basic systems of the human body. The various  structures,  functions and pathologies of these systems will be introduced. The emphasis of the class will be on the relation of the systems to massage therapy. 5 lecture hours; 0 lab hours per week.

**MASG 106 Pathology                    3 cr. hrs.**
*Prerequisites: MASG 103 "C" or better and instructor consent.*
The eleven basic systems of the human body and their pathologies will be discussed. Students will study the structure and function of the body in health and disease with an emphasis on how these relate to massage therapy.
3 lecture hours; 0 lab hours per week.

**MASG 109 Therapy Theory & Practice        3 cr. hrs.**
*Prerequisites: MASG 100 and MASG 102 "C" or better and instructor consent.*
Students will continue with study and application of theories and techniques learned in the previous massage theory courses. Students will learn about business practices common to the massage therapy field including operating, marketing, and managing a practice. Students will continue to fine tune their hands-on applications. Review and preparation for the National Certification Board for Therapeutic Massage and Bodywork exam will be covered in great detail. 3 lecture hours; 0 lab hours per week.

**MASG 110 Massage Therapy Clinical        4 cr. hrs.**
*Prerequisites: CPR (Healthcare Provider) background check, medical physical, and instructor consent.*
Students will apply the skills learned in previous massage theory courses in a working massage therapy clinic environment.  Students are required to complete fifty 50-minute full body massages to complete this course. These massages will be done in a supervised, scheduled environment. The massages are free of charge to the clients who participate, and students are required to do their own marketing and appointment set-up.  Students are required to have completed Health Care Provider level CPR and must submit a physical prior to beginning clinic.
0 lecture hours; 4 lab hours per week.

**MASG 111 Massage Therapy Clinical        5 cr. hrs.**
*Prerequisites: MASG 100 and MASG 102 "C" or better and instructor consent.*
Students will learn advanced massage therapy and bodywork techniques through lecture and hands on experience through trades with peers in the classroom. Students will be introduced to a number of massage therapy complimentary bodywork modalities and ethical studies. 5 lecture hours; 0 lab hours per week.

**MASG 112 Massage Techniques/Practices II   5 cr. hrs.**
*Prerequisite: MASG 111 or instructor consent.*
Students will continue learning advanced massage therapy and bodywork techniques through lecture and hands on experience through trade and peers in the classroom. Students will be introduced to a number of massage therapy complimentary bodywork modalities. Students will participate in a mock clinic in preparation for MASG 110. 5 lecture hours; 0 lab hours per week.

# Mathematics

**MATH 080 Basic Mathematical Skills        3 cr. hrs.**
*Prerequisite: Appropriate placement score.*
Review of basic computational skills including operations with fractions, decimals, percent, ratio and proportion, English and metric measurement, and formulas for area, perimeter and volume.
3 lecture hours; 0 lab hours per week.

**MATH 081 Basic Algebra**                 **3 cr. hrs.**
*Prerequisite: Appropriate placement score or MATH 080 "C" or better.*
Introductory algebra includes sets, properties of real numbers, operations with rational and irrational numbers, monomials and polynomials, basic factoring, solving first and second degree equations, and an introduction to linear and quadratic functions and their graphs.
3 lecture hours; 0 lab hours per week.

**MATH 085 Plane Geometry**                **3 cr. hrs.**
*Prerequisite: MATH 081 "C" or better.*
Includes construction techniques, congruency, angles and triangles, similar polygons, parallel lines and planes, areas and volume, logic, and formal proofs.
3 lecture hours; 0 lab hours per week.

**MATH 086 Fundamentals of Algebra**       **5 cr. hrs.**
*Prerequisite: MATH 080 "A" or appropriate placement score.*
This is a combination of elementary and intermediate algebra. Topics covered include real number concepts, linear equations and inequalities, exponents and polynomials, factoring rational expressions, linear systems, roots and radicals, and quadratic functions.
5 lecture hours; 0 lab hours per week.

**MATH 090 Intermediate Algebra**          **5 cr. hrs.**
*Prerequisite: Appropriate placement score or MATH 081 "C" or better.*
Extension of basic algebraic properties and techniques. Includes polynomials, factoring, rational expressions, logarithm, and exponents, first and second degree equations and inequalities, determinants, functions, and graphing. 5 lecture hours; 0 lab hours per week.

**MATH 091 Intermediate Algebra Review**   **3 cr. hrs.**
*Prerequisite: Appropriate placement score or MATH 081 "C" or better.*
Extension of basic algebraic properties and techniques. Includes polynomials, factoring, rational expressions, logarithm, and exponents, first and second degree equations and inequalities, determinants, functions, and graphing. 3 lecture hours; 0 lab hours per week.

**MATH 100 Math for Elementary Teachers I   3 cr. hrs.**
*Prerequisite: MATH 086 or 090 or 091 "C" or better or by algebra assessment; MATH 085 or high school geometry.*
First course in a two-course sequence designed for elementary education majors. Topics in this course include sets, whole numbers, functions, numeration and computation, number theory, integers, rational numbers, decimals, real numbers, and mathematical reasoning. General education credit given only to students in curricula leading to state certifications elementary teachers and/or special education teachers.
3 lecture hours; 0 lab hours per week.

**MATH 103 Essentials of Technical Math       5 cr. hrs.**
This course includes a thorough review of arithmetic, an in-depth study of plane geometry concepts, an introduction to the metric system, and an introduction to trigonometry.
5 lecture hours; 0 lab hours per week.

**MATH 108 Statistics for General Education    3 cr. hrs.**
*Prerequisites: Appropriate placement score or MATH 086 or 090 or 091 "C" or better and MATH 085.*
General education course in basic principles and

procedures of statistics including levels of measurement, graphic presentation, descriptive measures of central tendency and dispersion, inferential statistics and hypothesis testing, analysis of variance and regression. Course includes use of appropriate technology and interpretation of statistical data reported in subject matter literature.
3 lecture hours; 0 lab hours per week. IAI: M1 902

**MATH 110 Mathematics for General Education**                 **3 cr. hrs.**
*Prerequisites: Appropriate placement score or MATH 086 or 090 or 091 "C" or better and MATH 085.*
A course designed to contribute to the general education of any college student. Contemporary problems will be investigated and solved using the mathematical concepts of sets, logic, counting techniques, probability, statistics, and financial formulas involving exponential and logarithmic expressions.
3 lecture hours; 0 lab hours per week. IAI: M1 904

**MATH 112 College Algebra**               **4 cr. hrs.**
*Prerequisites: Appropriate placement score or MATH 086 or 090 or 091 "C" or better and MATH 085.*
Includes theory, graphs, and applications of polynomial, rational, exponential, and logarithmic functions (including symmetry and translations); inequalities, radicals, complex numbers, conics, systems of equations and matrices, permutations and combinations.
4 lecture hours; 0 lab hours per week.

**MATH 113 Technical Algebra and Geometry  5 cr. hrs.**
*Prerequisite: MATH 103 "C" or better or technical math assessment.*
Topics include a review of basic algebraic operations, geometric concepts, functions and graphs, trigonometric functions, systems of linear equations, factoring polynomials, and quadratic equations.
5 lecture hours; 0 lab hours per week.

**MATH 116 Trigonometry**                  **3 cr. hrs.**
*Prerequisites: Appropriate placement score or MATH 086 or 090 or 091 "C" or better and MATH 085. NOTE: MATH 112 recommended or MATH 112 concurrent enrollment recommended.*
Includes circular functions, identities, conditional equations, right triangle trigonometry, solution of oblique triangles, inverse functions, complex numbers, and polar coordinates. 3 lecture hours; 0 lab hours per week.

**MATH 118 Precalculus**                    **5 cr. hrs.**
*Prerequisites: Appropriate placement score or MATH 086 or 090 or 091 "C" or better and MATH 085. NOTE: If a student has not previously completed a high school course in trigonometry, enrollment in the separate courses MATH 112 and MATH 116 is recommended.* Includes polynomial, rational, exponential, logarithmic and circular functions with graphing, analytic trigonometry, polar coordinates, conics, systems of equations, matrices, complex numbers. 5 lecture hours; 0 lab hours per week.

**MATH 123 Technical Algebra/Trigonometry   4 cr. hrs.**
*Prerequisite: MATH 103 "C" or better or technical math assessment.*
Trigonometric functions, vectors, complex numbers, radical equations, graphing, exponential and logarithmic functions, and related use of graphing calculator.
4 lecture hours; 0 lab hours per week.

**MATH 124 Calculus I with Analytic Geometry 4 cr. hrs.**
*Prerequisites: Appropriate placement score or MATH 118 or MATH 112 and MATH 116 "C" or better.* First semester calculus including analytic geometry, with emphasis on functions, limits, continuity, derivative and some of its applications, differentials, antiderivatives, and the definite integral. 4 lecture hours; 0 lab hours per week. IAI: M1 900-1, MTH 901

**MATH 131 Finite Mathematics for Business   3 cr. hrs.**
*Prerequisite: Appropriate placement score or MATH 112 "C" or better.*
This course applies the concepts of algebra to problems found in economics, business, and non-physical sciences. The emphasis is on applications, not on mathematical structure. Topics include linear systems and programming, matrix algebra, mathematics of finance, an introduction to probability and game theory.
3 lecture hours; 0 lab hours per week. IAI: M1 906

**MATH 132 Calculus for Bus/Soc Sciences   4 cr. hrs.**
*Prerequisite: Appropriate placement score or MATH 112 "C" or better.*
A calculus course which includes differential and integral calculus as applied to business, economics, sociology and natural science. Topics include functions, limits, derivatives, applications of the derivative, and integration.
4 lecture hours; 0 lab hours per week. IAI: M1 900-B

**MATH 161 Discrete Mathematics**          **3 cr. hrs.**
*Prerequisite: Appropriate placement score or MATH 112 "C" or better.*
Includes the study of sets, functions, relations, logic and proof, mathematical induction, counting techniques, graph theory, trees, networks and recurrence relations. 3 lecture hours; 0 lab hours per week. IAI: M1 905; CS 915

**MATH 200 Math for Elementary Teachers II  3 cr. hrs.**
*Prerequisite: MATH 100 "C" or better.*
Second course in a two-course sequence designed for elementary education majors. Topics in this course include statistics, probability, geometric figures, measurement, geometric transformations, and coordinate geometry. General education credit given only to students in curricula leading to state certification as elementary teachers and/or special education teachers.
3 lecture hours; 0 lab hours per week. IAI: M1 903 (Must take Math 100 and Math 200 for IAI use.)

**MATH 223 Technical Calculus**            **4 cr. hrs.**
*Prerequisite: MATH 123 "C" or better or technical math assessment.*
Analytic geometry, an introduction to statistical methods, limits, and differential and integral calculus with emphasis on applications in science, engineering, and technology.
4 lecture hours; 0 lab hours per week.

**MATH 225 Calculus II with Analytic Geometry 4 cr. hrs.**
*Prerequisite: MATH 124 "C" or better.*
Second semester calculus. Includes applications of the definite integral, transcendental functions, techniques of integration, sequences and series, polar coordinates and parametric equation. 4 lecture hours; 0 lab hours per week. IAI: M1 900-2, MTH 902

**MATH 226 Calculus III with Analytic**
                          **Geometry**       **5 cr. hrs.**
*Prerequisite: MATH 225 "C" or better.*
Includes vectors and vector-valued functions, surfaces in 3-space differential and integral calculus of multivariate functions, vector fields, line and surface integrals. 5 lecture hours; 0 lab hours per week. IAI: M1 900-3, MTH 903

**MATH 228 Probability and Statistics**     **3 cr. hrs.**
*Prerequisite: Appropriate placement score or MATH 112 "C" or better.*
This class discusses the descriptive and inferential methods of statistics. It includes measures of central tendency, dispersion, correlation, regression, analysis of variance, parameter estimation, hypothesis testing, distributions of random variables, and the use of computer packages for analysis of data. 3 lecture hours; 0 lab hours per week. IAI: M1 902, BUS 901

**MATH 230 Linear Algebra**               **3 cr. hrs.**
*Prerequisite: MATH 225 "C" or better.*
Study of vector spaces with an emphasis on proof. Topics include matrices and determinants, linear systems, linear transformations, eigenvalues, eigenvectors and applications numerical techniques.
3 lecture hours; 0 lab hours per week. IAI: MTH 911

**MATH 235 Differential Equations**     **3 cr. hrs.**
*Prerequisite: MATH 226 "C" or better.*
Study of ordinary differential equations, existence and uniqueness of solutions, and related theorems. Topics include variation of parameters, systems, numerical approximations, and transform methods.
3 lecture hours; 0 lab hours per week. IAI: MTH 912

# Mechanics

**MECH 102 Brake and Hydraulic Systems**    **1-4 cr. hrs.**
Brake systems, maintenance, repair and adjustment. Topics include wheel balance and power steering.
2 lecture hours; 4 lab hours per week.

**MECH 103 Electrical Systems I**     **4 cr. hrs.**
Theoretical and practical aspects of electrical systems and components used on vehicles. Batteries, cranking, charging, ignition, accessory components and circuit wiring will be emphasized.
2 lecture hours; 4 lab hours per week.

**MECH 104 Electrical Systems II**     **1-4 cr. hrs.**
Study of electronics, regulation systems, injection systems, components and accessories. Circuit understanding, troubleshooting, repair and service will be emphasized.
2 lecture hours; 4 lab hours per week.

**MECH 105 Fuel Control Systems**     **4 cr. hrs.**
Basic fuel system principles of operation, (electronic feedback carburetion principles), and electronic fuel injection systems will be covered.
2 lecture hours; 4 lab hours per week.

**MECH 108 Hydraulic Transmissions**     **1-3 cr. hrs.**
The study of theory, operation, service and repair of powershift and/or automatic transmissions. Emphasis will be placed on current use transmissions. Student skill development in analysis and repair procedures will be stressed. 2 lecture hours; 2 lab hours per week.

**MECH 109 Power Trains**     **3 cr. hrs.**
A working knowledge of the functions, designs, construction and service of automotive power trains. Course emphasis to be on various types of clutches, three-, four- and five-speed manual transmissions, drive lines, rear axles and differentials.
2 lecture hours; 2 lab hours per week.

**MECH 111 Engine Repair I**     **4 cr. hrs.**
An introductory course for the application and principles of operation of modern engines. Emphasis placed on measurement, engine machining, engine repair and general service to engines used in modern vehicles.
2 lecture hours; 4 lab hours per week.

**MECH 112 Air Conditioning**     **3 cr. hrs.**
Fundamentals of operation and service of air conditioners and cooling units used on auto and agricultural applications. 2 lecture hours; 2 lab hours per week.

**MECH 211 Engine Repair II**     **4 cr. hrs.**
*Prerequisite: MECH 111 or instructor consent.*
Application of theory to engine repair; analysis of engine failures, engine machining, service repair to engine systems. Emphasis on practical decision making and development of repair skills.
2 lecture hours; 4 lab hours per week.

**MECH 213 Business Management**     **3 cr. hrs.**
A course specially designed for Automotive Technology students, centering on organization and management of dealerships with emphasis on parts and service department operating procedures.
3 lecture hours; 0 lab hours per week.

**MECH 215 Advanced Service I**     **3 cr. hrs.**
*Prerequisite: Forty-five or more hours completed in the Automotive program.*
A laboratory oriented course dealing with simulated field experience. Practical service procedures will be stressed.
0 lecture hour; 6 lab hours per week.

**MECH 219 Diesel Engines**     **3 cr. hrs.**
A study of diesel engine systems. Emphasis will be given to service of the fuel systems and engine components peculiar to the diesel engine.
2 lecture hours; 2 lab hours per week.

**MECH 290 Work Experience Internship**
         **Seminar**     **1 cr. hr.**
Course would serve as a counseling/training supplement for students on service internship. Among the topics covered are interpersonal relationships, job requirements, liability and legal concerns, tool and equipment needs and technical instruction on current problems.
1 lecture hour; 0 lab hours per week.

# Military Science

**MS 113 Intro to Military Science**     **2 cr. hrs.**
This course is an introduction to the Military System focusing on basic Army knowledge. It is a survey course designed to encourage development of fundamental leadership and management skills which provide a foundation for personal growth and leadership study.
2 lecture hour; 0 lab hours per week.

**MS 211 Basic Military Science I**     **2 cr. hrs.**
Methods of military instruction and introduction to educational psychology applicable in military instruction, effective techniques in presentation, and the role of the Army in national defense.
2 lecture hours; 0 lab hours per week.

**MS 212 Basic Military Science II**     **2 cr. hrs.**
Military map reading and land navigation, and introduction to military leadership and management. Application of map reading with introduction and practical exercise.
2 lecture hours; 0 lab hours per week.

# Manufacturing Technology

**MT 114 Basic Measurement                 2 cr. hrs.**
Measuring techniques required for machine operations in industry. 1 lecture hour; 2 lab hours per week.

# Montessori

**MEC 100 Montessori Hist & Phil.          3 cr. hr.**
This will be a general overview of Montessori's principles and ideas, her view of the child and his/her place in society, with emphasis on Montessori's concept of the child from birth through preschool. Also included will be the scientific analysis of how to nurture and assist the unfolding of the human personality; care of physical and psychological needs; daily routines as curriculum; strategies for assistance; interactional techniques with children; positive communication with emphasis on personal development of the adult caregiver and the qualities of the adult based on Montessori's view of the child; developmental assessment and record keeping.
3 lecture hours; 0 lab hours per week.

**MEC 101 Montessori Child Growth & Dev.    3 cr. hr.**
This is an in-depth analysis of Montessori's theory of child development along with an historical survey of the other influential psychologies of our time. Current research and issues in children development are emphasized.
3 lecture hours; 0 lab hours per week.

**MEC 102 Montessori Infant/Toddler Activities**
**            & Programs               3 cr. hr.**
This course will focus on the Montessori philosophy for environmental design and education to accommodate infants and toddlers. It will also introduce the student to ways to develop mutual cooperation and support with families of infants and toddlers.
3 lecture hours; 0 lab hours per week.

**MEC 103 Montessori Program Leadership**
**            and Dev.                3 cr. hr.**
This course will give the student an understanding of state, local and American Montessori Society standards and requirements in order to start understanding the administrative issues around Montessori programs. This course will also focus on the techniques of observation, documentation of observation, assessment and evaluation.
3 lecture hours; 0 lab hours per week.

**MEC 104 Montessori Early Childhood Activities**
**            and Programs              3 cr. hr.**
This course will focus on the Montessori philosophy for environmental design and curriculum for early childhood. It will also introduce the student to ways to develop mutual cooperation and support with families of children in early childhood. 3 lecture hours; 0 lab hours per week.

# Music

**MUSC 101 Instrumental Ensemble           1 cr. hr.**
Standard band literature as well as chamber music and other material as required. String instrumentalists are also welcome. No auditions required. No more than 4 credit hours will apply toward a degree.
0 lecture hours; 2 lab hours per week.

**MUSC 102 Stage Band                   1 cr. hr.**
Preparation, exploration, and performance of popular music suitable for dance band instrumentation. No more than 4 credit hours will apply toward a degree.
0 lecture hours; 3 lab hours per week.

**MUSC 103 Instrumental Chamber Ensemble    1 cr. hr.**
Performance of selected chamber music according to the group instrumentation. No more than 4 credit hours will apply toward a degree.
0 lecture hours; 2 lab hours per week.

**MUSC 105 Vocal Ensemble: Opera          1 cr. hr.**
Open to singers and accompanists. Opera production from musical standpoint is emphasized, climaxed by semester production. No more than 4 credit hours will apply toward a degree. 0 lecture hours; 3 lab hours per week.

**MUSC 107 Choir                      1 cr. hr.**
Sacred and secular choral literature from early Renaissance to the 21st Century. No audition required. No more than 4 credit hours will apply toward a degree.
0 lecture hours; 3 lab hours per week.

**MUSC 109 Chamber Singers              1 cr. hr.**
Vocal literature particularly suitable for small groups. Membership also open to certain selected instrumentalists. No more than 4 credit hours will apply toward a degree.
0 lecture hours; 2 lab hours per week.

**MUSC 110 Fundamentals of Music          2 cr. hrs.**
Musical notation, scales and intervals, sight-singing and fundamental keyboard skills. Recommended for music majors judged deficient in fundamentals, elementary teaching majors, and other interested students.
2 lecture hours; 0 lab hours per week.

**MUSC 111 Theory of Music               4 cr. hrs.**
*Prerequisite: MUSC 110.*
Structure of music, notation, scales, intervals, sight-singing, keyboard skills and composition.
3 lecture hours; 2 lab hours per week.

**MUSC 112 Theory of Music               4 cr. hrs.**
*Prerequisite: MUSC 111 with recommended concurrent enrollment in MUSC 113.*
Continuation of MUSC 111.
3 lecture hours; 2 lab hours per week.

**MUSC 113 Exploring Music Literature      3 cr. hrs.**
*Prerequisites: MUSC 110 and MUSC 111.*
Study of representative vocal and instrumental works illustrative of the principal forms and styles from the Medieval period to the present.
3 lecture hours; 0 lab hours per week.

**MUSC 118 Elements of Conducting      2 cr. hrs.**
Designed to develop the basic techniques for conducting music ensembles through baton use, understanding rehearsal techniques, score reading, listening projects, and observations. 1 lecture hour; 2 lab hours per week.

**MUSC 121 Elementary Voice      1-2 cr. hrs.**
Applied lessons available to all students. Students will be required to pay a lesson laboratory fee. (Voice class option available.) 2 lecture hours; 0 lab hours per week.

**MUSC 123 Elementary Piano      1-2 cr. hrs.**
Applied lessons available to all students. Students will be required to pay a lesson laboratory fee.
2 lecture hours; 0 lab hours per week.

**MUSC 125 Voice      1-3 cr. hrs.**
Applied major lessons are available, but require a lesson laboratory fee. 3 lecture hours; 0 lab hours per week.

**MUSC 127 Piano      1-3 cr. hrs.**
Applied major lessons are available, but require a lesson laboratory fee. 3 lecture hours; 0 lab hours per week.

**MUSC 129 Organ      1-3 cr. hrs.**
Applied major lessons are available, but require a lesson laboratory fee. 3 lecture hours; 0 lab hours per week.

**MUSC 131 Brass Instrument      1-3 cr. hrs.**
Applied major lessons are available, but require a lesson laboratory fee. 3 lecture hours; 0 lab hours per week.

**MUSC 133 Woodwind Instrument      1-3 cr. hrs.**
Applied major lessons are available, but require a lesson laboratory fee. 3 lecture hours; 0 lab hours per week.

**MUSC 135 String Instrument      1-3 cr. hrs.**
Applied major lessons are available, but require a lesson laboratory fee. 3 lecture hours; 0 lab hours per week.

**MUSC 137 Percussion Instrument      1-3 cr. hrs.**
Applied major lessons are available, but require a lesson laboratory fee. 3 lecture hours; 0 lab hours per week.

**MUSC 141 Elementary Brass Instrument      1-2 cr. hrs.**
Applied lessons available to all students. Students will be required to pay a lesson laboratory fee.
2 lecture hours; 0 lab hours per week.

**MUSC 143 Elementary Woodwind
        Instrument      1-2 cr. hrs.**
Applied lessons available to all students. Students will be required to pay a lesson laboratory fee.
2 lecture hours; 0 lab hours per week.

**MUSC 145 Elementary String Instrument      1-2 cr. hrs.**
Applied lessons available to all students. Students will be required to pay a lesson laboratory fee.
2 lecture hours; 0 lab hours per week.

**MUSC 147 Elementary Percussion
        Instrument      1-2 cr. hrs.**
Applied lessons available to all students. Students will be required to pay a lesson laboratory fee.
2 lecture hours; 0 lab hours per week.

**MUSC 153 Music Appreciation      3 cr. hrs.**
For non-music majors only. Structure of basic elements, melody, harmony, form and rhythm. Emphasis is on listening and understanding the make-up of music. Outside listening is required.
3 lecture hours; 0 lab hours per week. IAI: F1 900

**MUSC 154 Music Appreciation      3 cr. hrs.**
For non-music majors only. Study of literature of music emphasizing important composers and prevailing styles of various eras. Outside listening is required.
3 lecture hours; 0 lab hours per week. IAI: F1 900

**MUSC 158 Introduction to Non-Western
        Music      3 cr. hrs.**
Introduction to non-western culture through the study of music. 3 lecture hours; 0 lab hours per week. IAI: F1 903N

**MUSC 207 Music for Young Children      3 cr. hrs.**
Materials for singing, rhythmic activities, plus musical dramatizations and applications of basic classroom instruments. Provides basic musicianship needed to teach music in early elementary or pre-school. Not recommended for music concentration student unless approved by the music department faculty.
3 lecture hours; 0 lab hours per week.

**MUSC 211 Theory of Music      4 cr. hrs.**
*Prerequisite: MUSC 112.*
Continuation of sight-singing, ear-training and dictation, with review of tonal harmony. Emphasis in harmony on analysis and composition in tonal harmonic styles using musical examples to the 20th Century.
3 lecture hours; 2 lab hours per week.

**MUSC 212 Theory of Music      4 cr. hrs.**
*Prerequisite: MUSC 211.*
Continuation of MUSC 211. Twentieth century harmonic practices. 3 lecture hours; 2 lab hours per week.

**MUSC 214 Electronic Music I      3 cr. hrs.**
Introduction to electronic music with emphasis on digital synthesis, microcomputer applications and musical instrument digital interface standard. Includes principles of sound synthesis, digital recording and specialty designed computer software. 3 lecture hours; 0 lab hours per week.

**MUSC 215 Electronic Music II          3 cr. hrs.**
*Prerequisite: MUSC 214.*
A continuation of electronic music applications with emphasis on advanced topics in digital synthesis, microcomputer applications and musical instrument digital interface. Includes more involved methods of sound synthesis, digital recording and specially designed computer software. 3 lecture hours; 0 lab hours per week.

**MUSC 221 Elementary Voice          1-2 cr. hrs.**
Applied lessons available to all students. Students will be required to pay a lesson laboratory fee. (Voice class option available.) 2 lecture hours; 0 lab hours per week.

**MUSC 223 Elementary Piano          1-2 cr. hrs.**
Applied lessons available to all students. Students will be required to pay a lesson laboratory fee.
2 lecture hours; 0 lab hours per week.

**MUSC 225 Voice          1-3 cr. hrs.**
Applied major lessons are available, but require a lesson laboratory fee.
3 lecture hours; 0 lab hours per week.

**MUSC 227 Piano          1-3 cr. hrs.**
Applied major lessons are available, but require a lesson laboratory fee. 3 lecture hours; 0 lab hours per week.

**MUSC 229 Organ          1-3 cr. hrs.**
Applied major lessons are available, but require a lesson laboratory fee. 3 lecture hours; 0 lab hours per week.

**MUSC 231 Brass Instrument          1-3 cr. hrs.**
Applied major lessons are available, but require the permission of the music advisors.
3 lecture hours; 0 lab hours per week

**MUSC 233 Woodwind Instrument          1-3 cr. hrs.**
Applied major lessons are available, but require a lesson laboratory fee. 3 lecture hours; 0 lab hours per week.

**MUSC 235 String Instrument          1-3 cr. hrs.**
Applied major lessons are available, but require a lesson laboratory fee. 3 lecture hours; 0 lab hours per week.

**MUSC 237 Percussion Instrument          1-3 cr. hrs.**
Applied major lessons are available, but require a lesson laboratory fee. 3 lecture hours; 0 lab hours per week.

**MUSC 241 Elementary Brass Instrument          1-2 cr. hrs.**
Applied lessons available to all students. Students will be required to pay a lesson laboratory fee.
2 lecture hours; 0 lab hours per week.

**MUSC 243 Elementary Woodwind
          Instrument          1-2 cr. hrs.**
Applied lessons available to all students. Students will be required to pay a lesson laboratory fee.
2 lecture hours; 0 lab hours per week.

**MUSC 245 Elementary String Instrument          1-2 cr. hrs.**
Applied lessons available to all students. Students will be required to pay a lesson laboratory fee.
2 lecture hours; 0 lab hours per week.

**MUSC 247 Elementary Percussion Instrument 1-2 cr. hrs.**
Applied lessons available to all students. Students will be required to pay a lesson laboratory fee.
2 lecture hours; 0 lab hours per week.

**MUSC 256 Introduction to American Music          3 cr. hrs.**
Available for the non-music major. Listening to and studying: (1) folk, country, western, pop, jazz, rock; (2) commercial; (3)American Music Theater; (4) experimentation, serialism and electronic music. Outside listening is required.
3 lecture hours; 0 lab hours per week. IAI: F1 904

# Nursing Assistant
**NA 100 Basic Nurse Assistant Training
          Program          8 cr. hrs.**
*Prerequisite: Must be at least 16 years old.*
Provides the nurse assistant students with knowledge, understanding and skills to function as a responsible member of the health team. Students combine theory with practical applications to various health care situations. Additional emphasis has been incorporated regarding the aging process, problems of the aged, death and dying, and caring for residents with Alzheimer's disease.
5 lecture hours; 9 lab hours per week. (40 hours clinical)

# Networking

**NETW 101 Information Security Awareness          1 cr. hrs.**
The course provides a basic introduction to information security, using a non-technical approach. Content emphasizes data security concepts, types of threats to data security, data protection strategies, and legal, social and ethical issues affecting data security. In addition to students pursuing a Microcomputer Support degree or certificate, this course is also useful to any student who wishes to expand his/her knowledge of the topic, for career enhancement in business, health care, government or legal positions. Students should have a basic working knowledge of computers.
1 lecture hours; 0 lab hours per week.

**NETW 120 Basic Computer Networks          3 cr. hrs.**
An introductory course in networking for the technical student. Includes basic network hardware, software, troubleshooting, and maintenance.
2 lecture hours; 2 lab hours per week.

**NETW 125 Cisco I          3 cr. hrs.**
An introductory Cisco Academy course for persons preparing for the CCNA exam or pursuing the Networking certificate. Typical subjects involve the OSI model, data links, network addressing, data encapsulation and

conversion, IP addresses and subnetting, and functions of the TCP/IP network-layer protocols.
3 lecture hours; 0 lab hours per week.

**NETW 145 Cisco II**      **3 cr. hrs.**
*Prerequisite: NETW 125 "C" or better.*
Second in a series of Cisco Academy courses for persons preparing for the CCNA exam or pursuing the Networking certificate. Typical subjects involve router elements, flow control methods, Cisco IOS, configuring and verifying IP addresses, RIP and IGRP protocols, monitoring and verifying router list operations, and Access Control Lists.
3 lecture hours; 0 lab hours per week.

**NETW 160 Data Communications**      **3 cr. hrs.**
*Prerequisite: NETW 120 "C" or better.*
A study of TCP/IP on a network. Topics focus on how to configure TCP/IP, troubleshoot and install TCP/IP. Covers the different types and methods of name resolution.
2 lecture hours; 2 lab hours per week.

**NETW 165 Cisco III**      **3 cr. hrs.**
*Prerequisites: NETW 125, NETW 145 "C" or better.*
Third in a series of Cisco Academy courses for persons preparing for the CCNA exam or pursuing the Networking certificate. Typical subjects involve IPX, LAN segmentation, switching methods, Ethernet operation at various speeds, Spanning Tree Protocol, Virtual LANs, RIPV2, OSPF, EIGRP, VLSM and Access Control Lists.
3 lecture hours; 0 lab hours per week.

**NETW 166 Microcomputer Operating**
               **Systems II**      **3 cr. hrs.**
*Prerequisite: COER 112 or instructor consent.*
An introduction to UNIX/LINUX operating systems. Topics include basic commands, file manipulation, file creation, shell script creation and execution, system administration duties and simple installation.
2 lecture hours; 2 lab hours per week.

**NETW 170 Intro to Information Security**      **3 cr. hrs.**
*Prerequisites: COER 112 and COER 116 and NETW 120 or NETW 125 "C" or better, or successful completion of proficiency exam, or instructor consent.*
An introduction to the topics, technologies and terminology associated with network information security. This course is a prerequisite for all other courses in the security track of the Microcomputer Support Specialist degree. 3 lecture hours; 0 lab hours per week.

**NETW 185 Cisco IV**      **3 cr. hrs.**
*Prerequisites: NETW 125, NETW 145, NETW 165 "C" or better.*
The final course in a series of Cisco Academy courses for persons preparing for the CCNA exam or pursuing the Networking certificate. Typical subjects involve WANs, frame relay systems, PPP operations, and ISDN networks and protocols, NAT and PAT, VLSM and DHCP.
3 lecture hours; 0 lab hours per week.

**NETW 190 Networking Internship**      **1-3 cr. hrs.**
*Prerequisites: NETW 120 "C" or better and instructor consent.*
Supervised field program providing work experience directly related to the student's area of concentration. On-the-job experience is required of all program graduates.
0 lecture hours; 5-15 lab hours per week.

**NETW 210 Windows Workstation**      **3 cr. hrs.**
*Prerequisites: COER 112, COER 116 and CS 100 "C" or better or instructor consent.*
This course provides the knowledge and skills necessary to implement, administer, and troubleshoot information systems that incorporate Microsoft Windows Workstation.
2 lecture hours; 2 lab hours per week.

**NETW 215 Window Server**      **3 cr. hrs.**
*Prerequisite: NETW 210 "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. 2 lecture hours; 2 lab hours per week.

**NETW 216 Windows Network Environment**      **3 cr. hrs.**
*Prerequisite: NETW 215 "C" or better or instructor consent.*
This course covers installation, management, configuration and support of a Microsoft network infrastructure. Topics include TCP/IP, DNS, DHCP, NAT, Remote Access, etc. Content is aligned with the objectives of Microsoft network infrastructure certifications (MCSE, MCSA, MCTS, etc.) 2 lecture hours; 2 lab hours per week.

**NETW 217 Windows Directory Services**      **3 cr. hrs.**
*Prerequisite: NETW 216 or instructor consent.*
This course provides the skills necessary to install, configure, and troubleshoot the Windows Active Directory components, DNS for Active Directory, and Active Directory security solutions. The skills required to manage, monitor, and optimize the desktop environment by using Group Policy, and troubleshoot information systems that incorporate Microsoft Windows Networking.
3 lecture hours; 0 lab hours per week.

**NETW 219 Designing Directory Services**      **3 cr. hrs.**
*Prerequisite: NETW 217 "C" or better or instructor consent.*
This course provides the skills to analyze the business requirements and to design a directory service architecture, including unified directory services such as Active Directory and Windows NT domains; connectivity between and within systems, system components, and applications; data replication such as directory replication and database replication; the skills required to analyze the business requirements for desktop management and design a solution for desktop management that meets business requirements. 3 lecture hours; 0 lab hours per week.

**NETW 220 Windows Security Design        3 cr. hrs.**
*Prerequisite: NETW 219 "C" or better or instructor consent.*
This course provides the skills required to analyze the business requirements for security and to design a security solution that meets business requirements. Security includes controlling access to resources, auditing access to resources, authentication, encryption, and troubleshooting information systems in a Microsoft Windows environment. 3 lecture hours; 0 lab hours per week.

**NETW 221 Windows Network Design        3 cr. hrs.**
*Prerequisite: NETW 220 "C" or instructor consent.*
This course provides the skills necessary to design a Microsoft network that encompasses typical network services and applications such as file and print, database messaging, proxy server or firewall, dial-in server, desktop management, and Web hosting, connecting individual offices and users at remote locations to the corporate network and connecting corporate networks to the Internet. 3 lecture hours; 0 lab hours per week.

**NETW 250 Web Server Administration        3 cr. hrs.**
A hands-on course in managing and maintaining an Internet Web server, with emphasis on security. Includes server configuration and customization, directory structure, content and user maintenance, server-side applications, performance monitoring and tuning, and security implementation. 2 lecture hours; 2 lab hours per week.

**NETW 252 E-mail Server Administration        3 cr. hrs.**
*Prerequisite: NETW 215 "C" or better or instructor consent.*
A course on installing, configuring, supporting, and troubleshooting business email servers (especially Microsoft Exchange). The course provides hands-on as well as classroom experiencing. NETW 252 addresses topics included in the Microsoft certification exams for Exchange 2003/2007 or similar certifications, and so helps prepare students for those exams. These exams are components of the Microsoft MCSA and MCTS certifications. 2 lecture hours; 0 lab hours per week.

**NETW 255 Advanced Networking/N+ Prep        3 cr. hrs.**
*Prerequisite: NETW 120 or NETW 125 "C" or better, or instructor consent.*
A capstone course on computer networking hardware and software, providing hands-on as well as classroom experience, with an emphasis on preparing the student to take the Comp TIA Network+ certification exams. 2 lecture hours; 2 lab hours per week.

**NETW 270 Microcomputer Forensics        3 cr. hrs.**
*Prerequisite: NETW 170 "C" or better.*
An advanced computer networking course with emphasis on usage of specialized forensics microcomputer hardware and software, as well as basic civil and criminal computer investigative fundamentals.
2 lecture hours; 2 lab hours per week.

**NETW 274 Ethical Hacking and Security        3 cr. hrs.**
*Prerequisite: NETW 170 "C" or better or instructor consent.*
A course on the issues, procedures and techniques involved in "ethical hacking" and penetration testing, the process of testing a computer network for vulnerabilities for the purpose of strengthening its protections.
2 lecture hours; 2 lab hours per week.

**NETW 280 Network Firewalls        3 cr. hrs.**
*Prerequisite: NETW 170 "C" or better or instructor consent.*
This course focuses on the utilization of hardware and software components to create a perimeter of defense around a local area network. Students will learn how to effectively identify security goals and create a security policy. Security components discussed include firewalls, packet filtering, authentication, proxy servers, encryption, bastion hosts, virtual private networks, log file maintenance and intrusion detection systems.
2 lecture hours; 2 lab hours per week.

# Natural Science

**NSCI 101 Environmental Science I        3 cr. hrs.**
Introduce scientific concepts underlying environmental processes and policies. This course will include topics such as methods of science, biological and physical science concepts and the history of environmentalism. Students wishing to use NSCI 101 as a general education science course must also complete NSCI 102.
3 lecture hours; 0 lab hours per week. IAI: LP 900

**NSCI 102 Environmental Science II        4 cr. hrs.**
*Prerequisite: NSCI 101.*
Extension of NSCI 101. Covers ecology and biodiversity, food and soil resources, air pollution and climate change, water cycles and water pollution, and energy resources.
3 lecture hours; 2 lab hours per week. IAI: LP 901L

# Nursing

**NURS 105 Principles of Nursing/Self
                    Enrichment        1 cr. hr.**
*Prerequisite: NURS 112 or RN status.*
Offered during summer session only. This elective course is designed for the student desiring additional supervised clinical experience as a team member. This course does not fulfill the requirement of elective indicated in the curriculum path. 0 lecture hours; 40 lab hours per week.

**NURS 112 Nursing Concepts I        10 cr. Hrs.**
*Prerequisite: Admission to the Associate Degree Nursing Program.*
Nursing Concepts I is an introductory course focusing on the study and practice of principles and skills basic to the nursing of all ages. The nursing process is introduced as the bases for nursing care. Human needs basic to all individuals will be identified with an emphasis on the nursing process as it is used to assist persons to meet basic

needs they are unable to meet themselves. Principles of assessment and care as they relate to concepts of stress, pain, immobility, infection and inflammation, and pharmacology are also included.
8 lecture hours; 6 lab hours per week.

**NURS 122A Psychosocial Nursing Concepts    5 cr. hrs.**
*Prerequisites: NURS 112 and PSYC 200 "C" or better and BIOL 145 "B" or better.*
Psychosocial Nursing Concepts is designed to assist students in developing critical thinking skills as they utilize the nursing process and nursing skills to plan and provide care for selected clients. This course will include the nursing care and management of pediatric, adolescent and adult clients with a focus on the nurse's role in the care of individuals who experience difficulty with psychosocial adaptation.
3.5 lecture hours; 4.5 lab hours per week.

**NURS 122B Physiologic Nursing Concept    5 cr. hrs.**
*Prerequisites: NURS 112 and PSYC 200 "C" or better and BIOL 145 "B" or better.*
Physiologic Nursing Concepts focuses on the Problems of fluid and electrolytes, acid/base balance, metabolism, tissue perfusion, and altered protection. This course is designed to assist students in developing critical thinking skills as they utilized the nursing process and nursing skills to plan and provide care for selected clients. This course will include the nursing care and management of adult clients with fluid/electrolyte and acid/base imbalances, diabetes, peripheral vascular disease, cancer and problems of the immune system.
3.5 lecture hours; 4.5 lab hours per week.

**NURS 130 Test Strategies for Nursing    .5 cr. hrs.**
Test Strategies for Nursing is a course designed to maximize success in test taking by helping the nursing student develop a positive mental attitude. Students will be introduced to critical thinking, relaxation techniques, study methods, and test taking skills.
0.5 lecture hours; 0 lab hours per week.

**NURS 138 Intro to Professional Nursing    1 cr. hr.**
*Prerequisites: Concurrent enrollment in NURS 112 or NURS 100. For transfer students, concurrent enrollment in NURS 122A, NURS 122B or NURS 216.*
Introduction to Professional Nursing provides the Associate in Applied Science Degree Nursing students with a foundation for future classes and professional practice through increased understanding of the role and responsibilities of the Professional Registered Nurse and the current and projected practice environment. This course serves to synthesize prerequisite knowledge, and to prepare students for the rigors of the Associate Degree Nursing Program and practice subsequent to graduation and successful completion of the NCLEX-RN examination. 1 lecture hour; 0 lab hours per week.

**NURS 142 Nurse Success Strategies    1 cr. hr.**
*Prerequisite: Below appropriate score for nationally-normed entrance exam for AAS-RN program or instructor consent.*
This course is designed to remedy any learning deficiencies in skills that are essential for success in the Associate Degree Nursing program which are identified through nationally-normed standardized tests. This course focuses on the nursing-specific and pre-requisites content necessary for success in the program. Much learning will be individualized to address each student's specific areas for improvement. This course may be repeated two times.
1 lecture hour; 0 lab hours per week.

**NURS 150 Pharmacology Calculations    1 cr. hr.**
*Prerequisites: 100 level Math course "C" or better and admission into the AAS-RN Program.*
NURS 150 is an elective course for nursing students who have been accepted in the Associate Degree Nursing Program. The course focuses on math skills needed for drug equivalent calculations, drug dosage calculations, and calculations for intravenous therapy.
1 lecture hours; 0 lab hours per week.

**NURS 152 Nursing Pharmacology Concepts    1 cr. hr.**
Nursing pharmacology Concepts focuses on the common classes of medications nurses will administer in clinical practice, with emphasis on major drug classifications and specific medicinal agents and associated pharmacodynamics, pharmacokinetics, therapeutic uses, adverse reactions and precautions. This course is designed to assist students in developing critical thinking skills as well as developing a theoretical base of numerous medications. 1 lecture hour; 0 lab hours per week.

**NURS 216 Nursing Concepts III    10 cr. hrs.**
*Prerequisites: NURS 122A and NURS 122B and SOC 101 "C" or better and BIOL 146 "B" or better.*
Nursing Concepts III focuses on the nurse's role in the care of infants, children, and adolescents; pregnant, laboring, or postpartum women, their newborn(s) and significant other(s); and individuals who experience difficulty with aging, chronic illness and/or disability. The student will utilize the nursing process within the nurse-client relationship in assisting clients and their families achieve or maintain their optimal level of wellness. This course is designed to assist students in developing critical thinking skills as they utilize the nursing process and nursing skills to plan and provide care for selected clients. This course will include the nursing care and managements of clients during pre-pregnancy, antepartum, intrapartum, and postpartum; who are younger than 18 years; and across the lifespan who are coping with altered nutritional, mobility, or sensory status; gastrointestinal conditions; chronic conditions; and age related changes.
6 lecture hours; 12 lab hours per week.

**NURS 226 Nursing Concepts IV          10 cr. hrs.**
*Prerequisites: NURS 216 and BIOL 261 and SPEC 175 or ANTH 102 or PHIL 103 or PHIL 100 or foreign language course "C" or better.*
Nursing Concepts IV focuses on the nurse's role in the care of individuals who experience difficulty with oxygenation, fluid and electrolytes, mobility, sensation, cognition, regulation and metabolism, trauma and care coordination. Learning experiences are designed to foster increased depth and understanding of altered homeostasis and its effect on the client and their family. Emphasis is placed on experiences to enhance utilization of the nursing process and develop critical thinking techniques as they apply to the more seriously ill client. Prototypes of health problems will be used to represent the selected concepts.
6 lecture hours; 12 lab hours per week.

**NURS 230 Transition into Practice          1 cr. hrs.**
*Prerequisites: Completion of NURS 216 and BIOL 261 with a grade of "C" or better and concurrent enrollment in NURS 226. Also, completion of SPEC 175 and ANTH 102 or PHIL 103 or PHIL 100 or foreign language course with a grade of "C" or better.*
The career aspects of nursing are explored on a seminar basis with the focus for discussion topics on successful functioning as a registered nurse. Content will build upon the concepts introduced in NURS 138, Introduction to Professional Nursing. Content will include issues and responsibilities in nursing, current trends in healthcare and implications for the registered nurse, legal implications of licensure as a registered nurse, moral and ethical responsibilities of the registered nurse; development through continuing education and participation in professional organizations, the responsibilities of the nurse as a contributing member of a community, and practice with NCLEX-RN style questions in preparation for taking the NCLEX-RN exam for licensure.
1 lecture hours; 0 lab hours per week.

**NURS 250 Nursing Practice Update          6 cr. hrs.**
*Prerequisite: RN or instructor consent.*
Nursing 250 provides an overview of recent developments in nursing and health care. A review of basic skills will be provided. Nursing diagnosis and physical assessment skills will be discussed. The nursing process will be utilized by the student during their clinical experience while the student is caring for patients who have a variety of health needs. 4 lecture hours; 6 lab hours per week.

**NURS 260 Cardiac Care Basic          3 cr. hrs.**
*Prerequisite: RN or instructor consent.*
Current concepts of nursing care for clients with cardiovascular dysfunction. Recognition of appropriate therapy for dysrhythmias.
3 lecture hours; 0 lab hours per week.

**NURS 261 Advanced Cardiovascular Nursing  3 cr. hrs.**
*Prerequisite: NURS 260 or instructor consent.*
Concepts of care for the client with complicated cardiovascular disease. Interpretation of 12 lead electrocardiograms and hemodynamic monitoring.
3 lecture hours; 0 lab hours per week.

**NURS 270 Health Assessment          2 cr. hrs.**
*Prerequisites: Completed first semester of ADN program and instructor consent.*
This course is designed to develop the student's understanding of a health history and physical examination. By completion the student will perform a detailed history and head to toe physical examination.
2 lecture hours; 0 lab hours per week.

**NURS 286 Train the Trainer for RNs          3 cr. hrs.**
*Prerequisites: Registered Nurse, at least one year of applicable experience and two years licensure.*
This lecture-format class prepares learners for employment as Illinois CAN instructors. The Alzheimer's component is included. An IDPH Evaluator workshop will be offered in conjunction with some sessions.
3 lecture hours; 0 lab hours per week.

**NURS 295 Special Topics in Nursing          3 cr. hrs.**
*Prerequisite: RN or instructor consent.*
Designed to meet the special needs or interests of registered and student nurses. Topics will vary, but examples of course offerings include new concepts in diabetes care, fluid and electrolyte imbalances in hospitalized patients, cultural diversity in health care, and fetal monitoring. 3 lecture hours; 0 lab hours per week.

# Orientation
**OR 100 Introduction to College          1-3 cr. hrs.**
Topics of Introduction to College courses are designed to develop academic and personal skills that support student success in a learning-centered environment, including orientation to college, college study skills, and human potential. Students may take either OR 100 series for 1-3 credits or OR 101 for 3 credits, but not both OR 100 and OR 101. 1-3 lecture hours; 0 lab hours per week.

**OR 101 Becoming a Master Student          3 cr. hrs.**
Facilitates student success in a learning-centered college environment by covering such topics as college resources, processes, and procedures; academic integrity; information literacy; study skills; critical thinking; time management; academic goal-setting; and educational planning. Students may take either OR 101 series for 3 credits or OR 100 for 1-3 credits, but not both OR 101 and OR 100.
3 lecture hours; 0 lab hours per week.

**OR 110 Career Management for Everyone     2 cr. hrs.**
The focus of this course is on career goal-setting and strategies to achieve career goals for individuals who have made a career decision and/or are employed. Topics covered include decision making, time and stress

management, strategic career planning, career management techniques, career success techniques and lifelong learning. 2 lecture hours; 0 lab hours per week.

# Philosophy

### PHIL 100 Logic                                3 cr. hrs.
Introduces the student to formal and informal logic. Examines logical fallacies that are found in everyday arguments as well as the basics of symbolic logic.
3 lecture hours; 0 lab hours per week. IAI: H4 906

### PHIL 101 Introduction to Philosophy        3 cr. hrs.
*Prerequisite: Appropriate COMPASS score or ENG 091 or REA 098 "C" or better.*
Some of the basic problems of philosophy. A consideration of the great philosophical systems dating from Socrates to the present.
3 lecture hours; 0 lab hours per week. IAI: H4 900

### PHIL 103 Ethics                             3 cr. hrs.
*Prerequisite: Appropriate COMPASS score or ENG 091 or REA 098 "C" or better.*
Presents an introduction to the moral problems of society with an emphasis on concepts and systems.
3 lecture hours; 0 lab hours per week. IAI: H4 904

### PHIL 205 Studies in Philosophy             3 cr. hrs.
*Prerequisite: Appropriate COMPASS score or REA 098 "C" or better; ENG 091 "C" or better; one course in philosophy or instructor consent.*
Intensive study of one or more philosophical topics, philosophical traditions, or major philosophers. Philosophy of science and language, social and political philosophy, philosophy of law, rationalism, empiricism, analytic philosophy, Aristotle, Hume, Quine, metaphysics, philosophy of mind, and aesthetics are among the offerings. 3 lecture hours; 0 lab hours per week.

### PHIL 206 Philosophy of Religion            3 cr. hrs.
*Prerequisite: Appropriate COMPASS score or REA 098 "C" or better; or ENG 091 "C" or better.*
Discusses the intellectual problems of the religious experience.
3 lecture hours; 0 lab hours per week. IAI: H4 905

# Physical Education Classes

(See HPE, page 185)

# Physics

### PHYS 101 College Physics I                 5 cr. hrs.
*Prerequisite: Concurrent enrollment in college algebra or equivalent.*
For students majoring in a field other than pre-engineering, mathematics or physics. Theory of mechanics, heat and sound. Graduation credit not permitted for both PHYS 101 and 201.
4 lecture hours; 3 lab hours per week. IAI: P1 900L

### PHYS 102 College Physics II                5 cr. hrs.
*Prerequisite: PHYS 101.*
Theory of magnetism, electricity, light and topics from atomic and nuclear physics. Graduation credit not permitted for both PHYS 102 and 202.
4 lecture hours; 3 lab hours per week.

### PHYS 110 Introduction to Physics           4 cr. hrs.
Basic principles of many branches of physics. Credit for this course will not be counted toward graduation if the student also completes PHYS 101 or 201 equivalent.
3 lecture hours; 2 lab hours per week. IAI: P1 900L

### PHYS 115 Concentrated General Physics      6 cr. hrs.
*Prerequisite: Completion of Algebra II in high school.*
An accelerated study of general physics, primarily intended for students wishing to meet the entrance requirements for pre-chiropractic. Will cover the same topics as PHYS 101 and 102. (No credit for both PHYS 101, 102 and 115.) 5 lecture hours; 3 lab hours per week.

### PHYS 120 Energy for a Technological Society  3 cr. hrs.
For non-science majors. A non-mathematical lecture-discussion course covering both finite and alternate energy sources. 3 lecture hours; 0 lab hours per week.

### PHYS 140 Practical Physics                 3 cr. hrs.
For non-science majors. Presents in a conceptual format the basic principles of physics including motion, force, energy, electricity, and magnetism.
3 lecture hours; 0 lab hours per week. IAI: P1 901

### PHYS 200 Technical Physics                 1-4 cr. hrs.
A class designed to help the student understand the physical laws that affect the machinery they deal with daily. 3 lecture hours; 2 lab hours per week.

### PHYS 201 General Physics                   5 cr. hrs.
*Prerequisite: MATH 124 or instructor consent.*
For students preparing to major in engineering, physics, chemistry or mathematics. Analytical study of the theory of mechanics, heat and sound. Graduation credit will not be permitted for both PHYS 101 and 201.
3 lecture hours; 4 lab hours per week. IAI: P2 900L; PHY 911

**PHYS 202 General Physics               5 cr. hrs.**
*Prerequisite: PHYS 201.*
For students preparing to major in engineering, physics, chemistry or mathematics. Analytical study of the theory of magnetism, electricity, light, and nuclear physics. Graduation credit will not be granted for both PHYS 102 and 202. 3 lecture hours; 4 lab hours per week. IAI: PHY 912

**PHYS 214 General Physics (Quantum)      2 cr. hrs.**
*Prerequisites: PHYS 201 and PHYS 202.*
For student preparing to major in engineering, physics, chemistry or mathematics. Analytical study of the theory of light, photons and quantum phenomena.
1 lecture hours; 2 lab hours per week.

# Political Science

**POLS 122 American National Government     3 cr. hrs.**
Examines the development and operation of the U.S. national system of government; evolution of the Constitution; the organization, powers, and functions of the three branches of government; the practice and limitations of American politics; and the interrelationships with state and local governments.
3 lecture hours; 0 lab hours per week. IAI: S5 900

**POLS 191 Introduction to Political Science     3 cr. hrs.**
Introduction to the academic discipline of political science that focuses attention on the nature and scope of political science, the political process, political theories, and the interrelationships of various elements of a political system.
3 lecture hours; 0 lab hours per week. IAI: S5 903

**POLS 200 Introduction to Political Thought     3 cr. hrs.**
This course offers a survey of the major political philosophers and concepts in the history of political thought, focusing upon classical and modern theorists and emphasizing such concepts as justice, equality, power, liberty, and rights. The course is also fundamentally concerned with improving students' abilities to think and write clearly, thoughtfully, critically, and analytically. The purpose is to move beyond the superficiality evident in the ordinary discourse of our society, and with an emphasis upon thinking deeply about basic moral principles. A significant portion of the course will be directed toward in-class discussion of the issues raised by the common readings and by the papers that each student will write.
3 lecture hours; 0 lab hours per week. IAI: PLS 913

**POLS 252 State and Local Government     3 cr. hrs.**
Examines the organization and functions of state and local governments with an evaluation of their roles in the U.S. federal system of government.
3 lecture hours; 0 lab hours per week. IAI: S5 902

**POLS 258 Selected Studies in Political
                    Science               1-3 cr. hrs.**
*Prerequisite: Instructor consent.*
Topics studied vary according to student interest and instructor availability. Typical course offerings include studies on the international, national, state and local political scene, and/or an internship experience. This course may be taken more than once if different topics are considered. 1-3 lecture hours; 0 lab hours per week.

**POLS 261 Introduction to Comparative Government:
                    European               3 cr. hrs.**
Comparative analysis of selected European governmental systems emphasizing the similarities and differences between the selected European governments and the government of the United States.
3 lecture hours; 0 lab hours per week. IAI: S5 905

**POLS 262 Introduction to Comparative Government:
                    Non-European           3 cr. hrs.**
Comparative analysis of the governmental systems of various non-western nation-states with emphasis on the similarities and differences between the selected governments and the government of the United States.
3 lecture hours; 0 lab hours per week. IAI: S5 906N

**POLS 271 International Relations          3 cr. hrs.**
Examines the basic principles and systems that govern relationships among nation-states as they attempt to cope with problems of the contemporary world.
3 lecture hours; 0 lab hours per week. IAI: S5 904

# Practical Nursing

**PN 105 Pharmacology in Practical Nursing I     1 cr. hr.**
*Prerequisites: Admission to Practical Nursing Program and MATH 080 "C" or better or COMPASS score of 55.*
Basic mathematics as it applies to medication administration is reviewed. The study of drugs and the techniques of medication administration are begun.
1 lecture hour; 0 lab hours per week.

**PN 106 Pharmacology in Practical Nursing II     1 cr. hr.**
*Prerequisites: PN 105 and PN 112 "C" or better.*
Drug classifications are studied through the structure of the nursing process. 1 lecture hour; 0 lab hours per week.

**PN 110 Basic Anatomy and Physiology          3 cr. hrs.**
Basic concepts of human anatomy and physiology.
3 lecture hours; 0 lab hours per week.

**PN 111 Foundations of Practical Nurs.       8 cr. hrs.**
*Prerequisites: Admission to Practical Nursing Program; MATH 080 or COMPASS score 55 or better and ENG 101 or COMM 100 and PN 110 or BIOL 145 or BIOL 146.*
Within the framework of the nursing process, the course teaches the concepts basic to practical nursing. Dimensions of nursing, basic needs and special procedures are covered. With guidance, the nursing process is used in the care of patients with simple health problems.
6 lecture hours; 6 lab hours per week.

**PN 112 Older Adult Nursing**     **8 cr. hrs.**
*Prerequisite: PN 111 "C" or better.*
This course covers normal aging and age-related changes in the older adult. It includes problems of mobility and circulation. It also includes concepts of mental health nursing and therapeutic communication.
6 lecture hours; 0 lab hours per week.

**PN 113 Adult Health Nursing**     **8 cr. hrs.**
*Prerequisites: PN 105 and PN 112 "C" or better.*
Within the framework of the nursing process, theories of nursing care for patients with acute medical-surgical problems are discussed.
6 lecture hours; 6 lab hours per week.

**PN 114 Intergenerational Nursing**     **8 cr. hrs.**
*Prerequisites: PN 105 and PN 113 "C" or better.*
Care of families through child-bearing, well children, ill children, and all family members through the lifespan. Concepts of growth and development, effects of illness on families, and care of clients in the hospital are also discussed. 6 lecture hours; 6 lab hours per week.

**PN 140 Licensure Review**     **1-5 cr. hrs.**
Assists students who have graduated from a practical nursing program to prepare for NCLEX-PN. Review of principles of all areas of the body of nursing knowledge applicable to practical nursing will be presented. Lecture and discussion will be complemented by practice testing. This course does not guarantee satisfactory results on NCLEX-PN. 1-5 lecture hours; 0 lab hours per week.

**PN 160 LPN Refresher**     **6 cr. hrs.**
Provides a basic review and updating of skills and knowledge for practical nurses preparing to re-enter nursing practice. Satisfactory completion of this course will meet one of the requirements for restoration of license after 5 or more years of inactive status or 5 or more years of lapse of licensure. 3 lecture hours; 7 lab hours per week.

**PN 180 Intravenous Therapy**     **1 cr. hrs.**
*Prerequisite: Current nursing license or NURS 112 "C" or better.*
A basic study of administration and regulation of intravenous infusions. Common intravenous solutions will be discussed. The technique of intravenous therapy will be taught and return demonstration will be done in the lab. Students will have the opportunity to have a clinical component which will allow them to practice in a real setting. This can be a variable entry course with an on-line component. 0.5 lecture hours; 1.5 lab hours per week.

## Physical Science

**PS 101 Introduction to Physical Science**     **4 cr. hrs.**
A conceptual overview of physical science intended for non-science majors, including elementary education. Topics will include the fundamentals of chemistry, physics, geology, astronomy, and meteorology.
3 lecture hours; 2 lab hours per week. IAI: P9 900L

**PS 205 Issues in Science, Technology and Society**     **3 cr. hrs.**
A course which considers the impact of science, technology and society. It will help the student understand the relevance of science and technology as they relate to ethical, political, economic and historical decisions. Discussion topics will be determined by student interest and the current events taking place in our changing world.
3 lecture hours; 0 lab hours per week. IAI: P9 900

## Psychology

**PSYC 101 Introduction to Psychology**     **3 cr. hrs.**
*Prerequisites: College level reading scores on COMPASS or REA 093 and SBS 100 "C" or better, or REA 098 and SBS 100 "C" or better.*
A survey of the field of general psychology without specific emphasis on any particular theory or model of human or animal behavior. Fundamental principles, methods, theories and issues in the field are discussed. Content areas may include learning, thinking, neuroscience, methodology, memory, perception, personality, intelligence, emotion, adjustment, and abnormality among others.
3 lecture hours; 0 lab hours per week. IAI: S6 900

**PSYC 105 Career Exploration and Planning 1-2 cr. hrs.**
Students will increase self-awareness by examining interests, values and skills. Interest and personality inventories are administered. Students are assisted in evaluating this information to aid in directing their research of potential careers and to facilitate career and educational planning. This course may be taken once for credit. 1-2 lecture hours; 0 lab hours per week.

**PSYC 110 Human Relations**     **3 cr. hrs.**
Focuses on interpersonal relationships and the skills necessary to build and maintain them (e.g., assertion, active listening, conflict resolution). No psychology background necessary.
3 lecture hours; 0 lab hours per week.

**PSYC 199 Psychology of Women**     **3 cr. hrs.**
*Prerequisite: PSYC 101 "C" or better.*
Examines the psychology of women from a feminist perspective, including such issues as violence against women, health psychology, work-family balance, development across the life-course, and sexist discrimination. 3 lecture hours; 0 lab hours per week.

**PSYC 200 Human Growth and Development**     **3 cr. hrs.**
*Prerequisite: PSYC 101 "C" or better.*
Explores the neurobiological, physical, cognitive, social, and emotional development of humans from conception through adulthood. Examines theories and principles of human development in light of contemporary research, emphasizing normal developmental stages and patterns of adjustment to differing life-time demands.
3 lecture hours; 0 lab hours per week. IAI: S6 902

**PSYC 201 Industrial Psychology**          **3 cr. hrs.**
*Prerequisite: PSYC 101 "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.
3 lecture hours; 0 lab hours per week.

**PSYC 210 Personality Theories**          **3 cr. hrs.**
*Prerequisite: PSYC 101 "C" or better.*
Detailed analysis of major personality theorists in psychology from Freud to the present, emphasizing the examination of common threads in the evolution of personality theory as well as decided differences between and among individual theorists. The relationship between empirical and theoretical investigation and the reading of personality research are stressed.
3 lecture hours; 0 lab hours per week. IAI: PSY 907

**PSYC 212 Experimental Psychology**          **3 cr. hrs.**
*Prerequisite: PSYC 101 "C" or better.*
This course explores the nature of scientific inquiry from an empirical perspective, employing traditional use of statistical analysis to data. The notion of inquiry, as systematic fact-finding, is approached from the Western scientific perspective, but students are taught that this approach is merely one way of discovering scientific truth; non-Western traditions are also examined. Emphasis placed on learning and using tools involved in conducting scientific research and in leaning to read research with comprehension. Extensive use of descriptive and inferential statistics for analyzing a variety of formal research hypotheses is a significant aspect of this course.
3 lecture hours; 0 lab hours per week.

**PSYC 219 Understanding Human Sexuality**          **3 cr. hrs.**
Provides an integration of psychological, social, and biological components of human sexuality. Research methods, physiology, relationships, intimacy, communication, sexual techniques, sexual behaviors, conception, pregnancy, sexual dysfunctions and sexually transmitted diseases, and sexual variances are investigated. Diversity of race, ethnicity, gender, and orientation are stressed throughout the course to facilitate a non-judgmental approach. The student will be prepared by this course for understanding most general sexual issues as they relate to their own lives and in populations they will encounter professionally. 3 lecture hours; 0 lab hours per week.

**PSYC 220 Applied Psychology**          **3 cr. hrs.**
*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).
3 lecture hours; 0 lab hours per week.

**PSYC 230 Social Psychology**          **3 cr. hrs.**
*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.
3 lecture hours; 0 lab hours per week. IAI: S8 900

**PSYC 250 Abnormal Psychology**          **3 cr. hrs.**
*Prerequisite: PSYC 101.*
An introduction to abnormal behavior, psychodiagnostic methods, theories of causation, specific pathologies, and modes of treatment.
3 lecture hours; 0 lab hours per week. IAI: PSY 905

**PSYC 260 Adolescent Psychology**          **3 cr. hrs.**
*Prerequisite: PSYC 101 "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.
3 lecture hours; 0 lab hours per week.

**PSYC 262 Child Psychology**          **3 cr. hrs.**
*Prerequisite: PSYC 101 "C" or better.*
Introduces theory and research on biological, physical, social, and cognitive development of the human child from conception to adolescence. Topics may include genetic factors, prenatal development, sensory and perceptual changes, motor system development, language acquisition, social learning, gender differences, atypical development, and such influences as the family, school, and sociocultural context.
3 lecture hours; 0 lab hours per week. IAI: S6 903

**PSYC 264 Social Psychology of Aging**          **3 cr. hrs.**
*Prerequisite: PSYC 101 "C" or better.*
Process and consequences of aging; interplay between social and psychological forces and the aging population; psychological dimensions of aging.
3 lecture hours; 0 lab hours per week. IAI: S6 905

**PSYC 266 Adult Development and Aging**          **3 cr. hrs.**
*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.
3 lecture hours; 0 lab hours per week.

**PSYC 290 Educational Psychology          3 cr. hrs.**
*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. 3 lecture hours; 0 lab hours per week.

**PSYC 295 Special Topics in Psychology     1-3 cr. hrs.**
*Prerequisite: Instructor consent.*
Topics vary according to student interest and instructor availability. Examples of course offerings include: gerontology, psychology in literature, an internship experience, psychology of religion, and dream working. Students may take up to six credit hours if the topic varies. 1-3 lecture hours; 0 lab hours per week.

# Physical Therapist Assistant

**PTA 100 Introduction to PTA          3 cr. hrs.**
*Prerequisite: Admission to PTA program.*
Study of historical background, professional ethics, and legal aspects of physical therapy practice. Overview of quality assurance and reimbursement issues, role of the PT and PTA in various settings and introduction to patient care. 3 lecture hour; 0 lab hours per week.

**PTA 113 Physical Agents I          2 cr. hrs.**
*Prerequisite: Admission to PTA program.*
Study of indications, contraindications and application of cold and heat such as infrared, ultraviolet, paraffin, hot/cold packs, ice, whirlpool and contrast baths. 1 lecture hour; 2 lab hours per week.

**PTA 201 Kinesiology          4 cr. hrs.**
*Prerequisites: PTA 100, PTA 113, PTA 202, BIOL 145.*
Study of analysis of force systems and mechanics of muscle action, and production of movement. 3 lecture hours; 2 lab hours per week.

**PTA 202 Physical Rehabilitative Techniques   3 cr. hrs.**
*Prerequisite: Admission to PTA program.*
Study of basic rehabilitative techniques, such as goniometric measuring, patient positioning, range of motion exercise, transfer techniques, gait training, and chest physical therapy. 1.5 lecture hours; 3 lab hours per week.

**PTA 203 Pathology          2 cr. hrs.**
*Prerequisites: PTA 100, PTA 113, PTA 202, BIOL 145.*
Study of the fundamental basis of disease. Emphasis on conditions treated through physical therapy procedures. 2 lecture hours; 0 lab hours per week.

**PTA 204 Practicum I          3 cr. hrs.**
*Prerequisites: PTA 100, PTA 113, PTA 202, BIOL 145.*
Practice of routine physical therapy assisting procedures with selected patients in a closely supervised clinical setting. 1 lecture hour; 6 lab hours per week.

**PTA 205 Physical Therapy Science          2 cr. hrs.**
*Prerequisite: PTA 201.*
Discussion and study of medical conditions commonly referred for physical therapy such as cerebral palsy, multiple sclerosis, cerebral vascular accident, peripheral nerve injury, arthritis, and others. 2 lecture hours; 0 lab hours per week.

**PTA 207 Massage          1 cr. hr.**
*Prerequisites: PTA 100, PTA 113, PTA 202, BIOL 145.*
Study of scientific principles, indications, contra-indications, and application of a variety of massage techniques. 1 lecture hour; 0.5 lab hour per week.

**PTA 208 Therapeutic Exercise I          3 cr. hrs.**
*Prerequisite: PTA 201.*
Study of fundamentals of exercise, theory and practice of basic exercises for individual muscles or muscle groups, breathing and postural exercises, manual muscle testing, and gait analysis. 2 lecture hours; 3 lab hours per week.

**PTA 209 Therapeutic Exercise II          4 cr. hrs.**
*Prerequisites: PTA 205, PTA 208, PTA 214.*
Study of scientific principles of therapeutic exercise, including use of equipment, orthopedic and neurological exercise techniques. 2 lecture hours; 4 lab hours per week.

**PTA 213 Physical Agents II          3 cr. hrs.**
*Prerequisite: PTA 208.*
Study of physiological effects, indications, contraindications, and application of deep heat such as ultrasound and diathermy, and other modalities such as electrical muscle stimulation, T.E.N.S. and traction. 2 lecture hours; 3 lab hours per week.

**PTA 214 Practicum II          3 cr. hrs.**
*Prerequisite: PTA 201.*
Practice of previously learned skills in a clinical setting, supervised by a Physical Therapist. 1 lecture hour; 6 lab hours per week.

**PTA 280 Clinical Internship I          4 cr. hrs.**
*Prerequisites: PTA 209, PTA 213.*
A clinical learning experience in selected health care facilities. 0 lecture hours; 48 lab hours per week.

**PTA 281 Clinical Internship II          4 cr. hrs.**
*Prerequisite: PTA 280.*
A final learning experience in selected health care facilities with hands-on application of treatment techniques and theories and progression of patient care skills learned in Clinical Internship I. 0 lecture hours; 48 lab hours per week.

**PTA 290 Clinical Seminar          2 cr. hrs.**
*Prerequisite: PTA 208.*
Discussion of education and clinical experiences. 2 lecture hours; 0 lab hours per week.

# Reading

**REA 093 Academic Reading I                3 cr. hrs.**
*Prerequisite: Score of 31-64 on COMPASS reading test.*
Improvement of basic reading skills emphasizing vocabulary and comprehension. Students with scores of 31-64 on the COMPASS reading test who are working toward an AA/AS degree are required to take this course. Certain career programs may also require this course.
3 lecture hours; 0 lab hours per week.

**REA 098 Academic Reading II                3 cr. hrs.**
*Prerequisite: Score of 62-85 on COMPASS reading test or REA 093 "C" or better.*
Improvement of reading skills to prepare students for college level reading. The course emphasizes vocabulary, critical reading, and comprehension, especially in social science and natural science reading. Students with scores of 62-85 on the COMPASS reading test who are working toward an AA/AS degree are required to take this course. Certain career programs may also require this course.
3 lecture hours; 0 lab hours per week.

# Security

**SECR 160 Introduction to Private Security    3 cr. hrs.**
To provide the student with an overview of the history and development of the private security industry, the security function in business and industry, retail security, hospital security, cargo security, computer security, and general security services. 3 lecture hours; 0 lab hours per week.

**SECR 165 Physical Security Concepts I    1-3 cr. hrs.**
Study of assets protection and physical security in the private sector. Includes in-depth studies of specific security functions with emphasis on crime prevention and risk recognition and management.
1-3 lecture hours; 0 lab hours per week.

**SECR 166 Physical Security Concepts II        3 cr. hrs.**
*Prerequisite: SECR 165 recommended.*
Study of assets protection and physical security in the private and public sectors. Emphasis placed on planning to meet anticipated security threats in the day-to-day operation of a security organization.
3 lecture hours; 0 lab hours per week.

**SECR 270 Management of Loss Prevention    3 cr. hrs.**
To provide the student with an overview of the problem of internal theft, why employees steal, embezzlement and executive dishonesty, investigating internal theft, deterring internal theft, deterring internal theft, and shoplifting - prevention, investigation, and control.
3 lecture hours; 0 lab hours per week.

**SECR 272 Internship in Securities            3 cr. hrs.**
*Prerequisite: Instructor consent.*
Provides a supervised work experience in a licensed or proprietary security organization in a metropolitan area.
1 lecture hour; 10 lab hours per week.

**SECR 275 Principles of Security
                Management                3 cr. hrs.**
An overview of management techniques and practices relevant to modern security and loss prevention practices. 3 lecture hours; 0 lab hours per week.

# Social and Behavioral Science

**SBS 100 Social & Behavioral Sciences        3 cr. hrs.**
This introductory interdisciplinary course is designed to give the students a foundation and overview of the disciplines of psychology and sociology. However, this course does not substitute for Psychology 101 or Sociology 101. 3 lecture hours; 0 lab hours per week.

**SBS 200 Psychology & Societies: Asia        3 cr. hrs.**
An interdisciplinary sociological and psychological examination of selected societies and psychologies of Asia. 3 lecture hours; 0 lab hours per week.

# Sociology

**SOC 101 Principles of Sociology            3 cr. hrs.**
*Prerequisites: College level reading scores on COMPASS required, or REA 093 and SBS 100 "C" or better, or REA 098 and SBS 100 "C" or better.*
Scientific examination of human society and social behavior. Concentrates on human behavior and assumes that it is largely shaped by the groups to which people belong and by the social interaction taking place in these groups. Acquire a basic sociological understanding and sensitivity to the issues of race, class, gender, and ethnicity.
3 lecture hours; 0 lab hours per week. IAI: S7 900

**SOC 102 Contemporary Social Problems        3 cr. hrs.**
Analysis of contemporary social problems and investigation of theories on social organization and conflict. Explores the genesis, significance, and amelioration of social problems.
3 lecture hours; 0 lab hours per week.  IAI: S7 901

**SOC 210 Contemporary Urban Institutions    3 cr. hrs.**
*Prerequisite: SOC 101 or instructor consent.*
A survey of the structure and functions of urban communities. 3 lecture hours; 0 lab hours per week.

**SOC 222 Introduction to Social Work        3 cr. hrs.**
*Prerequisite: SOC 101 or instructor consent.*
Introductory survey of social work in the context of the social welfare services and policies, including their historical origins, conceptual framework, and contemporary foci. Overviews principal social work values, codes of ethics, practice methods, research considerations, and policy issues. Emphasizes the unique experiences of diverse and at-risk population groups facing various social challenges.
3 lecture hours; 0 lab hours per week.

**SOC 230 Sociology of Sex and Gender**        **3 cr. hrs.**
*Prerequisite: SOC 101 or instructor consent.*
Provides a framework for understanding the sources and consequences of gender and sex role in the economy, family, education, and other social institutions.
3 lecture hours; 0 lab hours per week.

**SOC 250 Minority Relations**        **3 cr. hrs.**
Examines racial, ethnic, and gender minorities. A comprehensive overview of major sociological theories regarding interaction between dominant and minority groups and an investigation of the experiences of minorities in the United States.
3 lecture hours; 0 lab hours per week. IAI: S7 903D

**SOC 251 Marriage and the Family**        **3 cr. hrs.**
*Prerequisite: SOC 101.*
Survey of the contemporary family in historical and cross-cultural perspectives. Includes trends in mate selection, marriage, child-rearing, employment, gender roles, and communication within the family.
3 lecture hours; 0 lab hours per week. IAI: S7 902

**SOC 255 Social Statistics**        **3 cr. hrs.**
*Prerequisites: SOC 101 or PSYC 101; Math 086 or 091 or college level math COMPASS score.*
Application and interpretation of basic statistics used in the behavioral sciences including descriptive statistics and an introduction to inferential statistics.
3 lecture hours; 0 lab hours per week.

**SOC 261 Deviant Behavior**        **3 cr. hrs.**
The sociological study of the origins, causes, control and definitions of deviance and deviant behavior. Includes criminality, mental disorders, drug use, and sexuality.
3 lecture hours; 0 lab hours per week.

**SOC 264 Social Psychology of Aging**        **3 cr. hrs.**
Process and consequences of aging; interplay between social and psychological forces and the aging population; psychological dimensions of aging.
3 lecture hours; 0 lab hours per week. IAI: S6 905

**SOC 270 Sociology of Health**        **3 cr. hrs.**
*Prerequisite: SOC 101.*
Health care systems and issues in cross-cultural context; dimensions of wellness and illness including mental health, health providers, organizations, and institutions and their relations. 3 lecture hours; 0 lab hours per week.

**SOC 290 Studies in Sociology**        **1-3 cr. hrs.**
Focuses on selected topics from a sociological perspective, including such topics as child maltreatment, addictions, juvenile justice, family violence, death and dying, and field studies. 1-3 lecture hours; 0 lab hours per week.

# Spanish

Students who have not taken Spanish at BHC must take a brief placement test.

**SPAN 101 Elementary Spanish I**        **4 cr. hrs.**
First course of a two semester sequence in elementary Spanish with emphasis on speaking, listening comprehension, reading, writing and culture.
4 lecture hours; 0 lab hours per week.

**SPAN 102 Elementary Spanish II**        **4 cr. hrs.**
*Prerequisite: One year of high school Spanish "C" or better or one semester of college Spanish "C" or better or the equivalent.*
Second course of a two semester sequence in elementary Spanish with emphasis on speaking, listening comprehension, reading, writing and culture.
4 lecture hours; 0 lab hours per week.

**SPAN 103 Spanish for Near-Native Speakers   3 cr. hrs.**
Review formal structure and sound system of Spanish for near-native speakers with emphasis on accurate, fluent, and effective oral and written expression.
3 lecture hours; 0 lab hours per week.

**SPAN 130 Career Spanish**        **.5-3 cr. hrs.**
Development of oral communication skills for selected occupations. Emphasizes question-answer patterns, key vocabulary, and high frequency expressions.
0.5-3 lecture hours; 0 lab hours per week.

**SPAN 201 Intermediate Spanish I**        **4 cr. hrs.**
*Prerequisite: Two years of high school Spanish "C" or better or two semesters of college Spanish "C" or better or the equivalent.*
First course of a two semester sequence in intermediate Spanish with emphasis on conversation, literary readings and composition and the culture and civilization of the Hispanic world. 4 lecture hours; 0 lab hours per week.

**SPAN 202 Intermediate Spanish II**        **4 cr. hrs.**
*Prerequisite: Three years of high school Spanish "C" or better or three semesters of college Spanish "C" or better or the equivalent.*
Second course of a two semester sequence in intermediate Spanish with emphasis on conversation, literary readings and composition and the culture and civilization of the Hispanic world.
4 lecture hours; 0 lab hours per week. IAI: H1 900

**SPAN 253 Advanced Spanish I**        **3 cr. hrs.**
*Prerequisite: Four years of high school Spanish "C" or better or four semesters of college Spanish "C" or better or the equivalent.*
First course of a two semester sequence in advanced Spanish with emphasis on conversation and composition with further study of literary pieces by Spanish-speaking authors. 3 lecture hours; 0 lab hours per week. IAI: H1 900

**SPAN 254 Advanced Spanish II**               **3 cr. hrs.**
*Prerequisite: Four years of high school Spanish "C" or better or five semesters of college Spanish "C" or better or the equivalent.*
Second course of a two semester sequence in advanced Spanish with emphasis on conversation and composition with further study of literary pieces by Spanish-speaking authors. 3 lecture hours; 0 lab hours per week. IAI: H1 900

# Speech

**SPEC 101 Principles of Speech
                    Communication**               **3 cr. hrs.**
The oral communication course combines communication theory with the practice of oral communication skills. The oral communication course: (1) develops awareness of the communication process; (2) provides inventional, organizational, and expressive strategies; (3) promotes understanding of and adaptation to a variety of communication contexts; and (4) emphasizes critical skills in listening, reading, thinking and speaking.
3 lecture hours; 0 lab hours per week. IAI: C2 900

**SPEC 111 Business and Professional
                    Communication**               **3 cr. hrs.**
Examines factors which influence communication in the organization, including management syles, nonverbal communication, personalities, leadership, formal/informal channels and interviewing.
3 lecture hours; 0 lab hours per week.

**SPEC 114 Interpersonal Communication**      **3 cr. hrs.**
Examines skills needed in informal face-to-face communication; emphasizes self-concept and interaction with others. 3 lecture hours; 0 lab hours per week.

**SPEC 120 Performance of Literature**         **3 cr. hrs.**
The study and performance of literature, such as essays, letters, novels, poetry, and short stories, with an emphasis on using voice and movement to interpret the works and communicate that interpretation to an audience.
3 lecture hours; 0 lab hours per week.

**SPEC 150 Introduction to Public Relations**    **3 cr. hrs.**
An introduction to the nature of public relations and an examination of current philosophies and practices in the profession. Incorporates both theoretical and practical approaches to understanding of public relations.
3 lecture hours; 0 lab hours per week.

**SPEC 175 Intercultural Communication**        **3 cr. hrs.**
Promotes awareness, knowledge, and skills for communicating among persons of differing cultural backgrounds. Focuses on cultures with whom U.S. Americans interact. 3 lecture hours; 0 lab hours per week.

**SPEC 200 Communication Experiences**        **3 cr. hrs.**
*Prerequisite: SPEC 101 or instructor consent.*
Provides experience in identifying and improving communication skills. Specific content tailored to student need and interest. Repeatable up to a maximum of 3 hours. 1-3 lecture hours; 0 lab hours per week.

**SPEC 210 Public Speaking**                  **3 cr. hrs.**
*Prerequisite: SPEC 101.*
Examines the use of oral persuasion in our society. The theories of persuasion are studied, political speeches analyzed and persuasive skills developed through oral presentations. 3 lecture hours; 0 lab hours per week.

**SPEC 290 Leadership Development**           **3 cr. hrs.**
This course will provide a basic understanding of leadership. Students will develop a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of their personal styles of leadership.
3 lecture hours; 0 lab hours per week.

# Theatre

**THEA 101 Theatre Practicum**                 **1 cr. hr.**
Practical experience in theatre techniques. Maximum of four hours may be earned.
0 lecture hours; 8 lab hours per week

**THEA 102 Theatre Practicum**                 **1 cr. hr.**
Practical experience in theatre techniques. Maximum of four hours may be earned.
0 lecture hours; 8 lab hours per week.

**THEA 111 Introduction to Theatre Arts**      **3 cr. hrs.**
Theatre as a major fine art form through contribution of playwright, actor, director, designer, and technician.
3 lecture hours; 0 lab hours per week. IAI: F1 907

**THEA 112 Play Production**                   **3 cr. hrs.**
Cross currents of modern thought of 20th century dramaturgy and theatre practice. Reading, analysis, and viewing of selected plays when feasible. (When repeated, the student will go beyond previous objectives by viewing and critiquing different plays that were not covered in the first enrollment of the course. Additionally, the student will write an extended Self-Assessment, evaluating the onstage or offstage production role that he or she explores. Beyond other plays on the reading list, the main topic play to be explored will change each semester.) Maximum of six credit hours may be earned. (Repeatable one time.)
2 lecture hours; 2 lab hours per week.

**THEA 201 Directing**                         **3 cr. hrs.**
*Prerequisite: Instructor consent.*
Study and practical application of principles, procedures and problems of staging with emphasis on the role and responsibilities of the director.
3 lecture hours; 0 lab hours per week.

**THEA 202 Stagecraft**                    **3 cr. hrs.**
Concentrates on planning and execution of technical aspects of theatre and television production.
3 lecture hours; 0 lab hours per week. IAI: TA 911

**THEA 203 Theatre Practicum**            **1 cr. hr.**
Practical experience in theatre techniques. Maximum of four hours may be earned.
0 lecture hours; 8 lab hours per week.

**THEA 204 Theatre Practicum**            **1 cr. hr.**
Practical experience in theatre techniques. Maximum of four hours may be earned.
0 lecture hours; 8 lab hours per week.

**THEA 205 Stage Makeup**                 **2 cr. hrs.**
Introduces students to the principles, techniques, and materials of stage makeup and practical experience in their application. 1 lecture hour; 2 lab hours per week.

**THEA 210 Fundamentals of Acting**      **3 cr. hrs.**
Concentrates on exploration and development of an individual's interpretive and expressive skills.
2 lecture hours; 2 lab hours per week. IAI: TA 914

**THEA 211 Intermediate Acting**          **3 cr. hrs.**
*Prerequisite: THEA 210.*
Development of the basics introduced in the Fundamentals of Acting (THEA 210), emphasizing an intensive approach to acting exercises, improvisation, and scene study; an introduction to style. 3 lecture hours; 0 lab hours per week.

**THEA 212 Introduction to Costumes**     **3 cr. hrs.**
*Prerequisite: Basic familiarity with standard sewing machine, arts and crafts, are helpful.*
Introduces students to safety procedures, basic design methods, and basic techniques of costume and accessory construction, tool use, fitting and draping, and costume shop organization through projects in cutting, stitching, and finishing costumes for production.
2 lecture hours; 2 lab hours per week.

**THEA 295 Special Topics: Advanced Craft   2-4 cr. hrs.**
*Prerequisite: THEA 112.*
Topic varies each semester. Depending on topic, course explores critical and literary aspects of theatre practice, new forms of drama and production, practical and aesthetic contributions of stage practitioners and application of techniques and craft. (Variable and repeatable one time.)
2 lecture hours; 4 lab hours per week.

## Technical Math

**TMAT 101 Technical Math I**            **1-3 cr. hrs.**
To understand theory and develop skills in arithmetic, percents, powers, roots, ratios, proportions, measurements, algebra, geometry, trigonometry and graphs as applied to the field of mechanics.
3 lecture hours; 0 lab hours per week.

## Television

**TV 212 History and Appreciation of the
           Motion Picture**               **3 cr. hrs.**
Traces origin and development of the motion picture through lectures, reading and viewing of pertinent films.
3 lecture hours; 0 lab hours per week. IAI: F2 909

## Welding

**WLD 101 Introduction to Arc Welding**   **.5 cr. hrs.**
The study of arc welding processes that are most widely used in lead industry. Students will learn about shop equipment, safety, and housekeeping. Electrode selection and identification will be studied. These types of weld joints are thoroughly discussed.
0 lecture hours; 1 lab hour per week.

**WLD 102 Basic Arc Welding in the Flat
           Position**                     **.5 cr. hrs.**
*Prerequisite: WLD 101 "C" or better.*
This course is a continuation of WLD 101. Using the flat position, the student will weld three beads, tee-joints, lap joints, butt joints, and outside corner to specifications given by the instructor. Gloves are to be purchased by the student. Shop safety will be stressed during course.
0 lecture hours; 1 lab hour per week.

**WLD 103 Arc Welding in the Flat and
           Horizontal Positions**         **.5-2 cr. hrs.**
*Prerequisite: WLD 102 "C" or better.*
This course is a continuation of WLD 102, using the flat position and horizontal welding position. Student will weld using various electrode grades. A v-groove test must be passed. Shop safety will be employed during the course.
0 lecture hours; 4 lab hours per week.

**WLD 105 Oxyacetylene Welding and
           Cutting**                      **.5-3 cr. hrs.**
*Prerequisite: WLD 122 "C" or better.*
An introduction to gas welding, bronze welding, and cutting with emphasis on obtaining manipulative skills in each area. Instruction is given in related technical terms.
1 lecture hour; 4 lab hours per week.

**WLD 109 Blueprint Reading for Welders**   **2 cr. hrs.**
*Prerequisite: Shop math equivalency/high school drafting.*
Reading welding prints using mathematics, interpreting welding symbols, gauges and inspection techniques.
1 lecture hour; 2 lab hours per week.

**WLD 111 Welding Processes**             **3 cr. hrs.**
An introduction to the history and roles played by welding. All major welding processes and their related skills are explained. Types of power supplies are also studied with emphasis on the proper selection for each job.
3 lecture hours; 0 lab hours per week.

### WLD 117 Arc Welding in the Vertical Position .5-2 cr. hrs.

*Prerequisite: WLD 103 "C" or better.*

This course is a continuation of WLD 103, using the vertical position. Students will weld using various electrode grades. A V-groove test must be passed. Shop safety will be emphasized in the course.
0 lecture hours; 4 lab hours per week.

### WLD 118 Arc Welding in the Overhead Position .5-1 cr. hr.

*Prerequisite: WLD 117 "C" or better.*

This course is a continuation of WLD 117 using the overhead welding position. Students will weld using various electrode grades on various materials. A v-groove test must be passed. Shop safety will be emphasized in the course. 0 lecture hours; 2 lab hours per week.

### WLD 120 Introduction to MIG Welding .5-1 cr. hr.

*Prerequisite: WLD 118 "C" or better.*

Course designed to cover production methods and techniques in gas metal arc welding (MIG). This process will include spray transfer, short arc transfer and cored wires. This will be done by studying machine set-up, handling the gun, weld size, gun angle, wire feed and gas quantities. Safety will be emphasized.
0 lecture hours; 2 lab hours per week.

### WLD 121 MIG Welding with Spray Arc Process .5-3 cr. hrs.

*Prerequisite: WLD 120 "C" or better.*

Course provides theory and welding experience in the flat, horizontal and vertical positions using various joint designs. Various fillet sizes and material thickness will be the welding lab experiences. Shop safety will be emphasized. 0 lecture hours; 6 lab hours per week.

### WLD 122 MIG Welding with Globular Transfer Process and Short Arc .5-2 cr. hrs.

*Prerequisite: WLD 121 "C" or better.*

Student will learn when welding with consumable wire electrodes that transfer of metal is achieved by three methods. The type of metal transfer that occurs will depend on electrode wire size, shielding gas, arc voltage, and welding current. Various lab exercises employ different processes with different joint types and various welding positions. Shop safety will be emphasized.
0 lecture hours; 4 lab hours per week.

### WLD 125 TIG Welding .5-3 cr. hrs.

*Prerequisite: WLD 122 "C" or better.*

The course will introduce gas tungsten-arc welding (GTAW or TIG). Students will learn how to properly set up machine and weld in various positions with ferrous and non-ferrous material. The student will learn how to regulate oxygen and acetylene for the oxyacetylene welding process. Student will weld various material thickness in different positions and pass a weld joint test. Shop safety will be emphasized.
1 lecture hour; 4 lab hours per week.

# Board of Trustees

# Executive Administration

# Administration

(Administrators are defined by the Board of Trustees as President, Vice Presidents, Deans, and Directors)

**President/Vice Presidents**
Dr. R. Gene Gardner, President
Dr. Rose M. Campbell, Executive Vice President and Vice President of Instruction and ITS
Dr. Richard "Dick" Vallandingham, Vice President for Student Services and Dean of Students
Chanda Dowell, Vice President for East Campus
Leslie T. Anderson, Chief Financial Officer and Treasurer of the Board
Michael R. Phillips, Vice President for Administration

**Deans**
Dr. Kim Armstrong, Assistant Dean of Student Support Services
Bruce Boyd, Associate Dean of Sustainable Energies/Careers
BJ McCullum, Assistant Dean of Student Support Services (EC)
Glenda Nicke, Associate Dean of Extended Educational Programs
Dr. Michael Rivera, Dean of Instruction and Student Learning
Dr. Bettie Truitt, Dean of Instruction and Academic Support

**Directors**
Dr. Molly Baker, Director of Teaching Learning Center and Online Learning
Karen Boyd, Director of Human Resources
Liz Breedlove, Executive Director of the Black Hawk East College Foundation
Brenda Brown, Director of Business & Community Education Center
Shelly Cain, Executive Director of BHC Foundation
Susan Dusenbery, Bursar
Joanna Dye, Director of Financial Aid
Diane Fall, Director of Adult Education
Rick Fiems, Chief of Police
Julie Gelaude, Director, Business Training Center
Gary Huber, Division Director of Athletics
Ray Jacobs, Superintendent of Facilities and Campus Services (EC)
Charlet Key, Librarian (Professor and Department Chair)
(Position Vacant), Director, International Trade Center (ITC)
Kathy Malcolm, Director of Planning and Institutional Effectiveness
John Meineke, Director of Marketing and Public Relations
Vicky Miller, Director, Procurement Technical Assistance Center (PTAC)
Kaye Quick, Director of Auxiliary Services
Sam Scoma, Chief Information Officer
Darcie Stearns, Director of Academic Advisement
Dr. Bruce Storey, Director of Educational Services
Linda Turner, Registrar
Mark Willett, Facilities Superintendent (QC)
Joel Youngs, Director of Illinois Small Business Development Center (SBDC)

# Faculty

**Alan Abbott** (1999)
Professor
Ph.D., University of Minnesota
Chemistry

**Dianne Abels** (2005)
Assistant Professor
M.S., University of Osteopathic
Medicine and Health Sciences
Physical Therapist Assistant

**Matlub Ahmad** (1994)
Professor
Ph.D., Pennsylvania State University
Engineering and Physical Sciences

**Brian Arnold** (2006)
Instructor
B.S., Purdue University
Agri-Business

**Catherine Attebery** (1993)
Professor
M.S., Pittsburg State University
Business Information Technology

**Karen Baber** (2004)
Assistant Professor
M.S., University of Illinois-Chicago
Nursing

**Adebayo Badmos** (2008)
Assistant Professor
Ph.D., University of Cambridge, U.K.
Engineering Technology

**Christine Bachelder** (1984)
Professor
M.A., University of Iowa
Child Development

**Diana Badur** (1991)
Professor
Ph.D., University of Wisconsin
English

**Nicole Banks** (2010)
Instructor
M.A., Western Illinois Univeristy
English

**Cheryl Ballantyne** (2006)
Assistant Professor
BSN, Northeast Missouri State
Nursing

**Caroline Barnes** (1979)
Associate Professor
M.A., University of Iowa
Library

**Karin Barrett** (2008)
Instructor
M.S., Nursing, St. Ambrose
University
Associate Degree Nursing

**Marilynn R. Bartels** (2002)
Associate Professor
M.S., Oregon State University
Biology

**Cynthia Becker** (2007)
Assistant Professor
M.S., Nursing, University of Iowa
Associate Degree Nursing

**Darryl Beckett** (1998)
Professor
M.S., Northern Illinois University
Biological Science

**Krisann Bergo-Brown** (2006)
Assistant Professor
M.A., University of Kansas
Psychology/Sociology

**Deana Bobzien** (2002)
Associate Professor
M.A., University of Illinois
Mathematics

**Wendy Bock** (1999)
Associate Professor
M.S., University of Wisconsin
Counselor

**Aaron Callahan** (1998)
Associate Professor
B.S., West Texas A&M University
Equine Science

**Heather Carlson** (2002)
Associate Professor
M.S., Western Illinois University
Reading

**Erskine Carter** (1987)
Professor
M.A., University of Connecticut
English

**Debra Collins** (1999)
Professor
B.A., St. Ambrose University
Computer Information Processing

**Xixuan Collins** (2004)
Assistant Professor
Ph.D., Iowa State University
Biology

**Drew Cotton** (2009)
Instructor
M.S., University of Florida
Horse Science

**Edgar Crockett** (1992)
Professor
Ph.D., University of Iowa
Music

**Douglas Davidson** (1999)
Associate Professor
Ph.D., University of Washington
Physics

**Traci Davis** (2004)
Assistant Professor
Ph.D., Argosy University
Psychology/Sociology

**Nina DeBisschop** (2010)
Instructor
M.A., Southern Illinois Univeristy
English as a Second Language

**Carrie Delcourt** (2000)
Professor
M.S., Western Illinois University
Computer Science Applications

**Lee Denzer** (1986)
Professor
M.S., University of Illinois
Agriculture

**William Desmond** (1989)
Professor
M.A., Ohio State University
Philosophy

**Lowell Doerder** (1974)
Professor
M.S., University of Iowa
Mathematics

**Gary Drew** (1987)
Professor
M.B.A., St. Ambrose University
Management/Marketing

**Kathy Dusthimer** (2004)
Assistant Professor
M.S.N., Ball State
Licensed Practical Nursing, EMS

**Acie B. Earl** (1990)
Professor
M.A., Central Michigan University
Management/Marketing

**Joan Eastlund** (1982)
Professor
M.A., Iowa State University
History/Political Science

**Enjle Elukhanyeni** (1990)
Associate Professor
M.A., Governor's State University
Communication Studies

**Mark Esposito** (2001)
Associate Professor
Ph.D., West Virginia University
History/Political Science

**Sally Flesch** (1983)
Professor
Ph.D., LaSalle University
Practical Nursing and Nurse Assistant

**Donald Gano** (2010)
Instructor
M.A., Eastern Illinois University
Law Enforcement

**Gayle Gerard** (2009)
Instructor
M.A., Illinois State University
Speech

**Larry Gillund** (1994)
Associate Professor
M.S., University of Osteopathic
Medicine and Health Sciences
Physical Therapist Assistant

**Brian Glaser** (1997)
Professor
M.A., University of Northern Iowa
Chemistry

**William Good** (1986)
Professor
M.S., University of Illinois
Agriculture Economics

**Jason Grice** (2009)
Instructor
A.A.S., Black Hawk College
ASE Certifications Auto Mechanics

**Linus Griswold** (1987)
Associate Professor
M.S., Illinois State University
Chemistry

**Jenna Haenggi** (2010)
Instructor
M.A., Southern Illinois University
Mathematics

**William Hampes** (1989)
Professor
Ph.D., University of North Dakota
Psychology and Sociology

**Isabel Hansen** (1987)
Professor
M.A., Bowling Green State
University
English

**Deborah Hantz** (2003)
Associate Professor
M.S., University of Illinois
Associate Degree Nursing/EMS

**Coleman Harris** (1993)
Professor
M.S., Western Illinois University
Counseling

**John Hartman** (2001)
Associate Professor
MFA, Bradley University
Art

**Richard Harwood** (1994)
Professor
M.S., Northern Arizona University
Earth Science

**Jeffry Hawes** (2006)
Assistant Professor
Ph.D., Michigan State University
Horticulture

**John Hawry** (2008)
Instructor
M.S., University of Illinois
Associate Degree Nursing

**Melissa Hebert** (2004)
Assistant Professor
M.A., Northern Illinois University
Art History

**Ilga Higbee** (1989)
Professor
Ph.D., Iowa State University
Computer Science

**Jamie D. Hill** (2000)
Associate Professor
M.S., Marycrest
Networking

**Linda Hoeltzner** (1978)
Professor
M.A., Illinois State University
Adult Basic Education

**Dan Hoge** (1970)
Professor
M.S., University of Illinois
Animal Science

**Carolyn Hulsen** (1993)
Professor
M.S., University of Dubuque
Associate Degree Nursing

**Krista Hutton** (2009)
Instructor
B.S.N., Trinity College of Nursing
LPN/CNA

**Fred Ingold** (1989)
Associate Professor
M.A., Western Illinois University
English

**Virginia Irintcheva** (2006)
Assistant Professor
Ph.D., St. Louis University
Pharmacology and Physiology

**Donna Irvin** (1990)
Professor
B.S., Penn State University
Equestrian Science

**Gwen Johnson** (1987)
Professor
M.Ed., University of Illinois
Management/Marketing

**James Johnson** (1990)
Professor
M.A., University of Missouri
Economics

**Jennifer Johnson**
Dip. M.T.
Massage Therapy

**Michelle Johnson** (1992)
Professor
M.A., University of Iowa
Speech/Rhetoric

**Constance Kappas** (1997)
Associate Professor
M.A., Northeastern Illinois
University
Adult Basic Education

**Charlet Key** (1985)
Professor
M.S.L.S., University of Kentucky
Library

**Mary Kline** (2002)
Associate Professor
M. Acc., University of Iowa
Accounting Specialist

**Amy Kolker** (1999)
Associate Professor
Ph.D., University of Kansas
English

**Valerie Koster** (2002)
Associate Professor
M.S., University of Utah
Associate Degree Nursing

**Mary Beth Kwasek** (1997)
Professor
M.A., University of Nebraska
English

**Douglas Lamb** (2001)
Associate Professor
M.A., Marycrest College
Adult Basic Education

**James Larrabee** (2007)
Assistant Professor
MPhil., Trinity College
History/Political Science

**Andrew Larson** (1998)
Professor
M.S., University of Illinois
Agronomy

**Nelson Lay** (1979)
Professor
M.S., Illinois State University
Health/Physical Education

**Bruce LeBlanc** (1991)
Professor
Ed.D., University of Sarasota
Psychology and Sociology

**Robert Lee** (1983)
  Professor
  M.S.W., University of Iowa
  Psychology

**Emily Lehman** (2006)
  Asssitant Professor
  Ph.D., Case Western Reserve
  University
  Biology

**Charles Leland** (1999)
  Professor
  M.S., Pennsylvania State University
  Chemistry

**Galen Leonhardy** (2002)
  Associate Professor
  M.A., Eastern Washington University
  English

**Amy Levins Smith** (2001)
  Associate Professor
  M.B.A., Western Illinois University
  Business Information Technology

**Todd Linscott** (2004)
  Assistant Professor
  Ph.D., University of Idaho
  Biology

**Paul Lockard** (1994)
  Professor
  Ph.D., University of Massachusetts
  Economics

**Maria Concepcion Lucas-Murillo**
  (1987)
  Professor
  M.A., University of Iowa
  Foreign Language

**Ravi Manimaran** (2008)
  Assistant Professor
  M.S., Institution of Electronics &
  Telecommunications Engineers,
  New Delhi, India
  Engineering Technology

**Allan Markezich** (1984)
  Professor
  Ph.D., Illinois State University
  Biological Science

**Diana McCabe** (2006)
  Associate Professor
  M.Acc., Western Illinois University
  Accounting

**Connie McLean** (2001)
  Associate Professor
  M.A., University of Iowa
  Developmental Mathematics

**Robyn McVey** (2009)
  Instructor
  M.S., University of Iowa
  Mathematics

**Catherine Melear** (1999)
  Professor
  M.Ed., Middle Tennessee State
  University
  Child Development

**Lisa Miotto** (1997)
  Professor
  M.A., University of Chicago
  English as a Second Language

**Shari Monson** (1999)
  Associate Professor
  M.S., University of Illinois
  Computer Science Applications

**Betsey Morthland** (2003)
  Associate Professor
  M.S., Western Illinois University
  Health Management Information

**Donald Mosier, Jr.** (2000)
  Associate Professor
  A.A.S., Scott Community College
  Networking

**David Murray** (2000)
  Professor
  MFA, Southern Illinois University
  Art

**Kenneth Nickels** (2003)
  Associate Professor
  M.S., Illinois State University
  Mathematics

**Peter J. Nodzenski** (1995)
  Professor
  M.S., Northeastern Illinois University
  Mathematics

**Torria Norman** (1999)
  Associate Professor
  M.A., Bradley University
  English

**Joseph Obleton** (1984)
  Professor
  M.S., Western Illinois University
  Counseling

**Jonathan Palomaki** (1995)
  Professor
  M.M., University of Northern Iowa
  Music

**Michael Payton** (1971)
  Professor
  M.S., Northern Illinois University
  Adult  Education

**Jay Pearce** (2001)
  Associate Professor
  Ph.D., University of Texas, Arlington
  History/Political Science

**Carole Podlashes** (1986)
  Professor
  M.S., Western Illinois University
  Business Information Technology

**Charlotte Powell** (2009)
  Instructor
  M.S.N., St. Ambrose University
  Associate Degree Nursing

**James Prohs** (2000)
  Professor
  MA, University of Nebraska
  Speech

**Dee Robbins** (1997)
  Associate Professor
  M.S., Western Illinois University
  Reading, GED

**Katie Rushing-Anderson** (2010)
  Instructor
  M.S., University of Illinois
  Biology

**Glenn Saddoris** (1983)
  Professor
  B.S., Western Illinois University
  Engineering Technology

**Christian Roldán Santos** (2009)
  Instructor
  M.S., University of Iowa
  Mathematics

**Dolores Sierra** (1987)
  Professor
  M.S., Illinois State University
  Speech

**Bruce Smith** (1999)
  Associate Professor
  B.S., Western Illinois University
  Emergency Medical Services

**Sharon Smith** (2010)
  Instructor
  M.A., University of Montevallo
  English

**Toni Smith** (2002)
  Associate Professor
  M.A., Western Illinois University
  English

**Beth Snook** (2009)
  Instructor
  B.S.N., Allen College
  LPN/CNA

**Laura Snook** (2000)
  Professor
  M.S., Southern Illinois University
  Mathematics

**Albert Stacy** (2007)
  Assistant Professor
  M.S., Western Illinois University
  Mathematics

**Trudy Starr** (2006)
  Assistant Profesor
  M.S.N., University of Iowa
  Associate Degree Nursing

**Michael Staub** (2011)
Instructor
M.S., Northwestern State University
Psychology/Sociology

**Julie Stein** (1978)
Professor
M.S., Western Illinois University
Adult  Education

**Zaiga Thorson** (1999)
Associate Professor
M.F.A., Northern Illinois University
Art

**Paula Tigerman** (1999)
Associate Professor
M.Acc., Western Illinois University
Accounting

**Helene Washington** (1989)
Professor
M.A., University of Iowa
Health/Physical Education

**Kirk Watson** (2009)
Instructor
M.A., Western Illinois University
History/Political Science

**Janet Weigel** (1987)
Professor
PsyD California Coast University
Psychology and Sociology

**Gary Werkheiser** (2005)
Assistant Professor
B.A., Illinois State University
Mechanics

**Jodee Werkheiser** (2000)
Professor
M.S., Western Illinois University
Computer Science Applications

**Jenni Wessel-Fields** (2006)
Assistant Professor
M.S., Western Illinois University
Reading

**Reginald White** (1984)
Professor
M.A., Teikyo Marycrest University
Computer Information Processing

**Verity Whitley** (1964)
Associate Professor
M.S., University of Illinois
English

# Index