



C a t a l o g

July, 2006

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 are provided 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 to Black Hawk College. As you may have read earlier in this publication, Black Hawk College has a vision to be your preferred choice for education and training. We strive to reach that vision by providing programs and services to give you the knowledge, skills, and support you need to accomplish your educational objectives. Whether those objectives are to get a great start on a four-year degree, earn an associate's degree, complete a career program, or meet a more immediate short-term training need, Black Hawk College seeks to provide the best atmosphere and necessary resources for successful student learning.



Black Hawk College employees are dedicated to helping you achieve success and encourage learning within an environment based on a set of college wide core values. Faculty members bring their expertise and often their industry-based experiences to the classroom to help you understand how information learned in the classroom is applicable in the field of work. Individualized attention and small class size make learning personal and help students fulfill their highest learning potential and develop into successful graduates and employees.

Another way we work to ensure student success is by assessing student learning as an ongoing and critical part of processes here at Black Hawk College. Systematically collecting and analyzing outcomes and feedback leads to enhanced learning and the development of new programs, improved student support, and innovations in course delivery methods.

On behalf of the Black Hawk College faculty and staff, I welcome you into your educational program and pledge to provide an environment where you will learn, grow, and develop as students, individuals, and global citizens.

A handwritten signature in black ink that reads "Keith Miller". The signature is written in a cursive, flowing style.

Keith Miller, Ph.D.

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2006-2007 Academic Calendar

Calendar is tentative and subject to change.

July 2006						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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August 2006						
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September 2006						
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October 2006						
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November 2006						
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December 2006						
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24 C	25 H	26 R	27 R	28 R	29 R	30 C
31 C						

January 2007						
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March 2007						
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April 2007						
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May 2007						
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June 2007						
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A All College Assembly days
 C Closed
 CE Commencement – East
 CQ Commencement – Quad-Cities
 F Final Examinations
 H Holiday (all facilities closed)

M Semester Mid-Date
 R Recess for academic year faculty
 S First contact day of semester
 SS First contact day of Summer I
 V Vacation (College open, no classes)

2007-2008 Academic Year

Calendar is tentative and subject to change.

July 2007						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2007						
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November 2007						
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December 2007						
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January 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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February 2008						
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March 2008						
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April 2008						
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May 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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June 2008						
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22	23	24	25	26	27	28
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A All College Assembly days
 C Closed
 CE Commencement – East
 CQ Commencement – Quad-Cities
 F Final Examinations
 H Holiday (all facilities closed)

M Semester Mid-Date
 R Recess for academic year faculty
 S First contact day of semester
 SS First contact day of Summer I
 V Vacation (College open, no classes)

College Information & Policies

Black Hawk College ID Number
Catalog Disclaimer
Governance
myBlackHawk

Affirmative Action
Freedom of Information Act
Student Right to Know

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 July 1, 2006, to June 30, 2007. 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 way 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, 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 about events, dates and activities.
- Send/receive email from their College e-mail address.

Affirmative Action

Black Hawk College does not discriminate on the basis of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, age, disability 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 Federal laws and regulations. The coordinator for compliance is Cynthia Green, 796-5005 (email: greenc@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 Public Safety Office on the Quad-Cities Campus in Building 3, Room 315. (This information is published in compliance with Public Law 101-542.)

Facilities

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 50 liberal arts and science curricula in the transfer area and more than 80 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, and WQPT, the College's public television station. Licensed to Black Hawk College, the station provides nearly 400,000 households with quality, commercial-free PBS programs and local public affairs and cultural specials.

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 Public Safety 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 Government Association, and the student newspaper, *The Chieftain*.

The Center for Early Learning provides on-site child care facilities for youngsters ages 2 to 6 while their parents attend classes. The Center also serves as a training site for child development instruction.

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 Outreach Center is located at 229 South Main Street, Kewanee, (309) 852-0796.

Other outreach facilities include:

The **Quad-Cities Training Center**, 3010 4th Avenue, East Moline, is where law enforcement, fire service officer, and child development classes are taught.

The **Illinois Employment and Training Center (IETC)**, 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 **Black Hawk College Technology 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 Public Safety Office 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 Public Safety Office on the Quad-Cities Campus and in the Office of Educational Services on the East Campus.

Admission Information

Admission Policy

Concurrent Enrollment of High School Students

Dual Enrollment of High School Students

Application for Admission

High School or GED Transcripts

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

Admission of Transfer Students

BHC/NIU Dual Admission

BHC/WIU Dual Admission

Admission of International Students

Admission of Non-Native Speakers of English

Admission Denial

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.
- 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 Enrollment Services at the Quad-Cities Campus or the Admissions Office at the East Campus.

- 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 the Enrollment Services Office.

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 Enrollment Services (Quad-Cities Campus) or Admissions Office

(East Campus). This form is available at the Enrollment Services Office 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.

Application forms may be obtained from the Enrollment Services Office at the Quad-Cities Campus, the Admissions Office at the East Campus, high school counselors, and online at www.bhc.edu/index.asp?NID=8.

High School or GED Transcripts

If you meet any of the following conditions, a final high school or GED transcript must be submitted to the Enrollment Services Office at the Quad-Cities Campus or the Admissions Office at the East Campus. The transcript must be sent directly from the high school (high school transcript) or the regional superintendent’s office (GED transcript) when you:

- graduate from high school or earn a GED diploma within one year prior to enrolling at Black Hawk College.
- intend to complete a degree or certificate at Black Hawk College.

Note: A partial transcript must be provided if you plan to enroll at Black Hawk College before a final transcript is available. A final transcript must be submitted upon graduation.

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 at the Quad-Cities Campus or the Admissions Office at East Campus.

2. Forward a letter to the Enrollment Services Office at the Quad-Cities Campus or the Admissions Office at East Campus 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.

High School Transcripts Transfer students who enroll at Black Hawk College within one year after graduation from high school must submit their high school transcripts.

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 primary area of academic interest at the time of their admissions to NIU and BHC. 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 and have a high school diploma or the equivalent.

For admission to Black Hawk College, an international student must submit the following:

1. A completed and signed Application for Admission.
2. School transcripts.

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 International Student and Scholar Program Coordinator for a complete application packet for international students or visit our homepage at <http://www.bhc.edu/International/intl/index.html>, and print the required forms. Please note: Transcripts and financial support documents must be submitted in the original and accompanied by certified English translations. The International Student and Scholar Program Coordinator phone number 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.

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 Tuition & Fees Refund Policy

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
 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 students whose LEGAL RESIDENCE is outside the boundaries of Black Hawk College District 503, but in the State of Illinois.

Books and Supplies Financial Arrears Deferred

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 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	\$ 62.00
Illinois outside the College District	\$140.00
Iowa residents of Clinton, Louisa, Muscatine or Scott Counties	\$100.00
All other out-of-state residents	\$259.00
Tuition for Online Courses	\$ 80.00

Students have until 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.

If Illinois students outside the Black Hawk College District notify their local community college of their intent to attend Black Hawk College, a specific out-of-district charge per credit hour may be paid by their home district if the curriculum is not offered at their local community college.

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 \$2.00 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 \$5.00 late fee. Contact Enrollment Services (Quad-Cities Campus) or the Admissions Office (East Campus) 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 \$2.00 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 \$3.00 per credit hour fee for technology. All students, full and part-time, are required to pay the technology fee.

All fees are subject to change.

Cooperative Educational Agreements

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.

Scott Community College (Iowa): Programs are offered cooperatively between Black Hawk College and Scott Community College. Please contact the Advising Center for more information. See page 78 for program availability.

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, and auxiliary fees.

Refund Schedule

# of Weeks Class Meets	Days to receive 100% refund	Days to receive 50% refund	No Refund After
7-16	thru 7th calendar day of term	8-14th calendar day of term	14th calendar day of term
3-6	thru 3rd calendar day of the week in which class begins	4-6th calendar day of the week in which class begins	6th calendar day of the week in which class begins
1-2	1 day prior to the start of class	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 submits a statement recommending that the student withdraws from all his/her classes for medical reasons. (Physician Statement forms are available in the Enrollment Services Office, Quad-Cities Campus, or Admissions Office, East Campus.)

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.

After the 100% refund period of the course, 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 or a faculty initiated withdrawal. If the student never attends or ceases to attend any course in

which he/she has enrolled, the student may be administratively withdrawn upon recommendation of the instructor.

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 (Quad-Cities Campus) or Admissions Office (East Campus). Withdrawal requests may be faxed to Enrollment Services at (309) 796-5209. 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 refund checks 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 and mailed to the student. If payment is by credit card, the refund will be credited to that card. 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.

Reservists Called to Active Duty

Black Hawk College will allow withdrawal from courses without penalty for military reservist students who are called for active duty. This shall include a 100% refund of tuition and fees upon verification from the reservist's commanding officer. In addition, the College supports faculty in enabling reservists, 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 Web site www.bhc.edu/index.asp?NID=19.

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 Admissions Office on the East Campus or the Enrollment Processing Center on the Quad-Cities Campus.
3. The remaining two-thirds of the charges will be divided into two payments.
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. Deferred payments which remain outstanding may be turned over to a collection agency, and the collection costs 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 Scholarships and
Achievement Awards
State Funded Financial Aid

Federal Funded Financial Aid
Veterans' Benefit
Endowed Scholarships

Application Procedures

Students must complete the Free Application for Federal Student Aid (FAFSA) which may be obtained from the high school guidance office or from the College's Financial Aid Office. Students may also apply online at www.fafsa.ed.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 and Incentive for Access Grant.

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 awarding preference will be given to students with completed information in the Financial Aid Office by May 15. 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 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 probation for one semester. Financial aid can be received while on probation. Students who do not meet the academic progress requirements during their probation 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 Scholarships and Achievement Awards

Students should complete a Black Hawk College Scholarship Application by May 15 to receive consideration for scholarships sponsored by individuals and organizations.

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, journalism, student government, drama, broadcasting, music, and crop/horse/livestock judging.

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.

Silas Purnell Illinois Incentive for Access Grant. This grant is a one-time award for freshman students who, based on the Federal formula, are determined to have little or no family resources for college costs.

Illinois Veterans Grant. Illinois veterans who served one year of active duty, received an honorable discharge, 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/Grant 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
- Merit Recognition Scholarship

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. For many students, Pell Grants provide a foundation of financial aid to which other aid may be added. The amount a student receives will depend not only on their financial need, but also on the costs to attend school, full or part-time enrollment status, and if a student attends school for a full academic year or less. Contact the Financial Aid Office or your high school guidance office for further information on how to apply.

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 a maximum of 15 hours per week in a job on-campus or off-campus in a community service position.

Federal Stafford Loan Program. Stafford loan applications are available at the Financial Aid Office for

subsidized loans (based on financial need) and unsubsidized loans (not based on need). Loans must be repaid.

Parent 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 the Financial Aid Office.

Veterans' Benefits

Black Hawk College processes benefits for veterans qualifying under the Montgomery GI Bill - Active Duty, the Veteran's Educational Assistance Program (VEAP), and the Montgomery GI Bill - 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. To apply, you must complete a new application annually. All applications will be given equal consideration. If you have any questions about the scholarship application or process, please contact the Financial Aid Office at 309-796-5400 (Quad-Cities Campus) or 309-852-5671, Ext. 6242 (East Campus).

Application Instructions. Scholarship applications may be obtained from the Financial Aid Office.

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 forever 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://www.bhc.edu/index.asp?NID=10> 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 309-852-5671, Ext. 6229, or 800-233-5671, Ext. 6229.

Assessment and Orientation

All students enrolling for six or more college credit hours must complete the college's course placement test (generally COMPASS). All students enrolling at the College are encouraged to take the college's assessment test and attend orientation.

Students take a test measuring 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.

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 the placement test.

Students who have taken the ACT test within the past two years and have scores 22-36 may waive parts of the COMPASS test. To use the ACT assessment option, an official copy of the students' score report must be sent from ACT to the College. Students are encouraged to identify Black Hawk College as a college choice on the ACT registration form.

Students may use any four-function, scientific, or graphical calculator, as long as it doesn't have a QWERTY keyboard or pen-input device. Pocket organizers, handheld or laptop computers, electronic writing pads or pen-input devices cannot be used. For more information about calculators, visit the BHC Web site at www.bhc.edu/index.asp?NID=292.

Students will use a personal computer at Black Hawk College to complete the COMPASS test. The COMPASS 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 be required to submit a writing sample. Please be aware that results from Writing Samples may take up to 5 business days to be released.

Students who require special testing accommodations or who are testing at the East Campus should review the testing guidelines outlined by those departments.

Assessment policies/guidelines are subject to change. It is the students' responsibility to obtain the most accurate and up to date information. Please see the Web page for the most current information at <http://www.bhc.edu/>.

Foreign Language

Spanish. Students enrolling in a Spanish course must take the placement test, unless the student has already taken Spanish at BHC or any other regionally accredited college or university and received a grade of "C" or better. The test is available at the Independent Learning Center (ILC). The test is only for course placement to determine the student's language proficiency in Spanish. No credit will be given. BHC does not offer proficiency exams in foreign language and does not award credit for proficiency in a foreign language.

French, German, Italian, Japanese, Latin. Students enrolling in French, German, Japanese or Latin courses do not take a placement test, but should consider the following:

Complete	Register for
One year in high school	102
Two years in high school	201
Three years in high school	202
Four years in high school	253

The grade received in high school, the number of years since the course was taken, and the level achieved in the written as well as the spoken language should also be taken into consideration. When any uncertainty exists regarding placement, consult the Chair of the Humanities, Languages, and Journalism Department or the Lead Instructor for foreign languages.

Consult the course schedule for availability of courses each semester.

Orientation

One hour orientation sessions are scheduled periodically throughout the year on the Quad-Cities Campus. Check with the Advising Center (309) 796-5100 or the Welcome Center (309) 796-5352 for the dates and times available. The orientation will cover topics such as:

- Choosing class schedules
- Registration procedures
- How to use myBlackHawk
- Resources available to students
- Financial Aid
- Campus tour

Registration

Student Responsibilities Student Handbook Auditing

Maximum Course Load Cancellation of Courses

Student Responsibilities

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

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

Student Handbook

The College publishes a Student Handbook annually that each student should consult and review carefully. The handbook contains further information regarding office hours, resources that address students' questions, concerns or needs for resolution, student code of conduct, policies and procedures, information about facilities and services for students, student activities and other important information that the student may need while attending Black Hawk College. A copy of the Student Handbook may be obtained during assessment and orientation sessions, from the Advising Center on the Quad-Cities Campus, from the Admissions Office on the East Campus, at various brochure racks throughout each campus, and on the College's Web site at www.bhc.edu/index.asp?NID=9.

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 based on the in-district tuition rate plus appropriate fees. 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 (Quad-Cities Campus) or Admissions Office (East Campus).

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. Seven hours is the maximum summer term load without special permission. Students may exceed this total only with permission of the Dean of Student Support Services at the Quad-Cities Campus or the Director of Educational Services 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.

Cancellation of Courses

The College reserves the right to cancel any course.

Student Records

Records Policy
Deficiency Reports
Transcripts

Change of Address
Denial of Enrollment
Transcript Retention

Records Policy

The College's policy regarding student records is intended to comply fully with the Family Educational Rights and Privacy Act of 1974. This Act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for correction of inaccurate or misleading data 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, email 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 the Enrollment Services Office (Quad-Cities Campus) or Admissions Office (East Campus) in writing within the first fourteen days of classes each semester. Request for non-disclosure must be made each semester.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Enrollment Services Office (Quad-Cities Campus) or Admissions Office (East Campus).

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 written request of the student and providing that all financial obligations due the College are cleared. Written authorization may be provided via fax. Telephone requests will not be honored. Transcripts will be sent within approximately four working days with no fee. Transcripts will be sent within 24 hours (excluding holidays and College vacation days) for a \$5 fee.

Change of Address

It is the responsibility of the student to notify the Enrollment Services Office (Quad-Cities Campus) or Admissions Office (East Campus) 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 Systems
 Cheating and Plagiarism
 Repeat Policy
 Class Attendance
 Children in Class
 Withdrawals
 Academic Standards

Baccalaureate/Transfer Course Guarantee
 Occupational Program Guarantee
 Conferring of Degrees and Certificates
 Calendar
 Unit of Credit
 Student Classification
 Honors Information

Grading System

Grade		Grade Pts. per Cr. Hr.
A	Excellent	4
B	Good	3
C	Average	2
D	Poor (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** information online 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 the registration office when enrolling in the course that it is going to be a repeat of a course already taken.

The College may claim State apportionment monies for giving instruction to a student only one time per student per individual course except under conditions listed in #1 above. 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.

Class Attendance

Regular class attendance directly affects academic success, since only with regular attendance are students able to participate fully in discussion and laboratory sessions, and to seek clarification concerning newly presented materials. However, if you have to be absent, you should report the reason for your absence to your classroom instructor at the next class meeting. Absences are not automatically excused, and it is entirely up to your instructor to determine whether or not you can make up the work missed. If you miss four class hours (a total of 200 minutes), either consecutively or cumulatively, your instructor has at least two options:

He/she may assume that, after four absences, you are no longer interested in remaining in the course and as a consequence, he/she may drop you for non-attendance.

Or the instructor may send you a letter urging you to return to class or to withdraw from the course*. After receiving the letter the student may then acknowledge the notice by returning to class or initiating the withdrawal procedures. If the student does not respond within two calendar weeks, the faculty member may drop the student for non-attendance.

It is understood that while no absences are automatically excused, prolonged illness, bereavement, and/or participation in recognized college activities often receive special consideration by an instructor if the student has fulfilled his/her responsibility of notification.

* It is essential that each student keep the College informed of any change in address. This can be done by notifying Enrollment Services on the Quad-Cities Campus or the Admissions Office at East Campus.

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.

Withdrawals

Student Withdrawals. Academic advisement is available when enrolling for a course, and it is beneficial for the student to seek advice from the instructor and/or counselor when considering withdrawing from a course.

A student withdraws from a course by completing a schedule change form at the Enrollment Services Office (Quad-Cities Campus) or Admissions Office (East Campus). If circumstances prevent the student from appearing personally, the student may send a letter giving detailed explanation to either of these offices.

It is important to consider the following when withdrawing from a course:

1. The refund policy.
2. Potential loss of both current financial aid and future financial aid eligibility.
3. Impact on grades; if a student does not officially withdraw from a course, the student may receive an “F” or “X” depending on the course.
4. Withdrawal from a course; a student may withdraw from a course through the 12th week of the semester. If the class meets less than 16 weeks, consult Enrollment Services regarding withdrawal dates. Any

withdrawal after this date must be approved by the instructor. Students may withdraw officially from courses during the 100% refund period without notation on permanent records.

5. Impact on financial obligations; students withdrawing from all courses are required to remove all financial obligations to the College.

Instructor Withdrawals. An instructor may drop a student from a class because of unexplained absences. If a student has been absent for four class periods (consecutive or cumulative) without explanation, the instructor may withdraw the student from a class.

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 the Enrollment Services Office.

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.

Probation. Regardless of where the credit was attempted, any student who has attempted 12 credit hours with a cumulative GPA below 2.00 is placed on probation.

Removal from Probation. When the student's cumulative GPA reaches 2.00, the student will be removed from probation.

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.

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/index.asp?NID=195.

To initiate the guarantee process, the student must submit a letter to Enrollment Services (Quad-Cities Campus) or the Admissions Office (East Campus) 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 (Quad-Cities Campus) or the Admissions Office (East Campus) 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 (Quad-Cities Campus) or the Admissions Office (East Campus) 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's degrees (AA, AS, 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.

Calendar

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

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. Scholarships are awarded at commencement to outstanding PTK members.

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.

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

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 the Enrollment Services Office (Quad-Cities Campus) or Admissions Office (East Campus). 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.

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

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: American history, art history, biology chemistry, composition, European history, French language and literature, German, calculus, physics, and Spanish.

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 \$10.00 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
American History	3	HIST 251	3 credit hours
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
Chemistry	4	CHEM 101	4 credit hours
English	3	ENG 101	3 credit hours
European History	3	HIST 261	3 credit hours
French — Language/Literature	3	FREN 101	4 credit hours
German	3	GERM 101	4 credit hours
Mathematics—Calculus AB	3	MATH 124	4 credit hours
Mathematics—Calculus BC	3	MATH 225	4 credit hours
Physics B	3	PHYS 101	4 credit hours
Physics C	3	PHYS 102	4 credit hours
Spanish	3	SPAN 101	4 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, and the applicability of CLEP credit at Black Hawk College varies among degrees as described below. 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 use the following procedure:

1. Be thoroughly familiarized with College CLEP policies for each degree program.
2. At the time a CLEP examination is taken, request that scores be sent to Black Hawk College. If the examination was taken previously and scores were not sent to the College, a request should be made in

writing to CLEP, Educational Testing Service, Box 1821, Princeton, New Jersey 08540, that the test result be sent to Black Hawk College.

3. Once the College has received the scores, request, in person, that the Registrar record credit which was awarded on the basis of these scores. At that time, a \$10.00 transcript recording fee (which is subject to change) will be assessed.

The College Level Examination Program includes two types of examinations, both of which are used by Black Hawk College as a basis for granting of credit. The CLEP General Examinations cover the areas of mathematics, natural sciences, and social sciences-history. The General Examinations are intended to cover learning usually included within the general education requirements in a College program. The CLEP Subject Examinations test the knowledge or skills achieved by students completing specific freshman-sophomore level courses.

The following chart explains the use of CLEP examinations at Black Hawk College, including the type of examination accepted by Black Hawk College; the Black Hawk College equivalent course, if any; minimum score required to receive credit; number of credit hours awarded; and how credits apply toward various Black Hawk College degrees and certificates.

CLEP TEST	BHC Course Equivalent	Minimum Score Needed	Credit Hrs.	Core	Group	General Elective
General Exams						
Mathematics	No Equivalent	497	6		X	X
Natural Science	No Equivalent	489	6		X	X
Social Science- History	No Equivalent	489	6		X	X
Subject Exams						
Accounting, Introduction	ACCT 101-102 or BA 170-180	47	6			X
Anatomy, Physiology, Microbiology	No Equivalent	49	6	-ALS DEGREE ONLY-		
Biology	No Equivalent	55	3	-ALS DEGREE ONLY-		
Business Law	BL 201	51	3	-ALS DEGREE ONLY-		
Business Management, Intro	BA 240	47	3	-ALS DEGREE ONLY-		
Business Marketing, Intro	BA 230	48	3	-ALS DEGREE ONLY-		
Chemistry (Chemical)	No Equivalent	50	3	-ALS DEGREE ONLY-		
Chemistry (General)	CHEM 110-111	48	8	-ALS DEGREE ONLY-		
Computers & Data Processing	CS 100	46	3	-ALS DEGREE ONLY-		
Economics, Macro	ECON 221	48	3		X	X
Economics, Micro	ECON 222	47	3		X	X
History, Afro-American	HIST 200	49	3	-ALS DEGREE ONLY-		
History, American	HIST 251-252	46	6	-ALS DEGREE ONLY-		
History, West. Civilization	HIST 101-102	50	6	-ALS DEGREE ONLY-		
Human Growth & Development	CD 200	47	3	-ALS DEGREE ONLY-		
Mathematics, College Algebra	MATH 112	50	3	-ALS DEGREE ONLY-		
Mathematics, Statistics	MATH 228	48	3	-ALS DEGREE ONLY-		
Mathematics, Trigonometry	MATH 116	46	3	-ALS DEGREE ONLY-		
Money and Banking	AIB 200	48	3	-ALS DEGREE ONLY-		

CLEP TEST	BHC Course Equivalent	Minimum Score Needed	Credit Hrs.	Core	Group	General Elective
Political Science, American	POLS 251	47	3	-ALS DEGREE ONLY-		
Psychology, Educational	PSYCH 290	47	3		X	X
Psychology, General	PSYCH 101	47	3		X	X
Sociology, Introduction	SOC 101	47	3		X	X

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 at the Quad-Cities Campus or the Admissions Office at the East Campus.

Graduation Requirements

Illinois Articulation Initiative Agreement (IAI)

Purpose of General Education

Graduation

Associate of Arts Teaching - Math

Associate in Arts/Associate in Science

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 an 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. 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 the semester Class Schedules, the Enrollment Services Office (Quad-Cities Campus) or Admissions Office (East Campus). 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 page 32.

Students seeking an Associate in Arts degree should follow one of the curricula in the catalog recommended for an Associate in Arts degree beginning on page 80.

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 beginning on page 80. Students with a specific transfer institution in mind should contact that school for specific course recommendations.

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

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 Mathematical Analysis
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 Mathematics for Elem. Ed.
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 and Life Sciences: 2 courses (7 to 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.

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 General Physics
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, and 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)

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/World Literature Translated I
 ENG 216 Western/World Literature Translated II
 ENG 221 British Literature I
 ENG 222 British Literature II
 ENG 223 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 101 Western Civilization I
 HIST 102 Western Civilization II
 HUM 101 Humanities I
 HUM 102 Humanities II
 JAPN 202 Intermediate Japanese II
 JAPN 253 Advanced Japanese I
 JAPN 254 Advanced Japanese II
 PHIL 101 Introduction to Philosophy
 PHIL 103 Ethics
 PHIL 202 Logic
 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 Archeology
 ECON 221 Principles of Macro Economics
 ECON 222 Principles of Micro Economics
 HIST 251 History of the US to 1865
 HIST 252 History of the US since 1865
 POLS 191 Introduction to Political Science
 POLS 251 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 200 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 applied toward the minimum requirements in the Humanities/Fine Arts and Social/Behavioral Sciences categories combined (18 credit hours). History courses found in Non-Western studies are excluded.
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 CLEP, proficiency and military credit, at Black Hawk College.
8. The requirements of the School Code Section 27-3: The student can successfully pass an examination covering the Declaration of Independence, Constitution of the United States of America, Constitution of the State of Illinois, the proper use and display of the American flag, and the Australian Ballot System. Black Hawk College will accept as evidence that the student has met this requirement:
 - a. Successful completion, with a passing grade, of POLS 252, which includes the materials related to the Constitution and other items as specified in the School Code Section 27-3.
 - b. Illinois high school transcripts that clearly identify that the student has met the requirement. This evidence will authorize the College to make a similar notation on the college transcript.

9. 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
 *ECON 270 Intro to International Business
 ENG 217 African & Caribbean Literature
 ENG 218 Latin American Literature
 ENG 219 Eastern Literatures
 GEOG 105 Introductory Regional Geography
 HIST 141 Eastern Civilization I
 HIST 142 Eastern Civilization 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
 *SPEC 175 Intercultural Communication
 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 as stated on page 22.
- 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 of Teaching– Secondary Mathematics

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. Also, students will be required to prepare an electronic portfolio to demonstrate their achievement of specified Illinois teaching standards.

Students earning the AAT Secondary mathematics degree are required to see an advisor for assistance in course selection and access to specific requirements for their respective transfer institutions.

FIRST SEMESTER Cr.Hrs.

ENG 101	Composition I	3
EDUC 101	Introduction to Education	3
PSYC 101	Introductory Psychology	3
MATH 124	Calculus I with Analytic Geometry	4
②	Humanities Elective	3

SECOND SEMESTER

ENG 102	Composition II	3
MATH 225	Calculus II with Analytic Geometry	4
	Fine Arts Elective	3
①	Physical Science Elective	3-4
②	Social 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
①	Life Science Elective	3-4

FOURTH SEMESTER

③	PSYC 290 Educational Psychology	3
MATH 230	Linear Algebra	3
②	Social Science Elective	3
②	Humanities/Fine Arts Electives	3
	Non-Western Elective	3

Total hours required for degree 62

- ❶ One must be a lab.
- ❷ No more than two courses (6 credit hours) with a History prefix can be applied toward the minimum requirements in the Humanities/Fine Arts and Social/Behavioral Sciences categories combined (18 credit hours). History courses found in Non Western Studies are excluded.
- ❸ PSYC 290 must be taken last semester.
- ❹ 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.

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 251 or 252, SOC 101

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 beginning on page 39.
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 101, 102
 HUM 101, 102
 ITAL 101, 102
 JAPN 101, 102, 201, 202
 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 251, 252
 POLS 191, 251, 252
 PSYC 101, 230
 SOC 101, 200

*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*
 CS 100*
 ECON 228
 MATH 103, 108, 110, 112, 113, 116, 118, 123, 124, 131, 223, 228
 PHIL 202*
 RC 100
 TMAT 101

*Courses that may not meet mathematics requirements at certain colleges and universities.

Science

AG 135, 136, 137, 142
 ASTR 101, 102
 BIOL 100, 101, 105, 106, 108, 109, 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 (International 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 as stated on page 22.
7. The requirements of the School Code Section 27-3: The student can successfully pass an examination covering the Declaration of Independence, Constitution of the United States of America, Constitution of the State of Illinois, the proper use and display of the American flag, and the Australian Ballot System. Black Hawk College will accept as evidence that the student has met this requirement:
 - a. Successful completion, with a passing grade, of POLS 252, which includes the materials related to the Constitution and other items as specified in the School Code Section 27-3.
 - b. Illinois high school transcripts that clearly identify that the student has met the requirement. This evidence will authorize the College to make a similar notation on the college transcript.

Associate in Liberal Studies

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.
6. The requirements of the School Code Section 27-3: The student can successfully pass an examination covering the Declaration of Independence, Constitution of the United States of America, Constitution of the State of Illinois, the proper use and display of the American flag, and the Australian Ballot System. Black Hawk College will accept as evidence that the student has met this requirement:
 - a. Successful completion, with a passing grade, of POLS 252, which includes the materials related to the Constitution and other items as specified in the School Code Section 27-3.
 - b. Illinois high school transcripts that clearly identify that the student has met the requirement. This evidence will authorize the College to make a similar notation on the college transcript.

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 101, 102
MUSC 153, 154, 256
Any philosophy course
THEA 111
TV 212
Any foreign language course.

Social Sciences

ANTH 101
ART 203, 204
ECON 150, 221, 222
Any history course except HIST 101, 102 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
*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 as stated on page 22.
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 Center Transfer Programs

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 Center

The Transfer Center provides services to students whose academic goals include transfer to another college/university. It serves as a resource center of transfer materials including catalogs, brochures, online searches, scholarship information, and applications for the transfer student. Information about support services and specialized programs for minority students at baccalaureate granting institutions is available in the Center. At East Campus, the Advising Center and the Career Resource Center provide transfer information and services to students.

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 assures transferring students that the general education lower division requirements for an Associate's or Bachelor's degree have been satisfied. 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/>). 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.

Career Programs Transfer of Courses

Black Hawk College maintains an articulation directory accessible through the College's Web page at www.bhc.edu/index.asp?NID=195. 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 are intended to 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 maybe 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.

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 at www.bhc.edu/index.asp?NID=195.

Services to Students

Advisement Services

Bridges

Career Services

Child Care

Counseling

Disability Accommodations

Enrollment Service

Financial Aid

Housing

Independent Learning Center (ILC)

Intercollegiate Athletics

Libraries

Student Activities

Student Success Center

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 advisor or major.

Articulation Services. Current information on the transferability of career and transfer program courses is provided to students by accessing www.bhc.edu/index.asp?NID=195. 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.

Bridges

The Bridges Program is designed to assist students in their transition from GED, high school credit classes, or the workforce to the mainstream of college life. It is open to all students of all cultures who follow the application process and meet the screening criteria:

- First generation college students
- Students of color
- Students who are undecided about attending college or are unsure about their academic abilities
- Students who desire to improve their academic record.
- Students who are college bound and may need additional assistance entering and matriculating through college.

Bridges students are enrolled in up to seven credit hours of college courses. The courses help to build positive self-esteem, motivate, and develop the proper study skills of the participants.

Students will get personal help with financial aid forms and will be introduced to the Discover Program for career exploration.

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 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.

Job Placement 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 also offered to students. A Job Placement 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.

Child Care

On-campus child care is available to students, staff and faculty at the Quad-Cities Campus. Services are offered Monday-Friday for children ages 2-6 years and the

program is fully licensed by the State of Illinois. Services are available days during the fall and spring semesters. The Center for Early Learning is located in a self-contained building next to Building #2. Registration is open year-round and is separate from class registration.

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 and speech 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

The Enrollment Services Office (Admissions Office at East Campus) offers assistance in the areas of recruitment, 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 the Admissions Office. 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/index.asp?NID=358 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 library 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. Reference services, library instruction, circulation services, reserves, and interlibrary loans are provided. The East Campus Library supports the Independent Learning Center (ILC), Media Services, and videoconferencing.

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 activities, and participation helps to develop initiative, responsibility, leadership, poise, and loyalty to the College. Student activities at the College cover a wide range of areas including student government, clubs and organizations, publications, social functions, entertainment, and recreational activities.

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 one-on-one tutoring, tutoring labs in many subject areas, study groups, learning styles instruction and coaching, and assistance with successful learning practices such as study skills, time management, note taking and test taking. The Center works with students to identify problem areas and obstacles to success in college. The Student Support Services TRIO grant is also housed in the Center. TRIO is a federally-funded program that assists eligible students with the goals of graduation 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.

Flexible Learning Options

**Evening College
Weekend College
Going the Distance Telecourses
Online Learning**

**Study Unlimited
Interactive Television
Illinois Virtual Campus
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.

Going the Distance Telecourses

Going the Distance courses are also available to Weekend College students. By staying at home and enrolling in Public Television courses, students can earn credit toward an Associate in Liberal Studies or an Associate in Arts degrees. The College offers at least two courses each fall and spring term over WQPT. Those interested in degree completion will want to combine Weekend College and Study Unlimited courses with their telecourse work to develop a program of study that best fits their schedule.

Online Learning

Online courses enable you to customize your learning to your time, your place, and your pace, 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.

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/index.asp?NID=13.

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:

ART 100
 ASTR 101
 BA 160
 BA 220
 BA 230
 BE 106
 BL 201
 BL 202
 BIOL 150
 BIOL 200
 CS 100
 ENG 101
 ENG 102
 ENG 132
 ENG 210
 HEAL 102
 HIST 222
 MUSC 154
 PHIL 103
 PSYC 101
 SOC 101
 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 a number of courses by means of the Interactive Television system. These courses may originate from either campus or from other sites. Local participating high schools may also receive Interactive Television courses, including Cambridge, Geneseo and Aledo High Schools.

The major benefit to students of Interactive Television is access to an expanded range of courses at convenient locations. Students may take either undergraduate or graduate courses through this system.

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.

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 70 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.

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 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 visitor phone the Study Abroad office on the Quad-Cities Campus or the Director of Educational Services on the East Campus. Details are also available on the Black Hawk College homepage.

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.

International Studies Certificate International Business Programs

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)
 - JAPN 101 Elementary Japanese I (5)
 - JAPN 102 Elementary Japanese II (5)
 - MUSC 148 Intro to Nonwestern Music
 - POLS 258 Selected Studies in Political Science (1-3)
 - POLS 262 Intro to Non-European Comparative Government (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 Curricula

International Business Curricula are detailed on pages 54 and 85.

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 the graduation requirements identified on page 24. These requirements must be met and take precedence over suggested programs of study if there is a conflict.

Agriculture Curricula

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 (see page 68), Agriculture Production Technology, Agriculture Transfer (see page 82), Horse Science Technology, Equestrian Science, Horticulture Science, Horticulture Transfer (see page 97), and Pre-Veterinary Medicine (see page 104).

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 page 9). 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 Person: East Campus, Bill Good, Ext. 6274, Rm. A-226, or Patty Varner, Ext. 6222, Rm. A-102

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 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 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	Ag Chemicals 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	Ag Chemicals 2	1

THIRD SEMESTER SUGGESTED COURSES

AG 134	Field Crop Science 3	0.5
AG 137	Ag Chemicals 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	Ag 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) AG 139, 147, 149, 232, 239, 241, 242, 245, 246, 247, 249, and 276.

Agribusiness Management—Crop Protection Technology Option

Associate in Applied Science Code 9143

Contact Person: East Campus, Bill Good, Ext. 6274, Rm. A-226, or Patty Varner, Ext. 6222, Rm. A-102

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 \$25,000 to \$35,000 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	Ag Chemicals 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	Ag Chemicals 2	1

Second Year**FALL SEMESTER**

AG 134	Field Crop Science 3	0.5
AG 137	Ag Chemicals 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 Semester) 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 Semester) AG 139 Crop and Soil Evaluation II, AG 232 Forage Crops,

AG 239 Crop and Soil Evaluation IV, AG 276 Field Machinery Operations II

Agriculture Production Technology

Associate in Applied Science Code 9141

Contact Person: East Campus, Lee Denzer, Ext. 6251, Rm. B-224, or Patty Varner, Ext. 6222, Rm. A-102

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, herdsman, 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.

	Credit Hours
FIRST SEMESTER SUGGESTED COURSES	
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 Ag Chemicals I	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 Ag Chemicals 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 Ag Chemicals 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 Agriculture 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 139, 147, 149, 232, 239, 241, 242, 245, 246, 247, 249 and 276.

Agriculture Production

Certificate Codes 9541, 9543, 9544

Contact Person: East Campus, Lee Denzer, Ext. 6251, Rm. B-224, or Patty Varner, Ext. 6222, Rm. A-102

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

	Credit Hours
FIRST SEMESTER SUGGESTED COURSES	
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
AG 246 Meat Animal Evaluation	3

SECOND SEMESTER SUGGESTED COURSES	
AG 245 Beef Science	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 Person: East Campus, Donna Irvin, Ext. 6266, Rm. A-215, or Angela Gensini, Ext. 6237, Rm. A-249

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		2 or 3

FOURTH SEMESTER SUGGESTED COURSES

AG 211	Agricultural Salesmanship	3
AG 225	Computer Applications in Agriculture OR	3
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) BA 110, ENG 102, SPEC 101, EQ 253 or EQ 258; (Spring Semester) AG 122, AG 222, AG 232, EQ 152, EQ 254, EQ 259, or EQ 265.

Horse Science Technology

Associate in Applied Science Code 9099

Contact Person: East Campus, James Lattimer, Ext. 6264, Rm. A-234 or Angela Gensini, Ext. 6237, Rm. A-249

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 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	3
EQ 254	Stable Management	4
*EQ/AG Electives		4 or 5

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		4

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 3rd semester) are required in the Horse Science Technology Program. Suggested electives include: (Fall Semester) AG 131, EQ 258, 262, or 267; (Spring Semester) AG 221, AG 214, AG 222, EQ 167, EQ 259, EQ 263, EQ 264, or EQ 266.

Horse Science Technology Certificate

Certificate Code 9599

Contact Person: East Campus, James Lattimer, Ext. 6264, Rm. A-234 or Angela Gensini, Ext. 6237, Rm. A-249

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.

FIRST SEMESTER SUGGESTED COURSES

EQ 151	Horse Production and Mgmt.	4
EQ 161	Prin. and Meth. of Stock Seat Eq.	4
AG 141	Animal Science	4
AG 142	Animal Nutrition	3
EQ 253	Horse Health Care	3
EQ 254	Stable Management	4
*EO/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 159, AG 225.

Horticulture Science

Associate in Applied Science Code 9045

Contact Persons: East Campus, Lee Denzer, Ext. 6251, Rm. B-244; Patty Varner, Ext. 6222, Rm. A-102

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.

FIRST SEMESTER SUGGESTED COURSES

FIRST SEMESTER SUGGESTED COURSES		Credit 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	Ag Chemicals 1	1.5
AG 136	Ag Chemicals 2	1
AG 137	Ag Chemicals 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 9546

Contact Persons: East Campus, Lee Denzer, Ext. 6251, Rm. B-244; Patty Varner, Ext. 6222, Rm. A-102

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

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
BIOL 211	General Botany	4

SECOND SEMESTER SUGGESTED COURSES

AG 135	Ag Chemicals 1	1.5
AG 136	Ag Chemicals 2	1
AG 137	Ag Chemicals 3	0.5
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 Curricula

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 junior 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 program is offered in cooperation with the American Institute of Banking and local credit unions and insurance companies.

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, or Marketing should see the Accounting and Business Transfer curricula in the Transfer Programs section of this catalog on pages 81 and 85.

The Computer Information Processing (CIP) Programs provide the opportunity to prepare for employment in the fast growing field of information processing. Job opportunities are good and are predicted to continue to grow as the number of computer installations increase and the demand for trained personnel increases accordingly. The Computer Information Processing programs are designed to prepare the student for entry-level positions in the information processing field. A two-year degree program as well as a one-year certificate program are offered.

Programming students concentrate their study in the following programming languages: BASIC, Visual Basic, COBOL, RPG, C, and C++. These languages, coupled with courses in computer operations, business, accounting, database management, mathematics, and communications give the background necessary to compete in today's job market.

All students in CIP programs at the Quad-Cities Campus are encouraged to meet with a full-time CIP faculty member for advisement. East Campus students should contact the appropriate advisor for the particular program prior to class enrollment.

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, Business Information Technology, or Health Management Information. The one-year programs lead to a certificate in Business Information Technology, Information Processor, Information Technology Specialist, Medical Coding Specialist, and Medical Billing Specialist. Medical Transcriptionist is a three semester certificate program.

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 BIT 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 Person: QC Campus: Mary Kline, Ext. 5321, Rm. 2-252; East Campus, Wendy Feldner, Ext. 6228, RM. 246

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

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

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
BA 110	Introduction to Business	3
② 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 180	Fundamentals of Accounting II	3
BA 181	Fundamentals of Accounting Lab II	1
BA 220	Business Math II	3
BA 266	Business Policy	3
BA 290	Accounting Applications I	2
① BE 180	Business Communications	4
ACCT 121	Accounting with QuickBooks OR	2
ACCT 122	Accounting with Peachtree	

Minimum total hours required for certificate 35

- ① Students enrolling in BE 180 must have a score of 37 or higher on the Writing Skills portion of the ASSET test or have taken COMM 105 as a prerequisite.
- ② Students enrolling in BA 160 must have a score of 37 or higher on the Numerical Skills portion of the ASSET test or have taken MATH 103 or MATH 080 as a prerequisite.

Accounting Specialist

Associate in Applied Science Code 5265

Contact Person: QC Campus: Mary Kline, Ext. 5321, Rm. 2-252; East Campus, Wendy Feldner, Ext. 6228, 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 on pages 81 and 85.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
BA 110	Introduction to Business	3
② 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

① BA 180	Fundamentals of Accounting II	3
BA 181	Fundamentals of Accounting Lab II	1
BA 220	Business Math II	3
BA 266	Business Policy	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
③ SPEC 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
④ BA 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 a score of 37 or higher on the Writing Skills portion of the ASSET test or have taken COMM 105 as a prerequisite.
- ❷ Students enrolling in BA 160 must have a score of 37 or higher on the Numerical Skills portion of the ASSET test or have taken MATH 103 or MATH 080 as a prerequisite.
- ❸ Speech 101 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 Person: Quad-Cities Campus, Amy Levins-Smith, Ext. 5329, Rm. 1-357; East Campus, Wendy Feldner, Ext. 6228, 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 142	Computerized Keyboarding II	3
BE 144	Concepts of Information Processing	3
BE 145A,B,C	Info Processing I, II, III Word OR	3
BE 145	Information Processing	3
COMM 105	Essentials of English	3
BE 106	Records Management	3

SECOND SEMESTER SUGGESTED COURSES

BA 160	Business Math I	3
BE 122	Administrative Support Systems	3
BE 160	Machine Transcription	3
BE 180	Business Communications	4
CIP 230	Spreadsheet Analysis (Excel)	3

THIRD SEMESTER SUGGESTED COURSES

BE 248	Desktop Publishing	3
BA 170	Accounting Fundamentals	3
BE 170	Beginning Web Page Development	3
BE 264	Introduction to Data Base Management	3
BE 110	Data Entry Applications	2
BE 163	Presentation Graphics (PowerPoint)	1

FOURTH SEMESTER SUGGESTED COURSES

BE 260	Office Management (Spring only)	3
BE 247	Advanced Information Processing (Spr. only)	3
BE 243	Computerized Keyboarding III (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

Broadcasting

Associate in Applied Science Code 5256

Contact Persons: QC Campus, Dolores Sierra, Ext. 5367, Rm. 3-373

The Broadcasting Associate in Applied Science degree program is provided by the Communication and Fine Arts Department.

Students taking the recommended courses will learn the basic skills of running switchers, audio boards, cameras, and basic direction in TV studios. The broadcast internship is specifically designed to provide students with on-the-job experience in the College's TV studio and in area broadcast facilities. The skills of writing and speaking are emphasized because these are the tools of the broadcast industry.

Students who successfully complete this program may enter employment in TV production. Employment is available in broadcast stations, industrial TV production facilities, hospital production facilities, and advertising agencies.

Those interested in a four-year bachelor's degree in broadcasting should see the Broadcasting curriculum in the Transfer Programs section of this catalog on page 84.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
ENG 101	Composition I OR	3
COMM 100	Communication Skills	
SPEC 101	Principles of Speech Communications	3
THEA 101	Theatre Practicum	1
THEA 202	Stagecraft and Lighting	3
TV 220	Introduction to Television	4
TV 112	Computer Literacy for TV	2

SECOND SEMESTER SUGGESTED COURSES

BE 166	Web Page Development	1
SPEC 175	Intercultural Communications	3
SPEC 120	Performance of Literature	3
TV 200 TV	Work Experience	2
TV 221 TV	Production and Direction	4
TV 260	Broadcast Perspectives	3

THIRD SEMESTER SUGGESTED COURSES

BA 160	Business Math I	3
CS 100 I	Introduction to Computers	3
SPEC 111	Business & Professional Communications	3
TV 200 TV	Work Experience	2
TV 212	History & Appreciation of Motion Picture	3
TV 215	Broadcast Writing	3

FOURTH SEMESTER SUGGESTED COURSES

JOUR 221	Introduction to Mass Communications	3
PHYS 140	Practical Physics	3
TV 160	Introduction to Radio Broadcasting	4
TV 200	TV Work Experience	2
● Elective		3

Minimum total hours required for degree 64

● Speech 114 Interpersonal Communications (recommended)

Business Information Technology

Associate in Applied Science Code 9265

Contact Persons: Quad-Cities Campus, Carole Podlashes, Ext. 5322, Rm. 1-360; East Campus, Wendy Feldner, Ext. 6228, 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.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
BE 100	Work Environment Orientation	2
BE 141	Computerized Keyboarding	3
BE 144	Concepts of Information Processing	3
BE 145A,B,C	Information Processing Word OR	3
BE 145	Information Processing	
COMM 105	Essentials of English	3
● Elective		2

SECOND SEMESTER SUGGESTED COURSES

BE 142	Computerized Keyboarding	3
BE 180	Business Communications	4
BA 160	Business Math I	3
CIP 230	Spreadsheet Analysis	3
COER 116	Microcomputer Hardware	3

THIRD SEMESTER SUGGESTED COURSES

BE 163	Presentation Graphics (PowerPoint)	1
BE 170	Beginning Web Page Development	3
BE 248	Desktop Publishing	3
BE 264	Introduction to Database Management	3
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	3
BE 247	Advanced Information Processing (Spr. 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

● BE 161 or COER 112

Business Information Technology Certificate

Certificate Code 5668

Contact Persons: Quad-Cities Campus, Carole Podlashes, Ext. 5322, Rm. 1-360; East Campus, Wendy Feldner, Ext. 6228, 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.

	Credit Hours
FIRST SEMESTER SUGGESTED COURSES	
BE 100 Work Environment Orientation	2
BE 141 Computerized Keyboarding I	3
BE 144 Concepts of Information Processing	3
BE 145 A,B,C Information Processing (Word) OR	3
BE 145 Information Processing	
BE 170 Beginning Web Page Development	3
*COMM 105 Essentials of English	3
SECOND SEMESTER SUGGESTED COURSES	
BE 110 Data Entry Applications	2
BE 142 Computerized Keyboarding II	3
BE 163 Presentation Graphics	1
* BE 180 Business Communications	4
BE 264 Intro to Database Management	3
CIP 230 Spreadsheet Analysis (Excel)	3
Minimum total hours required for certificate	33

*Students should look at Assessment and Orientation on page 14.

Business Management and Marketing

Associate in Applied Science Code 5035

Contact Person: QC Campus, Acie Earl, Ext. 5267, Rm. 2-255; Gwen Johnson, Ext. 5268, Rm. 2-254; East Campus, Paula Loft, Ext. 6206, Rm. A-246

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.

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

	Credit Hours
FIRST SEMESTER SUGGESTED COURSES	
BA 110 Introduction to Business	3
② BA 160 Business Math I	3
BL 201 Business Law I	3
CS 100 Introduction to Computers	3
SPEC 101 Principles of Speech Communication OR	3
SPEC 111 Business & Professional Communications	
Business Elective	3

SECOND SEMESTER SUGGESTED COURSES	
BA 111 Business Relations I	1
BA 170 Fundamentals of Accounting I (EC ACCT 101)	3
BA 171 Fundamentals of Accounting Lab I (EC ACCT 103)	1
BA 220 Business Math II	3
③ BA 270 Introduction to International Business	3
① BE 180 Business Communications	4
ECON 221 Principles of Macro Economics OR	3
ECON 222 Principles of Micro Economics	

THIRD SEMESTER SUGGESTED COURSES	
BA 112 Business Relations II	1
BA 230 Principles of Marketing	3
BA 240 Principles of Management	3
BA 260 Business Financial Management I	3
Business Elective	3
Business Elective	3

FOURTH SEMESTER SUGGESTED COURSES	
BA 113 Business Relations III	1
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 (12 credits needed) – Business electives should be selected from any of the specialty courses listed below or from any class with an ACCT, BA, BL, or ECON prefix.

Financial Management Specialty Courses

BA 180 Fundamentals of Accounting II	3
BA 181 Fundamentals of Accounting Lab II	1
BA 210 Financial Institutions and Markets	3
BA 262 Principles of Insurance	3
BL 202 Business Law II	3
ECON 150 Consumer Economics	3

Human Resource Management Specialty Courses

BA 262 Principles of Insurance	3
ECON 150 Consumer Economics	3
BA 252 Pay and Benefits Administration	3
BA 242 Principles of Supervision	3
BA 243 Developing Team Skills	3
BA 244 Women in Management	3
SPEC 175 Intercultural Communication	3

International Business Specialty Courses

BA 272	International Marketing	3
BA 274	The Global Economy	3
BA 282	Documentation for International Business	2
SPEC 175	Intercultural Communication	3

*Information Technology Specialty Courses**(Offered at East Campus Only)*

BE 110	Data Entry Applications	2
BE 141	Computerized Keyboarding I	3
BE 247	Advanced Information Processing Apps	3
BE 299	Independent Study	1
COMM 105	Essentials of English	3

❶ REQUIRED BUSINESS ELECTIVE: Students enrolling in BE 180 must have a score of 37 or higher on the language portion of the ASSET Writing Skills test OR take COMM 105 as a prerequisite.

❷ Students enrolling in BA 160 must have a score of 37 or higher on the Numerical Skills portion of the ASSET test OR have taken MATH 103 or MATH 080.

❸ Students wishing to take BA 270 online should enroll in the online section of ECON 270.

Computer Information Programmer

Associate in Applied Science Code 5244

Contact Persons: Quad-Cities Campus, Debbie Collins, Ext. 5316, Rm. 1-366; East Campus, Jodee Werkheiser, Ext. 6271, Rm. 2-114

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

Students take courses which prepare them to work with computers in business. They will write, debug, run and update programs using the following programming languages: COBOL, Visual Basic, Java, and scripting languages for Web. The computer programming applications will cover such areas as databases, payroll, inventory control, accounting, and personnel. In addition to these technical skill courses, classes in networking, accounting, business, and communications are also part of the curriculum. On-the-job experience is provided through a field project with an employer in the business community.

Graduates of this curriculum will receive an Associate in Applied Science degree, and may enter the computer information processing field as programmers, programmer analysts, technical support specialists, or programmer/operators.

FIRST SEMESTER SUGGESTED COURSES

	Credit Hours
CS 100 Introduction to Computers	3
CIP 101 Introduction to Programming Logic	4
CIP 104 Introduction to Computer Programming with C++	3
BE 170 Beginning Web Page Development	3
General Education Elective	3

SECOND SEMESTER SUGGESTED COURSES

CIP 132 Introduction to COBOL Programming	4
CIP 204 Visual BASIC Programming	4
CIP 226 Database Management	3
Technical Elective	3
NETW 120 Basic Computer Networks	3

SUMMER SUGGESTED COURSES

BA 170/171 Fundamentals of Accounting I	4
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THIRD SEMESTER SUGGESTED COURSES

CIP 232 Advanced COBOL Programming	4
CIP 205 Advanced Visual BASIC	4
CIP 250 JAVA	3
CIP 227 Database Management II	3
Technical Elective	2

FOURTH SEMESTER SUGGESTED COURSES

CIP 260 System Design and Development	3
CIP 270 Field Project	3
ENG 132 Technical Writing I	3
BE 180 Business Communications	4
Technical Elective	2

Minimum total hours required for degree 68

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.

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 on page 85.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
BA 110	Introduction to Business	3
BA 160	Business Math I	3
CS 100	Introduction to Computers	3
ECON 150	Consumer Economics	3
BA 111	Business Relations I	1
COMM 105	Essentials of English	3

SECOND SEMESTER SUGGESTED COURSES

BA 170	Fundamentals of Accounting I	3
BA 171	Accounting I Lab	1
BA 220	Business Math II	3
BE 180	Business Communications	4
BL 202	Business Law II	3
ECON 221	Principles of Macro Economics	3
BA 112	Business Relations II	1

THIRD SEMESTER SUGGESTED COURSES

ACCT 250	Federal Income Tax I	4
BA 180	Fundamentals of Accounting II	3
BA 181	Accounting II Lab	1
BA 230	Principles of Marketing	3
BA 240	Principles of Management OR	3
BA 242	Principles of Supervision	
BA 260	Business Financial Management I	3
BA 113	Business Relations III	1

FOURTH SEMESTER SUGGESTED COURSES

ACCT 251	Federal Income Tax II	3
BL 201	Business Law I	3
BA 250	Human Resource Management	3
BA 252	Pay and Benefits Administration	3
SPEC 101	Principles of Speech Communication OR	3
SPEC 111	Business & Professional Communications	

Minimum total hours required for degree 66

OPTIONAL BUT HIGHLY RECOMMENDED

BA 268	Financial Services Management Internship	3
BA 269	Financial Services Management Seminar	1

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.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
AIB 100	Principles of Banking	3
BA 160	Business Math I	3
BA 170	Fundamentals of Accounting I	3
BA 171	Accounting Lab	1
BL 202	Business Law II	3
COMM 105	Essentials of English	3

SECOND SEMESTER SUGGESTED COURSES

BA 111	Business Relations I	1
BA 112	Business Relations II	1
CS 100	Introduction to Computers	3
ECON 150	Consumer Economics	3
SPEC 111	Business & Professional Communications	3
*BA Elective		3

Minimum total hours required for certificate 30

*BA Electives:

BA 230	Principles of Marketing	3
BA 242	Principles of Supervision	3
BA 250	Human Resource Management	3
BA 260	Financial Management	3

Health Management Information

Associate in Applied Science Code 5092

Contact Persons: QC Campus, Betsey Morthland, Ext. 5285, Rm. 1-353

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 Management Information (HMI) degree.

The HMI 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 HMI 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 HMI 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
BE 145 A&B	Information Processing	2
BIOL 150	Medical Terminology	3
PN 110	Basic Anatomy & Physiology	3
COMM 105	Essentials of English	3

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
BE 148	Beginning Medical Transcription	4
BE 156	Introduction to Health Insurance	3
BE 200	Advanced Medical Terminology	3
BE 251	Medical Office Procedures	3
BE 255	Medical Manager	3

THIRD SEMESTER SUGGESTED COURSES		Credit Hours
BA 170	Fundamentals of Accounting	3
BA 171	Fundamentals of Accounting Lab	1
BE 250	Advanced Medical Transcription	4
BE 252	Pharmacology Terminology	3
BE 254	Law, Liability, and Medical Ethics	3
BE 257	Procedure and Diagnosis Coding I	3

FOURTH SEMESTER SUGGESTED COURSES

BE 180	Business Communications	4
BE 249	Management of Health Information	3
BE 258	Procedure and Diagnosis Coding II	3
BE 261	Seminar	1
BE 265	Internship	3
BE 299	Independent Study	1

Minimum total hours required for certificate 64

Information Processor

Certificate Code 5769

Contact Person: Quad-Cities Campus, Amy Levins-Smith, Ext. 5329, Rm. 1-357; East Campus, Wendy Feldner, Ext. 6228, 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 100	Work Environment Orientation	2
BE 106	Records Management	3
* BE 142	Computerized Keyboarding II	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		Credit Hours
BE 110	Data Entry Applications	2
BE 160	Machine Transcription	3
* BE 180	Business Communications	4
BE 144	Concepts of Information Processing	3
BE 248	Desktop Publishing	3
CIP 230	Spreadsheet Analysis (Excel)	3

Minimum total hours required for certificate 35

* Students should look at the Assessment and Orientation on page 14.

Information Technology Specialist

Certificate Code: 5646

Contact Persons: East Campus, Wendy Feldner, Ext. 6228, Rm. A-246; Quad-Cities Campus, Carole Podlashes, Ext. 5322, Rm. 1-360

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 110	Data Entry Applications	2
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	3
BE 299	Independent Study	1

Minimum total hours required for certificate 33

International Trade

Certificate Code 5531

Contact Person: QC Campus, Marty Hanson, Ext. 5142, Rm. 1-LRC

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

International trade is becoming increasingly important in the United States and the world. This growth requires the

availability of well trained people to carry on the business of importing and exporting and related activities.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
BA 110	Introduction to Business	3
BA 272	International Marketing	3
ECON 270	Introduction to International Business	3
CS 100	Introduction to Computers	3

SECOND SEMESTER SUGGESTED COURSES		
BA 287	International Business Cultures	3
BA 278	International Seminar	1
BA 276	International Internship	3
GEOG 105	Introduction to Regional Geography	3
SPEC 175	Intercultural Communication	3
BA 280	Introduction to E-Commerce	3
BA 230	Principles of Marketing	3

Minimum total hours required for certificate 31

Lead Employee

Certificate Code 5636

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.

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
BA 160	Math as Applied to Business	3
CS 100	Introduction to Computers	3
ECON 150	Consumer Economics OR	3
ECON 221	Principles of Macroeconomics	

SECOND SEMESTER SUGGESTED COURSES		
BA 111	Business Relations I	1
BA 170	Fundamentals of Accounting	3
BA 171	Fundamentals of Accounting Lab	1
BL 201	Business Law I	3
SPEC 111	Business & Professional Communication	3
OR		
SPEC 114	Interpersonal Communication	

Minimum total hours required for certificate 23

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 Feldner, Ext. 6228, Rm. A-246

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

Legal Office Professional students acquire proficiency in keyboarding, machine transcription, written communications, 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	3
BE 141	Computerized Keyboarding I	3
BE 144	Concepts of Information Processing	3
BE 145 A,B,C	Information Processing Word OR	3
BE 145	Information Processing	
COMM 105	Essentials of English	3

SECOND SEMESTER SUGGESTED COURSES

BA 160	Business Math I	3
BE 142	Computerized Keyboarding II	3
* BE 180	Business Communications	4
BIOL 150	Medical Terminology	3
BL 201	Business Law I	3

THIRD SEMESTER SUGGESTED COURSES

① BA 170	Accounting Fundamentals I	3
① BA 171	Accounting Fundamentals Lab I	1
BE 160	Machine Transcription	3
BE 170	Beginning Web Page Development	3
BL 202	Business Law II	3
CIP 230	Spreadsheet Analysis	3

FOURTH SEMESTER SUGGESTED COURSES

BE 122	Administrative Support Systems (Spring)	3
BE 243	Computerized Keyboarding III (Spring)	3
BE 260	Office Management (Spring)	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 the Assessment and Orientation on page 14.

① Students with two semesters of high school accounting with a grade of “B” or better may elect not to take this course.

Medical Billing Specialist Certificate

Certificate Code 5586

Contact Person: QC Campus, Betsey Morthland, Ext. 5285, Rm. 1-353

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	Beginning Keyboarding	3
BIOL 150	Medical Terminology	3
BE 110	Data Entry	2
BE 100	Orientation to Work Environment	2
BE 156	Introduction to Health Insurance	3
SECOND SEMESTER SUGGESTED COURSES		
BE 180	Business Communications	4
BE 200	Advanced Medical Terminology	3
BE 251	Medical Office Procedures	3
BE 249	Management of Health Information	3
BE 255	Medical Manager	3
THIRD SEMESTER SUGGESTED COURSES		
BE 254	Law, Liability and Medical Ethics	3
BE 261	Seminar	1
BE 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. 1-353

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	Beginning Keyboarding	3
BIOL 150	Medical Terminology	3
BE 100	Orientation to Work Environment	2
BE 156	Introduction to Health Insurance	3
BE 257	Proced and Diagnosis Coding I	3
SECOND SEMESTER SUGGESTED COURSES		
BE 200	Advanced Medical Terminology	3
BE 251	Medical Office Procedures	3
BE 258	Proced & Diagnosis Coding II	3
Elective		3
THIRD SEMESTER SUGGESTED COURSES		
BE 254	Law Liability and Medical Ethics	3
BE 261	Seminar	1
BE 265	Internship	3
Minimum total hours required for Certificate		33

Medical Office Receptionist

Certificate Code 5588

Contact Person: QC Campus, Betsey Morthland, Ext. 5285, Rm. 1-353

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, create spreadsheets, 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	Orientation to Work Environment	2
BE 141	Beginning Keyboarding	3
BIOL 150	Medical Terminology	3
BE 156	Introduction to Health Insurance	3
BE 110	Data Entry	2
BE 180	Business Communications	4

SECOND SEMESTER SUGGESTED COURSES

BE 122	Administrative Support Systems	3
BE 255	Medical Manager	3
BE 106	Records Management	3
BE 145 A & B	Information Processing	2
BE 200	Advanced Medical Terminology	3
BE 101	Office Accounting	3

Minimum total hours required for Certificate 34

Medical Transcription

Certificate Code 5785

Contact Person: Quad-Cities Campus, Betsey Morthland, Ext. 5285, Rm. 1-353

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

BE 148	Beginning Medical Transcription	4
BE 251	Medical Office Procedures	3
BE 200	Advanced Medical Terminology	3
BE 255	Medical Manager	3
BE 299	Independent Study	2

THIRD SEMESTER SUGGESTED COURSES

BE 252	Pharmacology Terminology	3
BE 250	Advanced Medical Transcription	4
BE 265	Internship	3
BE 261	Seminar	1
Elective		3

Minimum total hours required for certificate 45

* Students should look at the Assessment and Orientation on page 14.

PC Application Programmer Certificate

Certificate Code: 5847

Contact Person: QC Campus, Debbie Collins, Ext. 5316, Rm. 1-366

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

This certificate is available for students who are interested in pursuing a career as a PC applications programmer. The emphasis of this certificate is Windows programming and software applications environment. Topics include Visual Basic, Java, databases, programming Microsoft Office applications, and networking fundamentals.

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
CS 100	Introduction to Computers	3
CIP 101	Introduction to Programming Logic	4
CIP 104	Introduction to Computer Programming with C++	3
NETW 120	Basic Computer Networks	3

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
CIP 204	Visual Basic Programming	4
CIP 226	Database Management	3
CIP 250	Java Programming Fundamentals	3
CIP 230	Spreadsheet Analysis	3

THIRD SEMESTER SUGGESTED COURSES		Credit Hours
CS 201	Advanced Applications Software	3
CIP 205	Advanced Visual Basic	4
Minimum total hours required for certificate		33

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.

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
BA 160	Math as Applied to Business	3
CS 100	Introduction to Computers	3
ECON 150	Consumer Economics OR	3
ECON 221	Principles of Macroeconomics	
SECOND SEMESTER SUGGESTED COURSES		Credit Hours
BA 111	Business Relations I	1
BA 112	Business Relations II	1
BA 170	Fundamentals of Accounting	3
BA 171	Fundamentals of Accounting Lab	1
BL 201	Business Law I	3
SPEC 111	Business & Professional Communication OR	3
SPEC 114	Interpersonal Communication	
THIRD SEMESTER SUGGESTED COURSES		Credit Hours
BA 230	Principles of Marketing	3
BA 240	Principles of Management OR	3
BA 242	Principles of Supervision	
BL 202	Business Law II	3
BE 180	Business Communications	4
Minimum total hours required for certificate		37

Visual Communication

Associate in Applied Science Code 5147

Contact Persons: QC Campus, Zaiga Thorson, Rm. 4-135, Ext. 5469

Students will learn basic commercial art or graphic design skills and processes. Classroom exercises will provide sound practical and theoretical knowledge in design. The following skills will be developed: illustration, design, type usage, layout, and camera or computer applications for graphic design.

Job opportunities include entry level graphic designer, digital pre-press production, illustrator and freelance artist.

A student who wishes to be a candidate for the Associate in Applied Science degree will submit a portfolio of 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.

Students interested in a four-year bachelor's degree in visual communications should see the Art curriculum on page 83 of this catalog.

Internships are available to selected students in their final semester of the Visual Communications program.

Black Hawk College reserves the right to exhibit and reproduce any work submitted by students for credit in art courses.

It is recommended that Visual Communication majors take as many Art 200 Computer Graphics courses as possible to prepare for a career in graphic design.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
ART 101	Two Dimensional Design	3
ART 121	Drawing and Drawing Theory	3
ART 130	Survey of Materials and Methods	3
ART 200	Art Problems (Photoshop)	3
ART 290	Applications in Computer Art	3
COMM 100	Communication Skills OR	3
ENG 101	Composition	

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
ART 100	Art Appreciation	3
ART 122	Drawing and Drawing Theory	3
ART 200	Art Problems (Illustrator)	2
ART 230	Type and Digital Layout	3
BA 160	Business Math I	3
ENG 132	Technical Writing I OR	3
ENG 243	Writing for the Media	

THIRD SEMESTER SUGGESTED COURSES

ART 111	Three Dimensional Design	3
ART 201	Life Drawing	3
ART 231	Photography	3
ART 246	Graphic Design I	3
JOUR 221	Intro to Mass Communication	3
SPEC 114	Interpersonal Communications	3

FOURTH SEMESTER SUGGESTED COURSES

ART 210	Introduction to Illustration	3
ART 211	Painting	3
ART 248	Commercial Art	3
BA 236	Introduction to Advertising	3
PSYC 101	Introduction to Psychology	3

Minimum total hours required for degree 68

Web Developer Certificate

Certificate Code: 5746

Contact Person: QC Campus, Debbie Collins, Ext. 5316, Rm. 1-366

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

This certificate is designed to train those individuals interested in (or further train those already employed in) Web development and scripting. Topics include HTML scripting languages, Web development software, databases, and either Java or Visual Basic programming language.

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

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
CS 100	Introduction to Computers	3
CIP 101	Introduction to Programming Logic	4
CIP 104	Introduction to Computer Programming with C++	3
BE 170	Beginning Web Page Development	3
ART 200	Art Problems OR	3
ART 290	Applications in Computer Art OR	
NETW 120	Basic Computer Networks	

SECOND SEMESTER SUGGESTED COURSES

BE 171	Web Software Development Tools	3
CIP 250	Java Programming Fundamentals OR	3-4
CIP 204	Visual Basic Programming	
CIP 226	Database Management	3
CIP 181	Advanced Web Page Development	3
CIP 182	Web Scripting	3

Minimum total hours required for certificate 31

Web Programmer

Associate in Applied Science Code: 5245

Contact Person: QC Campus, Debbie Collins, Ext. 5316, Rm. 1-366.

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

The Web Programming degree provides students with the skills necessary to begin a career in Web development. The student will learn to create Web pages using client and server-side programming. The student will also develop Web pages incorporating database applications, components, and Web services. Topics include HTML, scripting languages, Web development software, databases, Java, Visual Basic, accounting, and communications. An internship at the end of the coursework prepares the student for employment in the field.

Graduates of the program will find employment as Web masters, Web developers, Web managers, or Windows application programmers. The student will be prepared for an entry-level programming position.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
CS 100	Introduction to Computers	3
CIP 101	Introduction to Programming Logic	4
CIP 104	Introduction to Computer Programming with C++	3
BE 170	Beginning Web Page Development	3
General Education Elective		3

SECOND SEMESTER SUGGESTED COURSES

BE 171	Web Software Development Tools	3
CIP 204	Visual Basic Programming	4
CIP 226	Database Management	3
CIP 181	Advanced Web Page Development	3
CIP 182	Web Scripting	3

THIRD SEMESTER SUGGESTED COURSES

BE 180	Business Communications	4
CIP 205	Advanced Visual Basic	4
CIP 228	Database Programming for Web	3
CIP 250	Java Programming	3
NETW 120	Basic Computer Networks	3

FOURTH SEMESTER SUGGESTED COURSES

CIP 206	Web Services	3
CIP 260	System Design and Development	3
CIP 270	Field Project	3
ENG 132	Technical Writing I	3
General Education Elective		3

Minimum total hours required for certificate 64

Health Related Curricula

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 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.

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:

- Associate Degree Nursing
- Basic Nurse Assistant Training Program
- Dental Assisting*
- Electroneurodiagnostic Technology*
- Emergency Medical Services
- Massage Therapy
- Physical Therapist Assistant (AAS)
- Practical Nursing
- 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 Nursing

Associate in Applied Science Code 5355

Contact Person: QC Campus, Stephanie Valdes, Ext. 5361, Rm. 3-377, Nan Reddy, Ext. 5161, Rm. 1-220; East Campus, Patty Varner, Ext. 6222, Rm. A-102

The Associate Degree Nursing (ADN) Program is designed to prepare nurses who, as beginning practitioners, are able to give quality nursing care to clients and function as members of nursing and health teams. Upon completion of the program, a graduate is 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 Professional Regulation and the National League for Nursing Accrediting Commission (1-800-669-8656).

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. College introductory psychology and high school (if graduated within last 5 years) or college biology - passed with a "C" or above. High school or college chemistry is strongly recommended.
6. 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.
7. Individual conference with a nursing faculty member.
8. Physically able to provide client care.
9. Transfer students are admitted into the ADN program on an individual basis. In addition to following transfer admission guidelines, (page 7), 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, pg. 61.)

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 two years after completion. Proficiencies will be given at the faculty's discretion. Proficiency exams will include both theory and clinical components. Fees for proficiency exams will be assessed.

All students must achieve grades of "C" or above in all 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.

All nursing courses (NURS) are 16 weeks in length. 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 \$350 per semester. These are in addition to other College fees.

NURSING ASSOCIATE DEGREE

	Credit Hours
PREPARATORY COURSE	
PSYC 101 Introductory Psychology	3
SOC 101 Principles of Sociology	3
MATH 080 Basic Numerical Skills OR	3
ASSET skills of 44 or above or COMPASS pre-algebra score of 55 or better	
LEVEL I	
BIOL 145 Anatomy-Physiology I	4
NURS 112 Nursing Concepts I	10
PSYC 200 Human Growth and Development	3
LEVEL II	
BIOL 146 Anatomy-Physiology	4
NURS 122 Nursing Concepts II	10
SPEC 175 Intercultural Communications OR	3
ANTH 102 Introduction to Cultural Anthropology	

LEVEL III

BIOL 261	Microbiology	4
NURS 216	Nursing Concepts III	10
ENG 101	Composition I	3

LEVEL IV

NURS 226	Nursing Concepts IV	10
NURS 230	Nurse Seminar	2
MATH elective		3

Minimum total hours required for degree 72

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.

Basic Nurse Assistant Training Program

Certificate Code 5566

Contact Person: QC Campus, Judy Bateman, Ext. 5385, Rm. 3-376, Nan Reddy, Ext. 5161, Rm. 1-220; East Campus, Patty Varner, Ext. 6222, Rm. A-102

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
- A tuberculosis screening is required prior to beginning clinical practicum
- English as a Second Language (ESL) students required to take the Michigan Test.

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.

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

Upon successful completion, the student will receive a certificate which will be recognized by the Illinois Department of Public Health and the Iowa Health Department as having met basic educational preparation to perform in the capacity of nurse assistant. The student will also be eligible to take the Nurse Aide Training Competency Evaluation Program written and performance test, which is a federal requirement.

Basic Nurse Assistant Training Curriculum

NA 100 Five to eight weeks in length
(Fall and Spring Semesters)
Six weeks in length (Summer Term)

Clinical Practicum	40 hours
Lab	16 hours
Nursing Theory, including Alzheimer's disease and related disorders	96 hours

Total credit hours 8 hours

Emergency Medical Services

Certificate Code 5532, 5539

Contact Persons: QC Campus, Bruce Smith, Ext. 5391, Rm. 3-155, Nan Reddy, Ext. 5161, Rm. 1-220; East Campus, Patty Varner, Ext. 6222, Rm. A-102

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.

Each applicant must take the ASSET or COMPASS test prior to enrollment and a physical examination is required prior to beginning clinical practice/ride time. CPR (Health Care Provider Level) course is required as a prerequisite to EMS 100.

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.

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 - Intermediate Certificate

FIRST SEMESTER SUGGESTED COURSES	Credit Hours
EMS 100 Emergency Medical Technician Basic	7
SECOND SEMESTER SUGGESTED COURSES	
EMS 120 Emergency Medical Technician Intermediate Theory	8
THIRD SEMESTER SUGGESTED COURSES	
EMS 122 Emergency Medical Tech. Intermediate Theory	8
FOURTH SEMESTER SUGGESTED COURSES	
EMS 123 Emergency Medical Tech. Intermediate Clinical	4
FIFTH SEMESTER SUGGESTED COURSES	
EMS 121 Emergency Medical Tech. Intermediate Clinical	3
Minimum total hours required for Certificate	30

Emergency Medical Technician - Paramedic Certificate

FIRST SEMESTER SUGGESTED COURSES	Credit Hours
EMS 100 Emergency Medical Technician Basic	7
SECOND SEMESTER SUGGESTED COURSES	
EMS 120 Emergency Medical Technician Interm. Theory	8
EMS 160 Emergency Medical Tech-Paramedic Theory I	6
THIRD SEMESTER SUGGESTED COURSES	
EMS 122 Emergency Medical Technician Interm. Theory	8
EMS 162 Emergency Medical Tech-Paramedic Theory II	6
FOURTH SEMESTER SUGGESTED COURSES	
EMS 161 Emergency Medical Technician-Paramedic Clinical I/7	
FIFTH SEMESTER SUGGESTED COURSES	
EMS 163 Emergency Medical Technician – Paramedic Intermediate Clinical II	7
Minimum total hours required for Certificate	49

Massage Therapy & Bodywork Program

Certificate Program Code: 5589

Contact Person: Outreach Center, Pam Davies, 796-4825, daviesp@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 required by Illinois law to take the National Certification Exam.

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.

The curriculum for the Massage Therapy and Bodywork Program has been approved by the ICCB (Illinois Community College Board) and the State of Iowa. This intensive 11-month 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 the Swedish Esalen Movement, 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, and business and ethics. They will also be introduced to various bodywork modalities.

This program offers two classes annually. Classes will be taken at the Outreach Center, with a forty-hour required clinical held off-campus.

A Massage Therapy and Bodywork Advisory Board consisting of massage and bodywork therapists from the industry will ensure that the program is of highest excellence. Class information will be updated continuously.

Students must achieve grades of “C” or above in all areas in order to receive a certificate. Upon successful completion, the student will be eligible to take the National Certification exam. The exam is required for licensure by the State of Illinois prior to employment.

Each application must meet the following requirements:

- 18 years of age.
- High school graduate or equivalent.
- Prior approval by the coordinator of the program.
- Student must achieve and maintain a grade of “C” or above in all courses to continue with the program.
- Must complete 50 hours of clinical work.
- Fill out the application for State of Illinois Uniform Conviction Information Act.

Fall evening class begins in September annually, Monday-Wednesday, 5:15 p.m.-9:15 p.m.

FIRST SEMESTER – FALL TERM	Credit Hrs.
MASG 103 Human Anatomy/Physiology	5
MASG 100 Therapy Theory I	5
MASG 101 Therapy Theory II	5
SECOND SEMESTER – SPRING TERM	
MASG 102 Musculoskeletal Anat/Kin.	4
MASG 107 Adv. Technique Practice I	5
MASG 105 Professional Practices	1
MASG 104 CPR/First aid/Body Mechanics	1
MASG 108 Adv. Techniques/Practice II	5

THIRD SEMESTER – SUMMER TERM

MASG 106	Pathology	3
MASG 109	Therapy Theory & Practice	6
Total hours required for certificate		40
Spring day class begins in January annually, Monday-Wednesday, 8:30 a.m.-12:30 p.m.		

FIRST SEMESTER – SPRING TERM

		Credit Hrs.
MASG 103	Human Anatomy/Physiology	5
MASG 100	Therapy Theory I	5
MASG 101	Therapy Theory II	5

SECOND SEMESTER – SUMMER TERM

MASG 102	Musculoskeletal Anat/Kin.	4
MASG 107	Adv. Technique Practice I	5

THIRD SEMESTER – SUMMER TERM

MASG 105	Professional Practices	1
MASG 104	CPR/First aid/Body Mechanics	1
MASG 108	Adv. Techniques/Practice II	5
MASG 106	Pathology	3
MASG 109	Therapy Theory & Practice	6
Total hours required for certificate		40

Physical Therapist Assisting

Associate in Applied Science Code 5079

Contact Person: QC Campus, Larry Gillund, Ext. 5393, Rm. 3-152, Nan Reddy, Ext. 5161, Rm. 1-220; East Campus, Patty Varner, Ext. 6222, Rm. A-102

The Associate in Applied Science in Physical Therapist Assisting 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.

The curriculum for Physical Therapist Assisting is career oriented and accredited by the American Physical Therapy Association.

Each applicant must meet the following requirements:

- High school graduation or equivalent
- Physical examination required prior to any clinical experience
- Any developmental courses that are required as determined by ASSET or COMPASS scores and program faculty
- One year high school biology course or equivalent passed with a grade of "C" or above within the past 5 years or BIOL 145 Anatomy and Physiology I at Black Hawk College passed with a "C" or above
- Minimum of "C" average in courses previously completed at Black Hawk College and any courses transferred from other colleges
- Personal interview with PTA faculty
- Students must achieve a grade of "C" or above in all courses to continue in the program

There is no waiting list for the PTA program. Interested students are encouraged to apply for admission. The PTA program is a competitive admission program. Applications to the program can be picked up or mailed from the New Student Services Office at the Quad-Cities Campus.

Applications to the program will be accepted each year for admission to the PTA classes beginning September 1 and are strongly encouraged to be submitted by June for admission into the Fall semester. A maximum of 24 students are accepted each year in this program.

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 202	Physical Rehabilitative Techniques	3

SECOND SEMESTER SUGGESTED COURSES

BIOL 146	Anatomy and Physiology II	4
PSYC 101	Introduction to Psychology	3
PTA 201	Kinesiology	4
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 may 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, Patty Varner, Ext. 6222, Rm. A-102

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.

	Credit Hours
PROGRAM PREREQUISITES	
MATH 080 Basic Mathematical Skills OR	2
ASSET Numerical Skills score of 44 or above OR	
COMPASS pre-Algebra score of 55 or better OR	
ENG 101 OR BIOL 145	
COMM 100 Communication Skills	3
PN 110 Anatomy and Physiology	3
FIRST SEMESTER SUGGESTED COURSES	
PN 101 Fundamentals of Practical Nursing	6
PNC 101 Clinical Fundamentals	2
PN 105 Pharmacology, Basic Math and Administration	1
PN 108 Care of the Older Adult	6
PNC 108 Care of the Older Adults Clinical	2
SECOND SEMESTER SUGGESTED COURSES	
PN 106 Pharmacology	1
PN 124 Family Nursing	6
PNC 124 Clinical Family Nursing	2
PN 125 Medical-Surgical Nursing	6
PNC 125 Medical-Surgical Nursing Clinical	2
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.

Radiologic Technology

Associate in Applied Science Code 5071

Contact Persons: QC Campus, Stephanie Valdes, Ext. 5361, Rm. 3-377; Student Services, Trinity Medical Center, 757-2903

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.

	Credit Hours
GENERAL EDUCATION COURSES	
ENG 101 Composition I	3
PSYC 101 Introductory Psychology	3
SPEC 101 Principles of Speech Communication OR	3
SPEC 114 Interpersonal Communication	
*MATH 110 Mathematics for General Education OR	3
CS 100 I Introduction to Computers	

TECHNICAL CORE COURSES	
Radiologic Technology	35-42

REQUIRED COURSES	
BIOL 145 Anatomy-Physiology I	4
BIOL 146 Anatomy-Physiology II	4

Minimum total hours required for degree	65
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* Or comparable MATH course.

As indicated in the Trinity Radiography Curriculum Plan, BIO 145 and 146 may be taken concurrently in the Fall and Spring Semesters of YEAR ONE. However, it is strongly recommended that BIO 145 and 146 are taken PRIOR to the core radiography courses at Trinity. BIO 145 and 146 are prerequisites to YEAR TWO.

The General Education Requirements for the AAS listed above maybe 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).

	Credit Hours
TECHNICAL CORE COURSES	
Certificate awarded by Trinity	62
Optional Associate of Applied Science degree awarded by Black Hawk College	
Minimum of 15 general education credits	74

Child Development

Associate in Applied Science Code 5059/Certificate Code 5069
Contact Person: QC Campus, Chris Bachelder, Quad-Cities Training Center, Ext. 5986; East Campus, Patty Varner, Ext. 6222, Rm. A-102

The Child Development curriculum is offered by the Department of Social, Behavioral and Educational Studies at the Quad-Cities Training Center in East Moline and Quad-Cities Campus, Moline. 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.

Students will take classes designed to give particular understanding and skills in such areas as human growth and development, nutrition, and behavior. These classes will be taken at the main campus and the Quad-Cities Training Center. Observation and practical experience will take place in local (off-campus) and on campus preschool and child care facilities. Fingerprinting and background check may be required for 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.

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
CD 207	Music for Young Children OR	3
CD 222	Child, Family, Community	3
COMM 100	Communication Skills OR	3
ENG 101	Composition I	3
SECOND SEMESTER SUGGESTED COURSES		Credit Hours
CD 202	Observation and Guidance of the Young Child	3
①CD 203	Curriculum for Early Childhood Programs	3
CD 225	Math and Science for the Young Child	2
PSYC 101	Introductory Psychology OR	3
SOC 101	Principles of Sociology	3
②HPE 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
SPEC 111	Business & Professional Communications OR	3
SPEC 175	Intercultural Communications OR	
SPEC 101	Principles of Speech Communication	

Minimum total hours required for degree 64

①May be eligible for articulation credit.

②Students 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 Speech 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 \$50 to IDC Commission to apply.

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	Introductory Psychology	

SECOND SEMESTER SUGGESTED COURSES

CD 202	Observation & Guidance of the Young Child	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, Patty Varner, Ext. 6222, Rm. A-102

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
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 Complex Sentence Structure
ESL 073 Reading II **OR** ESL 074/074A Advanced Reading
ESL 075 Writing II
COMM 100/ESL 078 Listening/Speaking II **OR** ESL 078A Advanced Oral Skills

Also, while in the advanced level, Level 7, students complete a portfolio of proficiency which includes an essay and representative works from reading, writing, and listening/speaking classes. Students who pass the class and the portfolio requirements 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 on page 91.

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 Person: East Campus, Roger Grundstrom, Ext. 6234, Rm. B-116; or Patty Varner, Ext. 6222, Rm. A-102

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 Person: East Campus, Roger Grundstrom, Ext. 6234, Rm. B-116; or Patty Varner, Ext. 6222, Rm. A-102

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

	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 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

	Credit Hours
FALL SEMESTER	
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, MECH, or WLD Electives	6
Minimum total hours required for degree	64
Suggested electives: AG 172, 271; MECH 109, 215, 219, 291; WLD 101, 102, 105, 120, 121, 122	

Air Conditioning Specialist

Certificate Code 5513

Contact Person: East Campus, Roger Grundstrom, Ext. 6234, Rm. B-116; or Patty Varner, Ext. 6222, Rm. A-102

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 a 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.

	Credit Hours
SUMMER SEMESTER	
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

Apprentice Training Programs

Contact Persons: QC Campus, Glenn Saddoris, Ext. 5283, Rm. 2-159, or Darcie Stearns, Ext. 5163, Rm. 1-220

Black Hawk College offers apprenticeship related classroom training principally as a service to local firms who sponsor a formal apprentice training program. Typically, this involves forty hours per week on the job, and four hours per week of related study in the classroom.

Persons not having an on-the-job training connection may take related study courses, but are not encouraged to do so inasmuch as apprenticeship-related study alone does not qualify one for a journeyman certificate.

The present Black Hawk College apprentice training program is a continuation of that sponsored by the former Associated Industries of the Quad-Cities (now Associated Employers of the Quad-Cities), and as such, provides certain centralized services. Many of the sponsoring organizations are registered with the Department of Labor, Bureau of Apprenticeship Training, with whom the College cooperates. Black Hawk College does no screening of applicants. It is up to the individual to secure employment.

Students desiring information regarding apprenticeships may contact Tom Acuff.

Active apprentice certificate programs are:

- | | |
|-----------------------|-----------------|
| 1. Carpenter | 36 credit hours |
| 2. Electrician | 36 credit hours |
| 3. Machine Repair | 36 credit hours |
| 4. Machinist | 36 credit hours |
| 5. Patternmaker | 45 credit hours |
| 6. Sheet Metal | 36 credit hours |
| 7. Tool and Die Maker | 36 credit hours |

The College also offers an AAS degree in carpenter apprenticeship (AAS code 5172). This is a 61-credit hour program which requires the completion of the 36 credit hours in the carpenter apprentice certificate program, an eight-credit hour carpenter internship course (CA 299), and 17 credit hours of a general education component. The general education component is comprised of the following five courses: COMM 100, CS 100, MATH 103, SOC 101, and SPEC 114. Further information may be obtained by contacting Lowell Doerder, Ext. 5387.

Automotive Repair

Certificate Code 5710

Contact Person: East Campus, Roger Grundstrom, Ext. 6234, Rm. B-116; or Patty Varner, Ext. 6222, Rm. A-102

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 Person: East Campus, Roger Grundstrom, Ext. 6234, Rm. B-116; or Patty Varner, Ext. 6222, Rm. A-102

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		Credit Hours
FALL SEMESTER SUGGESTED COURSES		
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, MECH or WLD	Electives	6

Minimum total hours required for degree 66

Suggested electives: AUTO 100, 101; MECH 109, 219, 291; WLD 101, 102, 105, 120, 121, 122

Brake Specialist

Certificate Code 5512

Contact Person: East Campus, Roger Grundstrom, Ext. 6234, Rm. B-116; or Patty Varner, Ext. 6222, Rm. A-102

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

Computer Operation and Equipment Repair

Certificate Code 5625

Contact Person: QC Campus, Don Mosier, Ext. 5278, Rm. 2-154; Jamie Hill, Ext. 5284, Rm. 2-152; East Campus, Wendy Feldner, Ext. 6228, Rm. A-246.

This certificate program 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, etc.), and performing basic computer maintenance.

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 COURSES		Credit Hours
CS 100	Introduction to Computers	3
NETW 120	Basic Computer Networks	3
COER 112	Microcomputer Operating Systems	3
COER 116	Microcomputer Hardware	3
COER 110	Basic Electronics	3
SECOND SEMESTER COURSES		
COER 118	Computer Troubleshooting	3
COER 124	Internship	3
COER 125	Seminar	1
COER 216	Advanced PC Hardware/A+ Prep	3
CIP 166	Microcomputer Operating Systems II	3

Minimum total hours required for certificate 28

Engineering Technology

Associate in Applied Science Code 5187

Contact Persons: QC Campus, Sumukh Bahulekar, Ext. 5280, Rm. 2-156; Jon Lambert, Ext. 5279 Rm. 2-158, Glenn Saddoris, Ext. 5283, Rm. 2-153; Darcie Stearns, Ext. 5163, Rm. 1-220)

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. Works 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 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
①	Engineering Technology Elective	3
①	Engineering Technology Elective	3

THIRD SEMESTER SUGGESTED COURSES

②	ENGT 190 Engineering Tech Practicum	2
PHYS 101	General Physics OR	4
CHEM 101	General Chemistry I	
ENGT 224	Computer Programming	3
①	Engineering Technology Elective	3
①	Engineering Technology Elective	3

FOURTH SEMESTER SUGGESTED COURSES

①	Engineering Technology Elective	3
①	Engineering Technology Elective	3
①	Engineering Technology Elective	3
①	Engineering Technology Elective	3
①	Engineering Technology Elective	3

Minimum total hours required for degree 64

- ① Choose electives from the appropriate tracks below.
- ② It is recommended that this course be completed during the summer session is 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

Fire Service Officer

Associate in Applied Science Code 5022

Contact Person: QC Campus, Chris Bachelder, Quad-Cities Training Center, Ext. 5986

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. In addition to the courses below, an AAS candidate must also successfully complete Black Hawk College's 10-hour OSHA Adult Continuing Education course in order to meet graduation requirements. Students completing the recommended courses are well prepared to compete for positions in the fire science field.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
ENG 101	Composition I	3
FSO 112	Command Officer Management I	3
FSO 118	Fire Service Instructor I	3
	Humanities Elective	3
	Elective	4

SECOND SEMESTER 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	Introductory 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

BOG degree candidates should see advisor.

General Occupational and Technical Studies

PENDING ICCB APPROVAL

Associate in Applied Science Code 1111

Contact Person: QC Campus, Victoria Fitzgerald, Ext. 5049, Rm. 1-B10

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 (64 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 seventy-five percent of the degree credits through a combination of varied prior learning options (e.g., CLEP, proficiency credit, national testing options, 800 hours of any approved U. S. Bureau of Apprenticeship Training Programs) that correlates with occupational courses and/or certificates offered at Black Hawk College.
- 5) Passing the requirements of the School Code Section 27-3: The student can successfully pass an examination covering the Declaration of Independence, Constitution of the United States of America, Constitution of the State of Illinois, the proper use and display of the American flag, and the Australian Ballot System. Black Hawk College will accept as evidence that the student has met this requirement:
 - a) Successful completion, with a passing grade, of POLS 252, which includes materials related to the Constitution and other items as specified in the School Code 27-3.
 - b) Illinois high school transcript that clearly identify that the student has met the requirement. This evidence will authorize the College to make a similar notation on the college transcript.

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, certificates, certificates, and/or diplomas.	49 (minimum)
	64 (minimum)

Note:

- Up to 75% of the degree may be obtained through approved credit for prior learning as part of the student's educational plan (48 credits maximum).
- Students must take at least ten credits from Black Hawk College and not as part of a credit for prior learning segment.
- Students must meet the requirements of Illinois School Code Section 27-3.
-

Law Enforcement Technology

Associate in Applied Science Code 5049, Certificate Codes 5549, 5543

Contact Person: QC Campus, Richard Fiems, Quad-Cities Training Center, Ext. 5985

The Law Enforcement curricula are provided by the Department of Social, Behavioral, and Educational Studies at the Quad-Cities Training Center in East Moline.

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. Graduates of this program have done well in pursuing their bachelor's degrees. 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.

Criminal Justice (CRJU) and Law Enforcement (LAWN) courses are held at the Quad-Cities Training Center in East Moline. The other courses in the curriculum are taught at Black Hawk College's Quad-Cities Campus.

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 99.

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

	Credit Hours
FIRST SEMESTER SUGGESTED COURSES	
①COMM 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

ENG 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 251 American National Government OR Humanities or Fine Arts	3
LAWN 251 Criminal Investigation	3
LAWN 255 Criminal Law I	3
PSYC 101 Introductory Psychology	3
Law Enforcement Elective	3

FOURTH SEMESTER SUGGESTED COURSES

POLS 252 State and Local Government	3
LAWN 257 Police Ethics	3
SPEC 111 Business & Professional Communications	3
②200 Level PSYC	3
Elective	3

Minimum total hours required for degree 60

①ENG 101-102 and SPEC 101 may be substituted for students planning to transfer to a four-year school

②PSYC 250 Abnormal Psychology recommended.

Law Enforcement Certificate

	Credit Hours
FIRST SEMESTER SUGGESTED COURSES	
*COMM 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

* ENG 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

*ENG 101 or 102 may be substituted

Private Security Certificate

	Credit Hours
FIRST SEMESTER SUGGESTED COURSES	
*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 Operations	3
Minimum total hours required for Certificate	30
*ENG 101 or 102 may be substituted	
**Electives: SECR 160, SECR 270, SECR 272, SECR 275	

Microcomputer Support Specialist

Associate in Applied Science Code 5078

Contact Persons: QC Campus, Don Mosier, Ext. 5278, Rm. 2-154; Jamie Hill, Ext. 5284, Rm. 2-152; East Campus, Wendy Feldner, Ext. 6228, Rm. A-246

This degree is offered at the Quad-Cities Campus.

The Microcomputer Support Specialist Associate in Applied Science degree is a multi-disciplinary degree designed to produce graduates who are well rounded in networking, operating systems, applications software, troubleshooting and repair. Each individual also specializes in one of four supporting tracks: Networking, Applications Software, Programming or Microsoft Certified Systems Engineer (MCSE). The degree is designed such that an individual may complete one of the related certificate programs (Computer Operation and Equipment Repair or Network Technician), then complete the Microcomputer Support Specialist Associate's degree. Individuals may also enroll directly in the Microcomputer Support Specialist program without any prior coursework. The two-year course of study culminates in an internship which provides valuable on-the-job experience.

Students will study a variety of operating systems so they can troubleshoot both state-of-the-art and older computer systems. They will learn to diagnose and repair basic computer problems as well as to upgrade computer systems and build a computer "from scratch." Students who choose the Networking track will be qualified to perform basic network administration. Students who choose the Application Software track will be qualified to provide extensive support to computer users related to the use of current word processing, spreadsheet, database,

desktop publishing, and presentation graphics software. Students who choose the Programming track will have entry level programming skills in several current programming languages. Students who choose the MCSE track will have advanced network administration skills and be prepared to sit for the Microsoft MCSE certification exams.

Students who complete this program will be qualified for such positions as PC Support Specialist, PC Technician, and Help Desk Specialist. Depending on choice of electives, they may also be qualified for Network Administrator or Application Support positions.

	Credit Hours
FIRST SEMESTER SUGGESTED COURSES	
CS 100 Introduction to Computers	3
MATH 103 Essentials of Technical Math	5
COER 112 Microcomputer Operating Systems	3
COER 116 Microcomputer Hardware	3
NETW 120 Basic Computer Networks	3

SECOND SEMESTER SUGGESTED COURSES	
COER 110 Basic Electronics	3
COER 118 Computer Troubleshooting	3
CIP 104 Introduction to Computer Programming with C++ OR	3
BE 170 Beginning Web Page Development	
COMM 105 Essentials of English OR	3
ENG 101 Composition I	
Course selected from one track (see tracks below)	3

THIRD SEMESTER SUGGESTED COURSES	
BE 180 Business Communications	4
BA 110 Introduction to Business	3
CIP 166 Microcomputer Operating Systems II OR	3
COER 216 Advanced PC Hardware/A+ Prep	
Course selected from one track (see tracks below)	3
Course selected from one track (see tracks below)	3

FOURTH SEMESTER SUGGESTED COURSES	
Course selected from one track (see tracks below)	3
Course selected from one track (see tracks below)	3
Course selected from one track (see tracks below)	3
COER 125 Seminar	1
NETW 190 Internship	3

Minimum hours required for degree 61

TRACKS**Application Software Track**

BE 145 A,B,C Information Processing I, II, III	3
BE 171 Web Software Development Tools	3
BE 264 Intro to Database Management	3
BE 247 Advanced Information Processing	3
BE 248 Desktop Publishing	3
CIP 230 Spreadsheet Analysis	3

Programming Track

CIP 101	Introduction to Programming Logic	4
CIP 204	Visual Basic Programming	4
CIP 205	Advanced Visual Basic	4
CIP 226	Database Management	3
CIP 260	Systems Design and Development	3
CIP 104	Introduction to Computer Programming with C++ OR	3
BE 170	Beginning Web Page Development	

Networking Track

NETW 125	Cisco I	3
NETW 145	Cisco II	3
NETW 165	Cisco III	3
NETW 185	Cisco IV	3
NETW 215	Windows Server	3
NETW 210	Windows Workstation OR	
CIP 166	Microcomputer Operating Systems II OR	
COER 216	Advanced PC Hardware/A+ Prep	

Microsoft Certified System Engineer Track

*NETW 210	Windows Workstation	3
NETW 215	Windows Server	3
NETW 216	Windows Network Environment	3
NETW 217	Windows Directory Service	3
NETW 219	Designing Directory Services	3
NETW 220	Windows Security Design	3
NETW 221	Windows Network Design	3

Web Track

CIP 104	Intro to Computer Programming w/C++ OR 3	
BE 170	Beginning Web Page Development	
BE 171	Web Software Development Tools	3
CIP 181	Advanced Web Page Development	3
CIP 182	Web Scripting Languages	3
CIP 204	Visual Basic Programming OR	3-4
CIP 250	Java Programming Fundamentals	
NETW 250	Web Server Administration	3

* Can substitute this course for COER 112

This is only a suggested program and would not be appropriate for every student. Students should always consult with an academic advisor in choosing a schedule best suited to their needs and abilities.

Microsoft Networking Engineer

Certificate Code 5649

Contact Persons: QC Campus, Michael Townsend, Ext. 5277, Rm. 2-155; East Campus, Wendy Feldner, Ext. 6228, Rm. A-246

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

The Microsoft Networking Engineer Certificate program prepares students for entry into a network administration career supporting Microsoft Operating Systems. Students will plan, install, configure, administer, troubleshoot, and

maintain a Microsoft network. Topics include analyzing the business requirements of a network; designing a system architecture solution that meets business requirements, deploying and configuring the system architecture, managing, monitoring and optimizing the components of a network, and diagnosing and resolving network problems.

This certificate will prepare students to achieve the Microsoft Certified Systems Engineer (MCSE) certification, a premier network industry certification under the auspices of the Microsoft Corporation. The MCSE is a leading credential in today's competitive employment environment.

The primary objective of the Microsoft Networking Engineer certificate is to prepare the student for immediate employment in the network administration field or to provide career enhancement in an existing position.

REQUIRED COURSES		Credit Hours
CS 100	Introduction to Computers	3
COER 112	Microcomputer Operating Systems	3
COER 116	Microcomputer Hardware	3
NETW 210	Windows Workstation	3
NETW 215	Windows Server	3
NETW 216	Windows Network Environment	3
NETW 217	Windows Directory Services	3
NETW 219	Designing Directory Services	3
NETW 220	Windows Security Design	3
NETW 221	Windows Network Design	3

Minimum hours required for certificate 30

Network Technician

Certificate Code 5578

Contact Persons: QC Campus, Michael Townsend, Ext. 5277, Rm. 2-155, or Jamie Hill, Ext. 5284, Rm. 2-152; East Campus, Wendy Feldner, Ext. 6228, Rm. A-246

This degree is offered only 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 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 112	Microcomputer Operating Systems	3
COER 116	Microcomputer Hardware	3
NETW 120	Basic Computer Networks	3
NETW 125	Cisco I (8 week session)	3
NETW 145	Cisco II (8 week session)	3

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
NETW 210	Windows Workstation	3
NETW 165	Cisco III (8 week session)	3
NETW 185	Cisco IV (8 week session)	3
NETW 190	Internship	3
COER 125	Seminar	1
CIP 166	Microcomputer Operating Systems	3

Minimum hours required for certificate 31

Truck Driving

Certificate Code 5611

Contact Persons: QC Campus, Coleman Harris, Ext. 5179, Advising Center; East Campus, David Harris, Kewanee Outreach Center, (309) 852-0796

The Truck Driving certificate is taught at Black Hawk College East Campus in Kewanee. New sessions begin every twelve weeks.

To complete this program, a student will take nine weeks of study including 64 hours of lecture time plus 240 driving hours to develop the necessary skills. The nine credit hour curriculum includes DOT rules and regulations, safety, license requirements, billings, refrigeration unit operation, hazardous hauling regulations, truck maintenance, brakes, CPR, inspection, start up procedures, gears/clutching, turning, parking, city/highway driving, and dock operations. Students must meet eligibility requirements, including DOT physical and substance abuse screening. Cost includes tuition and standard lab fees as well as a truck care and maintenance fee.

Opportunities for employment upon completion of the program are excellent. Recruiters visit classes and other job placement assistance is provided. Long-haul drivers are in demand for nationwide delivery.

SUGGESTED COURSES		Credit Hours
TD 100S	Commercial Driver's License Regulations	2
TD 105S	Commercial Vehicle Operations	7

Minimum total hours required for certificate 9

Welding

Certificate Code 5635

Contact Persons: East Campus, Roger Grundstrom, (309) 852-5671, Ext. 6234, Rm. B-116; QC Campus, Lowell Doerder, Ext. 5387, Rm. 3-351

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		Credit Hours
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		Credit Hours
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 Person: East Campus, Roger Grundstrom, Ext. 6234, Rm. B-116; or Patty Varner, Ext. 6222, Rm. A-102

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.

Auto Collision Repair
 Aviation Concentration
 Culinary Arts Apprenticeship
 Dental Assisting
 Diesel Technology
 Electroneurodiagnostic (END) Technology

Health, Safety and Environmental Technology
 Heating, Ventilating and Air Conditioning
 Interior Design
 Sign Language Interpreter
 Truck Driving

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 67)
- International Studies Certificate

International Studies

Certificate

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

The certificate requires successful completion of 20 credit hours from the following courses. The student must successfully complete at least one year of foreign language.

SUGGESTED COURSES		Credit Hours
ART 285	Survey of Asian Art	3
ARCH 203	Intro to Archaeology	3
ECON 270	Introduction to International Business	3
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
POLS 258	Selected Studies in Political Science	3
POLS 262	Intro to Non-European Comparative Government	3
HIST 151	History of the Middle East Since 1700	3
HIST 222	Comparative Religions	3
HIST 261	History of Europe to 1815	3
HIST 271	History of Europe Since 1815	3
ITAL 101	Elementary Italian I	4
ITAL 102	Elementary Italian II	4
JAPN 101	Elementary Japanese I	4
JAPN 102	Elementary Japanese II	4
MUSC 158	Intro to Non-Western Music	3
RUSS 101	Elementary Russian	5
RUSS 102	Elementary Russian	5
SPAN 101	Elementary Spanish I	4
SPAN 102	Elementary Spanish II	4
SPEC 175	Intercultural Communication	3
OR		
Courses available through Study Abroad		

Transfer Programs

The Transfer Programs are two-year courses of study leading to an Associate in Arts (AA) or an Associate in Science (AS) 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 abovementioned 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 catalog. 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. 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 as identified on page 24. 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.

Liberal Arts and Science Transfer Program

Liberal Arts and Science - Art Code 1035

Liberal Arts and Science - Science Code 1535

*Contact Person: East Campus, Patty Varner, Ext. 6222, Rm. A-102, and Wendy Feldner, Ext. 6226, Rm. A-247
QC Campus, Heather Holding, Ext. 3310, Rm. 3-350*

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

	Credit Hours
FIRST SEMESTER SUGGESTED COURSES	
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
Physical Science	4
Mathematics or Computer Science	3
Fine Arts	3
Elective	3
THIRD SEMESTER SUGGESTED COURSES	
Humanities	3
Life Science	3
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

Accounting

Associate in Arts Code 1001

Contact Persons: QC Campus, Paula Tigerman, Ext. 5323, Rm. 1-359; East Campus, Wendy Feldner, Ext. 6228, Rm. A-246

The Accounting degree is offered through the Department of Business. 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 on page 47 of this catalog.

	Credit Hours
FIRST SEMESTER SUGGESTED COURSES	
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	
②ACCT 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
①MATH 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	3
Life Science	3
MATH 132 Mathematical Analysis for Business	4

FOURTH SEMESTER SUGGESTED COURSES	
ACCT 205 Principles of Cost Accounting	3
ECON 222 Principles of Micro Economics	3
③BL 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

- ❶ Students may need to take MATH 112 before enrolling in MATH 131.
- ❷ Students enrolling in this course must have completed or be currently enrolled in ENG 101 or equivalent and be eligible to enroll in MATH 112.
- ❸ Consult an advisor.

Agriculture Transfer

Associate in Science Code 7519

Contact Person: East Campus, Lee Denzer, Ext. 6251, Rm. B-224; Patty Varner, Ext. 6222, Rm. A-102

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.

	Credit Hours
FIRST SEMESTER SUGGESTED COURSES	
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, Karla Miley, Ext. 5411, Rm. 1-471; East Campus, Wendy Bock, Ext. 6226, Rm. A-247

Students planning to major in anthropology-archeology 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-archeology major, students should consult with the Counseling Office 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.

Students who complete a degree in anthropology and archeology 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.

	Credit Hours
FIRST SEMESTER SUGGESTED COURSES	
ANTH 101 Introduction to Physical Anthropology	3
HIST 101 Western Civilization I	3
ENG 101 Composition I	3
SPEC 101 Principles of Speech Communications	3
❶ Physical Science	3-4

SECOND SEMESTER SUGGESTED COURSES

ANTH 102	Introduction to Cultural Anthropology	3
HIST 102	Western Civilization II	3
ENG 102	Composition II	3
② Life 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
Mathematics		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
③ Electives		9

Minimum total hours required for degree 64

① Recommended: GEOG 101 or 102; GEOL 101 or 102

② Suggested: BIOL 190 or 211

③ Recommended: Arch 205

Art

Associate in Arts Code 1002

Contact Persons: QC Campus, Zaiga Thorson, Ext. 5469, Rm. 4-135; East Campus, John Hartman, Ext. 6233, Rm. 4-100

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 merit awards 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 display designer, 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.

	Credit Hours
FIRST SEMESTER SUGGESTED COURSES	
ART 101 OR ART 111 Visual Design	3
ART 121 Drawing and Drawing Theory	3
ENG 101 Composition I	3
Social and Behavioral Science	3
Physical Science	3

SECOND SEMESTER SUGGESTED COURSES

ART 111 OR ART 101 Visual Design	3
ART 122 Drawing and Drawing Theory	3
ENG 102 Composition II	3
Non-Western Studies	3
Life Science	4

THIRD SEMESTER SUGGESTED COURSES

ART 281 History of Art	3
ART 201 Life Drawing	3
Mathematics	3
SPEC 101 Principles of Speech Communications	3
Social and Behavioral Science	3

FOURTH SEMESTER SUGGESTED COURSES

ART 282 History of Art	3
Art Studio Elective	3
Art Studio Elective	3
Social and Behavioral Science	3
Mathematics or Computer Science	3
Humanities	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 school 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, Janene Blodgett, Ext. 6752, Rm. B-214

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

		Credit Hours
FIRST SEMESTER SUGGESTED COURSES		
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	General Physics	
MATH 124	Calculus I	4
Humanities and Fine Arts (2 courses)		6
Social and Behavioral Science		3
FOURTH SEMESTER SUGGESTED COURSES		
● Elective		4
Social and Behavioral Science (2 courses)		6
Humanities or Fine Arts		3
Minimum total hours required for degree		64

● Suggested Elective: CHEM 204 or PHYS 102

This curriculum meets the Illinois Articulation Agreement General Education Requirements for the Associate's degree.

Broadcasting

Associate in Arts Code 1046

Contact Person: QC Campus, Dolores Sierra, Ext. 5367, Rm. 3-373

Students planning to major in broadcasting 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 television broadcasting major, students should consult with the Counseling Office at Black Hawk College for additional information.

Students taking the recommended courses will gain the basic skills necessary to work in a TV production studio. Students will find it to their advantage to continue on for a bachelor's degree if they desire to be an "on air" TV personality or a producer/director. Since speaking and writing skills are essential for advancement in the broadcast industry, courses developing these skills are emphasized.

Students who successfully complete a curriculum in TV broadcasting can find employment in broadcast stations, industrial video tape and audio-visual departments, hospital audio-visual facilities, and in advertising agencies.

Those students not planning to transfer to a four-year school should see the Broadcasting career curriculum on page 48.

		Credit Hours
FIRST SEMESTER SUGGESTED COURSES		
ENG 101	Composition I	3
SPEC 101	Principles of Speech Communications	3
TV 112	Computer Literacy for TV	2
TV 220	Introduction to Television	4
Humanities Elective		3
Elective		1

SECOND SEMESTER SUGGESTED COURSES		
ENG 102	Composition II	3
Mathematics		3
Social Science		3
TV 221	TV Production and Direction	4
TV 260	Broadcast Perspectives	3

THIRD SEMESTER SUGGESTED COURSES		
Life Science (Lab Science)		4
Humanities or Fine Arts		3
PHYS 140	Practical Physics	3
Social and Behavioral Science		3
TV 215	Broadcast Writing	3

FOURTH SEMESTER SUGGESTED COURSES

Mathematics or Computer Science	3
Social and Behavioral Science	3
Non-Western Studies	3
TV 160 Introduction to Radio Broadcasting	4
TV 212 History and Appreciation of the Motion Picture	3

Minimum total hours required for degree 64

Business Transfer

Associate in Arts Code 1029

Contact Persons: QC Campus, James Johnson, Ext. 5248, Rm. 2-259; East Campus, Wendy Feldner, Ext. 6228, Rm. A-246

The Business Transfer degree is offered through the Department of Business. 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 beginning on page 46.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
ENG 101	Composition I	3
Humanities		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

②ACCT 101	Financial Accounting	3
ACCT 103	Financial Accounting Lab	1
③Computer Science		3
ENG 102	Composition II	3
Humanities or Fine Arts		3
①MATH 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	3
MATH 132	Mathematics Analysis for Business	4
Physical Science		3-4

FOURTH SEMESTER SUGGESTED COURSES

ACCT 205	Principles of Cost Accounting	3
③BL 201	Business Law I OR	3
③BL 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

①Students may need to take MATH 112 before enrolling in MATH 131.

②Students enrolling in this course must have completed or be currently enrolled in ENG 101 or equivalent and be eligible to enroll in MATH 112.

③Consult an advisor.

Business Transfer International Business

Associate in Arts Code 1051

Contact Persons: QC Campus, Marty Hanson, Ext. 1323, Rm. 1-LRC; East Campus, Wendy Feldner, Ext. 6228, Rm. A-246

The International Business degree is offered through the Department of Business. 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 Marty Hanson on the Quad-Cities Campus.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
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
①Foreign 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
● Foreign Language		4
MATH 132	Mathematical Analysis for Business	4

FOURTH SEMESTER SUGGESTED COURSES*

ACCT 102	Managerial Accounting	3
ACCT 104	Managerial Accounting Lab	1
BL 202	Business Law II OR	3
MATH 228	Probability and Statistics	
ECON 280	International Economics	3
Life Science		3
● SPEC 101	Principles of Speech Communications	3

Minimum total hours required for degree 64

● Language course must be 202 level to fulfill Humanities group requirement.

Chemistry

Associate in Science/Associate in Arts Codes 1521, 1031
Contact Persons: Linus Griswold, Ext. 5247, Rm. 2-260;
East Campus, Alan Abbott, Ext. 6253, 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.

	Credit Hours
FIRST SEMESTER SUGGESTED COURSES	
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	General Physics	4-5
PHYS 102	General Physics	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 Feldner, Ext. 6228, 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 at 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 Information Programmer curricula beginning on page 51.

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	4
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 Feldner, Ext. 6228, 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 Information Programmer curricula beginning on page 51.

The curriculum includes work with programming, problem analysis and simulation in C++, 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		Credit Hours
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		Credit Hours
* 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

Earth Science

Associate in Arts Code 1038

Contact Persons: QC Campus, Richard Harwood Ext. 5271, Rm. 2-215; East Campus, Wendy Bock, Ext. 6226, 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, Wendy Bock, Ext. 6226, 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	General Physics	
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	General Physics	
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

Associate in Arts Codes 1014 and 1025

Contact Persons: Christine Bachelder, Quad-Cities Training Center, Ext. 5986; East Campus, Wendy Bock, Ext. 6226, Rm. A-247

Students planning to major in elementary or special education at a four-year institution should follow the Black Hawk College Associate in Arts curriculum. 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. The completion of the course of study outlined will satisfy graduation requirements of Black Hawk College. Since universities require specific courses for an education major, students should identify the school of transfer early. All students should contact an advisor to determine the specific courses required for their programs. Students taking the suggested courses gain experience and

information which help them determine whether or not their goals should remain in teacher certification programs.

Because requirements in all education curricula can often change and vary from institution to institution, students are urged to frequently consult a BHC advisor and transfer school contact to confirm appropriate course selection. All courses listed below are not appropriate for every transfer school.

Elementary Education or Special Education

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
ENG 101	Composition I	3
	Humanities	3
	Life Science	4
PSYC 101	Introductory Psychology	3
SPEC 101	Principles of Speech Communications	3

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
ENG 102	Composition II	3
	Fine Arts	3
POLS 251	American National Government	3
HIST 251	History of the United States to 1865 OR	3
HIST 252	History of the United States after 1865	
MATH 100	Math for Elementary Teachers I	3

THIRD SEMESTER SUGGESTED COURSES		Credit Hours
HPE 260	Physical Education Grades 1-6	3
MATH 200	Math for Elementary Teachers II	3
	Non-Western Studies	3
	Physical Science	4
PSYC 200	Human Growth and Development OR	3
PSYC 290	Educational Psychology	

FOURTH SEMESTER SUGGESTED COURSES		Credit Hours
CS 210	Intro to Educational Computing	3
EDUC 235	Clinical Observation in Education	2
	Fine Arts or Humanities	3
HEAL 102	Living in a Changing World	2
	Life or Physical Science	4
	Elective	3

Minimum total hours required for degree 64

Secondary Education

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	Introductory Psychology	3
	Major Subject Course	3

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
ENG 102	Composition II	3
	Fine Arts	3
HIST 251	History of the United States to 1865 OR	3
HIST 252	History of the United States after 1865	

Life 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 251	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

Associate in Arts Teaching – Secondary Mathematics

Associate in Art in Teaching Code 1526

Contact Persons: QC Campus, Lowell Doerder, Ext. 5387, Rm. 3-351, Karla Miley, Ext. 5411, Rm. 1-471; East Campus, Patty Varner, Ext. 6222, Rm. A-102

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. Also, students will be required to prepare an electronic portfolio to demonstrate their achievement of specified Illinois teaching standards.

Students earning the AAT Secondary mathematics degree are required to see an advisor for assistance in course selection and access to specific requirements for their respective transfer institutions.

	Credit Hours
FIRST SEMESTER	
ENG 101 Composition I	3
EDUC 101 Introduction to Education	3
PSYC 101 Introductory Psychology	3
MATH 124 Calculus I with Analytic Geometry	4
● Humanities Elective	3
SECOND SEMESTER	
ENG 102 Composition II	3
MATH 225 Calculus II with Analytic Geometry	4
Fine Arts Elective	3
● Physical Science Elective	3-4
● Social 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
● Life Science Elective	3-4
FOURTH SEMESTER	
● PSYC 290 Educational Psychology	3
MATH 230 Linear Algebra	3
● Social Science Elective	3
● Humanities/Fine Arts Electives	3
Non-Western Elective	3
Total hours required for degree	62

● One must be a lab.

● No more than two courses (6 credit hours) with a History prefix can be applied toward the minimum requirements in the Humanities/Fine Arts and Social/Behavioral Sciences categories combined (18 credit hours). History courses found in Non Western Studies are excluded.

● PSYC 290 must be taken last semester.

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 251 or 252, SOC 101

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, Wendy Bock, Ext. 6226, 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 beginning on page 71.

	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
● Social Science/Humanities Elective	3

SECOND SEMESTER SUGGESTED COURSES

②ENG 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
③GE 201	Analytic Mechanics (Statics)	3
CS 251	Programming for Science	3

FOURTH SEMESTER SUGGESTED COURSES

MATH 235	Differential Equations	3
③GE 202	Analytic Mechanics (Dynamics)	3
PHYS 214	General Physics (Quantum)	2
GE 205	Elementary Mechanics of Deformable Bodies	3
①Social Science/Humanities Elective		3
①Social Science/Humanities Elective OR		3
④Technical Elective		

Minimum total hours required for degree 66

①Consult an advisor to choose appropriate general education classes.

②Students planning to attend Bradley University substitute SPEC 101 for ENG 102.

③Chemical Engineering students substitute CHEM 203-204, Organic Chemistry I and II.

④Some 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 beginning on page 24.

English Literature

Associate in Arts Code 1005

Contact Persons: QC Campus, Dorothy Beck, Ext. 5426, Rm. 1-459; East Campus, Wendy Bock, Ext. 6226, 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 study a variety of literature courses from the American experience, British literature, world literature and/or non-western literatures in translation. These areas of studies include extensive reading of poetry, short stories, novels, drama, and appropriate criticism. Persons who have a background in literature can come to a greater appreciation of themselves and their culture through the study of the social themes these works include.

An understanding and appreciation of literature prepares one for a lifetime of continued learning. More specifically, such studies may lead to employment in the fields of teaching, publishing, and all areas of communication.

		Credit Hours
FIRST SEMESTER SUGGESTED COURSES		
ENG 101	Composition I	3
HIST 251	History of the United States to 1865	3
	Social and Behavioral Science	3
	Foreign Language	4
	Mathematics	3

SECOND SEMESTER SUGGESTED COURSES

ENG 102	Composition II	3
HIST 252	History of the United States since 1865	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 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, Dorothy Beck, Ext. 5426, 1-459; East Campus, Wendy Bock, Ext. 6226, 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. These skills may also enrich personal lives of students as they read fiction, study films, interpret art forms, and write letters and reports.

English Writing students prepare for such careers as teaching, journalism, advertising, public relations, radio, TV, technical writing, business, and communication.

	Credit Hours
FIRST SEMESTER SUGGESTED COURSES	
ENG 101 Composition I	3
JOUR 222 Beginning Reporting	3
Fine Arts	3
Non-Western Studies	3
SPEC 101 Principles of Speech Communications	3

SECOND SEMESTER SUGGESTED COURSES	
ENG 102 Composition II	3
ENG 132 Technical Reporting	3
ENG 214 American Literature II	3
PSYC 101 Introductory Psychology	3
Physical Science	3-4
Elective	3

THIRD SEMESTER SUGGESTED COURSES	
ENG 231 Fiction Writing OR	3
ENG 232 Poetry Writing	
Life Science	3-4
Mathematics	3
Social and Behavioral Science	3
THEA 111 Introduction to Theatre	3

FOURTH SEMESTER SUGGESTED COURSES

CS 100 Introduction to Computers	3
ENG 243 Writing for the Media	3
ENG 245 Writing Internship	3
Social and Behavioral Science	3
Elective	4

Minimum total hours required for degree 64

Environmental Management

Associate in Arts Code 1030

Contact Persons: QC Campus, Marty Hanson, Ext. 1323, Rm. LRC; East Campus, Wendy Feldner, Ext. 6228, Rm. A-246

The Environmental Management degree is offered through the Department of Business. This curriculum meets the Business Transfer curriculum requirements. It is also designed as the first two years of a "2+2" agreement with St. Ambrose University for an Environmental Management degree. Job opportunities exist in Air Quality Management, Water Quality Management, Solid Waste Management and Conservation. Many opportunities exist for students with an interest in science and management.

	Credit Hours
FIRST SEMESTER SUGGESTED COURSES	
CHEM 101 General Chemistry I	4
ENG 101 Composition	3
Fine Arts	3
Humanities (Literature)	3
Elective	1

SECOND SEMESTER SUGGESTED COURSES	
ENG 102 Composition II	3
CHEM 102 General Chemistry II	4
POLS 191 Introduction to Political Science	3
MATH 131 Finite Mathematics	3
SPEC 101 Principles of Speech Communication	3

THIRD SEMESTER SUGGESTED COURSES	
BIOL 105 General Biology I	4
CS 100 Introduction to Computers	3
ECON 221 Principles of Macro Economics	3
POLS 251 American National Government	3
Humanities	3

FOURTH SEMESTER SUGGESTED COURSES	
BIOL 106 General Biology II	4
ECON 222 Principles of Micro Economics	3
MATH 228 Probability and Statistics	3
ENG 132 Technical Writing I	3
HIST 222 Comparative Religions	3

Minimum total hours required for degree 64

French

Associate in Arts Code 1006

Contact Persons: QC Campus, Maria Concepción Lucas-Murillo, Ext. 5434, Rm. 1-452; East Campus, Wendy Bock, Ext. 6226, 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 great 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
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		Credit
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
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German

Associate in Arts Code 1007

Contact Persons: QC Campus, Maria Concepción Lucas-Murillo, Ext. 5434, Rm. 1-452; East Campus, Wendy Bock, Ext. 6226, 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		Credit Hours
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		Credit Hours
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		Credit Hours
Fine Arts		3
GERM 202	Intermediate German II	4
Physical Science		4
Social and Behavioral Sciences		3

Minimum total hours required for degree 64

Health, Physical Education, and Recreation

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, Wendy Bock, Ext. 6226, 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

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
●HPE Electives (from courses numbered 125-199)		2
PSYC 101	Introductory Psychology	3

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
ENG 102	Composition II	3
POLS 251	American National Government OR	3
HIST 251	History of the United States to 1865 OR	
HIST 252	History of the United States after 1865	
HPE 200	First Aid	3
●HPE Electives (From courses numbered 125-199)		2
Humanities or Fine Arts		3
SPEC 101	Principles of Speech Communications	3

THIRD SEMESTER SUGGESTED COURSES		Credit Hours
Fine Arts		3
Humanities		3
Mathematics		3
Physical Science		3
●PSYC 290	Educational Psychology OR	3
PSYC 200	Human Growth and Development	

FOURTH SEMESTER SUGGESTED COURSES		Credit Hours
CS 100	Introduction to Computers	3
●EDUC 235	Clinical Observation in Education	2
●HPE 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

●Pre-teaching majors only. (See school of transfer and Pre-Teaching curriculum.)

Recreation

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	Introductory 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	2
Humanities or Fine Arts		3
Mathematics or Computer Science		3
SPEC 101	Principles of Speech Communication	3

THIRD SEMESTER SUGGESTED COURSES

POLS 264	Metropolitan Government and Politics	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
Elective		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 Jason Eden, Ext. 5425, Rm. 1-465; East Campus, Wendy Bock, Ext. 6226, 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		Credit Hours
ENG 101	Composition I	3
POLS 191	Introduction to Political Science	3
HIST 101	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 102	Western Civilization II	3
Fine Arts		3
Life Science		3-4
Elective		3

THIRD SEMESTER SUGGESTED COURSES

POLS 251	American National Government	3
HIST 251	History of the United States to 1865	3
Mathematics	3	
①Non Western Studies		3
Electives		6-7

FOURTH SEMESTER SUGGESTED COURSES

POLS 252	State and Local Government	3
HIST 252	History of the United States Since 1865	3
Mathematics or Computer Science		3
SOC 101	Principles of Sociology	3
Electives		3-4

Minimum total hours required for degree 64

①Recommended: 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 101	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 102	Western Civilization II	3
①Fine Arts		3
Life Science		3-4
②Social and Behavioral Science		3

THIRD SEMESTER SUGGESTED COURSES

HIST 141	Eastern Civilization I	3
Mathematics		3
②Social and Behavioral Science		3
③Electives		7-8

FOURTH SEMESTER SUGGESTED COURSES

HIST 251	History of the United States to 1865	OR	3
HIST 252	History of the United States Since 1865		
Mathematics or Computer Science			3
HIST 142	Eastern Civilization II		3
POLS 262	Intro to Comparative Gov.: Non-European		3
Electives			3-4

Minimum total hours required for degree 64

① Suggested: ART 100, 282

② Suggested: ARCH 203; POLS 251, 261

③ Suggested: PHIL 101 or 103

Horticulture Transfer

Associate in Science Code 1539

Contact Persons: East Campus, Lee Denzer, Ext. 6251, Rm. B-224, or Patty Varner, Ext. 6222, Rm. A-102

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 State, 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
② Life Science Elective	4
Social & Behavioral Science Elective	3

SECOND SEMESTER SUGGESTED COURSES

ENG 102 Composition II	3
SPEC 101 Principles of Speech Communications	3
② Life Science Elective	4
Mathematics Elective	3
① HORT/AG Elective	3-4

THIRD SEMESTER SUGGESTED COURSES

Humanities OR Fine Arts Elective	3
Mathematics OR Computer Science Elective	3
② Physical Science Elective	4
Non-Western Studies Elective	3
① HORT/AG Elective	3-4

FOURTH SEMESTER SUGGESTED COURSES

Humanities OR Fine Arts Elective	3
② Physical Science Elective	4
Social & Behavioral Science Elective	3
Social & Behavioral Science Elective	3
① HORT/AG Elective	3-4

Minimum total hours required for degree 65

① Suggested HORT/AG electives include: HORT 191, HORT 193, HORT 198, AG 281, AG 282, AG 283, AG 289.

② Suggested Physical Science electives include: CHEM 101, CHEM 102.

③ Suggested Life Science electives include: BIOL 108, BIOL 211

Japanese

Associate in Arts Code 1043

Contact Persons: QC Campus, Dorothy Beck, Ext. 5426, 1-459; East Campus, Wendy Bock, Ext. 6226, Rm. A-247

Students planning to major in Japanese 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 Japanese major, students should consult with the Counseling Office at Black Hawk College for additional information.

Students taking Japanese learn to read, speak, write, and listen in the Japanese language. Conversations and tests cover a great variety of everyday situations and different cultural aspects. Japanese 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. Because of Japan's increasing economic and technological power in the world, communication skills in Japanese are considered not only useful, but even critical among business people and engineers.

FIRST SEMESTER SUGGESTED COURSES

	Credit Hours
ENG 101 Composition I	3
Fine Arts	3
JAPN 101 Elementary Japanese I	5
Non-Western Studies	3
Social and Behavioral Studies Sciences	3

SECOND SEMESTER SUGGESTED COURSES

ENG 102	Composition II	3
JAPN 102	Elementary Japanese II	5
Physical Science		4
SPEC 101	Principles of Speech Communications	3

THIRD SEMESTER SUGGESTED COURSES

JAPN 201	Intermediate Japanese I	5
Mathematics		3
Social and Behavioral Sciences		3
Electives		4

FOURTH SEMESTER SUGGESTED COURSES

Humanities or Fine Arts	3
JAPN 202 Intermediate Japanese II	5
Life Science	3
Mathematics or Computer Science	3
Social and Behavioral Sciences	3

Minimum total hours required for degree 64

Journalism

Associate in Arts Code 1011

Contact Persons: QC Campus, Dorothy Beck, Ext. 5426, Rm. 1-459; East Campus, Wendy Bock, Ext. 6226, 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 radio, TV, 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.

		Credit Hours
FIRST SEMESTER SUGGESTED COURSES		
ART 200	Art Problems (Desktop Publishing)	1
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
IS 220	Global Issues	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	3
JOUR 230	Newspaper Production	2
Mathematics or Computer Science		3
Non-Western Studies		3
Social and Behavioral Science		3
Elective		3

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, Wendy Bock, Ext. 6226, 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 251	History of the US to 1865	3
SPEC 101	Principles of Speech Communications	3
Physical Science		4

SECOND SEMESTER SUGGESTED COURSES

ENG 102	Composition II	3
HIST 101	Western Civilization I	3
HIST 252	History of the United States Since 1865	3
Life Science		4
Fine Arts		3
Electives		3

THIRD SEMESTER SUGGESTED COURSES

HIST 102	Western Civilization II	3
HIST 141	Eastern Civilization I OR	3
HIST 142	Eastern Civilization II	
POLS 251	American National Government	3
Mathematics		3
●Electives		4

FOURTH SEMESTER SUGGESTED COURSES

POLS 252	State and Local Government	3
CS 100	Introduction to Computers	3
PSYC 101	Introductory Psychology OR	3
SOC 101	Principles of Sociology	
●Electives		7

Minimum total hours required for degree 64

●Suggested: PHIL 103, PHIL 202, POLS 258 (M.I.G.)

Law Enforcement Transfer

Associate Science Code 1501

Contact Person: Richard Fiems, Quad-Cities Training Center, Ext. 5985

FIRST SEMESTER SUGGESTED COURSES

	Credit Hours
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 and Behavioral 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 and Behavioral 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 and Behavioral Sciences		3

Minimum total hours required for degree 64

Mathematics

Associate in Arts Code 1033

Contact Persons: QC Campus, Lowell Doerder, Ext. 5387, Rm. 3-351; East Campus, Wendy Bock, Ext. 6226, 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.

	Credit Hours
FIRST SEMESTER SUGGESTED COURSES	
Computer Science elective	3
ENG 101	Composition I 3
Humanities	3
●MATH 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

❶ The initial math course for some students may have to be Precalculus, MATH 118

Associate in Arts Teaching – Secondary Mathematics

Associate in Art in Teaching Code 1526

Contact Persons: QC Campus, Lowell Doerder, Ext. 5387, Rm. 3-351, Karla Miley, Ext. 5411, Rm. 1-471; East Campus, Patty Varner, Ext. 6222, Rm. A-102

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. Also, students will be required to prepare an electronic portfolio to demonstrate their achievement of specified Illinois teaching standards.

Students earning the AAT Secondary mathematics degree are required to see an advisor for assistance in course selection and access to specific requirements for their respective transfer institutions.

	Credit Hours
FIRST SEMESTER	
ENG 101 Composition I	3
EDUC 101 Introduction to Education	3
PSYC 101 Introductory Psychology	3
MATH 124 Calculus I with Analytic Geometry	4
❷ Humanities Elective	3

SECOND SEMESTER

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

FOURTH SEMESTER

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

Total hours required for degree 62

❶ One must be a lab.

❷ No more than two courses (6 credit hours) with a History prefix can be applied toward the minimum requirements in the Humanities/Fine Arts and Social/Behavioral Sciences categories combined (18 credit hours). History courses found in Non Western Studies are excluded.

❸ PSYC 290 must be taken last semester.

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 251 or 252, SOC 101

Pre-Medicine

Associate in Science Code 1527

Contact Person: QC Campus, Darryl Beckett, Ext. 5239, Rm. 2-268

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
ENG 101	Composition I	3
CHEM 101	General Chemistry I	4
MATH 124	Calculus I	4
SPEC 101	Principles of Speech Communication	3

SECOND SEMESTER SUGGESTED COURSES		
BIOL 106	General Biology II	5
CHEM 102	General Chemistry II	4
ENG 102	Composition II	3
Non-Western Studies		3
Social and Behavioral Sciences		3

THIRD SEMESTER SUGGESTED COURSES		
CHEM 203	Organic Chemistry I OR	5
PHYS 201	General Physics	
Social and Behavioral Sciences (2 courses)		6
Humanities or Fine Arts		3

FOURTH SEMESTER SUGGESTED COURSES		
● Elective		4
Social and Behavioral Science (2 courses)		6
Humanities or Fine Arts		3

Minimum total hours required for degree 64

● Suggested Elective: CHEM 204 or PHYS 202

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.

Music

Associate in Arts

Contact Persons: QC Campus, Jonathan Palomaki, Ext. 5478, Rm. 4-106, and Edgar Crockett, Ext. 5479, Rm. 4-105; East Campus, Wendy Bock, Ext. 6226, Rm. A-247

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.

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 or half 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 and 102 Instrumental Ensembles or MUSC 107 and 109 College Choirs. Music students may also participate in performance groups other than Instrumental Ensemble or Choir 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.

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.

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

Students planning to major in music at a four-year institution should follow the Black Hawk College Associate in Arts Curriculum. The completion of one of the courses of study outlined will satisfy graduation requirements of Black Hawk College and meet the general education requirements of all our state universities (except U. of Ill.). Since universities may require specific courses for a music major, students should consult with the Director of Articulation Services at Black Hawk College for additional information.

Music: Business

Code 1024

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
ENG 101	Composition I	3
MUSC 101, 102 OR 107, 109	Instrumental Ensemble OR Choir	1
MUSC 110	Fundamentals of Music	2
MUSC 111	Theory of Music	4
MATH 131	Finite Mathematics for Business	3
	Physical Science	3
●Applied 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 OR 107, 109	Instrumental Ensemble OR Choir	1
MUSC 112	Theory of Music	4
MUSC 113	Exploring Music Literature	3
●Applied lessons strongly encouraged see below.		

THIRD SEMESTER SUGGESTED COURSES*

ACCT 102	Managerial Accounting	3
ACCT 104	Managerial Accounting Lab	1
ECON 221	Principles of Economics	3
	Humanities	3
	Life Science	4
SPEC 101	Principles of Speech Communication	3
●Applied lessons strongly encouraged see below.		

FOURTH SEMESTER SUGGESTED COURSES

ECON 222	Principles of Economics	3
	Fine Arts	3
	Mathematics or Computer Science	3
MUSC 101, 102 OR 107, 109	Instrumental Ensemble OR Choir	1
	Non-Western Studies	3
PSYC 101	Introduction to Psychology	3
●Applied lessons strongly encouraged see below.		

Minimum total hours required for degree 64

●All 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 or 107, 109 Instrumental Ensemble or Choir during the third semester sequence.

Music: Instrumental, Vocal, or Keyboard Performance *Code 1012*

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
CS 100	Intro to Computers	3
ENG 101	Composition I	3
MUSC 101, 102 OR 107, 109	Instrumental Ensemble OR Choir	1
MUSC 110	Fundamentals of Music	2
MUSC 111	Theory of Music	4
	Physical Science	3
●See specific recommendations for music lessons, etc.		

SECOND SEMESTER SUGGESTED COURSES

ENG 102	Composition II	3
Mathematics		3
MUSC 101, 102	OR 107, 109 Instrumental Ensemble	
	OR Choir	1
MUSC 112	Theory of Music	4
MUSC 113	Exploring Music Literature	3
Social and Behavioral Science		3
❶ See specific recommendations for music lessons, etc.		

THIRD SEMESTER SUGGESTED COURSES

❷ Humanities		3
Life Science		4
MUSC 101, 102	OR 107, 109 Instrumental Ensemble	
	OR Choir	1
MUSC 211	Theory of Music	4
Social and Behavioral Science		3
❶ See specific recommendations for music lessons, etc.		

FOURTH SEMESTER SUGGESTED COURSES

(Music Ensembles are strongly encouraged during the fourth semester)

❷ Humanities or Fine Arts		3
MUSC 212	Theory of Music	4
Non-Western Studies		3
SPEC 101	Principles of Speech Communication	3
Social and Behavioral Science		3
❶ See specific recommendations for music lessons, etc.		

Minimum total hours required for degree 64

❶ Lessons

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 required in the sophomore year. The recital must be preceded by an audition and be approved by the music instructors.

❷ Students planning on majoring in music with an emphasis on performance at a four-year institution should enroll in two semesters of German or French as part of their Humanities electives.

Music: Therapy*Code 1022***FIRST SEMESTER SUGGESTED COURSES**

	Credit Hours
ENG 101	Composition I 3
Humanities	3
MUSC 101, 102	OR 107, 109 Instrumental Ensemble
	OR Choir 1
MUSC 110	Fundamentals of Music 2
MUSC 111	Theory of Music 4
PSYC 101 I	Introduction to Psychology 3
❶ See specific recommendations for music lessons.	

SECOND SEMESTER SUGGESTED COURSES

ART 100	Art Appreciation	3
ENG 102	Composition II	3
Mathematics		3
MUSC 101, 102	OR 107, 109 Instrumental Ensemble	
	OR Choir	1
MUSC 112	Theory of Music	4
MUSC 113	Exploring Music Literature	3
❶ See specific recommendations for music lessons.		

THIRD SEMESTER SUGGESTED COURSES

BIOL 105	General Biology I	OR 4
BIOL 101	Human Biology	
Mathematics or Computer Science		3
MUSC 101, 102	OR 107, 109 Instrumental Ensemble	
	OR Choir	1
MUSC 211	Theory of Music	4
PSYC 230	Social Psychology	3
❶ See 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		3
Physical Science		3
SPEC 101	Principles of Speech Communications	3
❶ See specific recommendations for music lessons, etc.		

Minimum total hours required for degree 64

❶ Special 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.
2. Voice majors take four hours in the MUSC 123 sequence and two hours in MUSC 145.

3. Brass, woodwind, string (other than guitar) or percussion majors take four hours in the MUSC 123 sequence and two hours in MUSC 145.
4. Guitar majors take four hours in the MUSC 123 sequence and two hours in MUSC 121.

Health 102 Living in a Changing World (2 credits) is a highly recommended course preferably taken during the freshman year sequence.

* Students are also strongly encouraged to take MUSC 101, 102 or 107, 109 Instrumental Ensemble or Choir (1 credit) during the fourth semester sequence.

Pre-Pharmacy

Associate in Science Code 1529

Contact Person: QC Campus, Brian Glaser, Ext. 5238, Rm. 2-263

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.

		Credit
FIRST SEMESTER SUGGESTED COURSES		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	General Physics	4

FOURTH SEMESTER SUGGESTED COURSES

BIOL 146	Anatomy-Physiology II	4
CHEM 204	Organic Chemistry II	5
PHYS 102	General Physics	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

Associate in Science Code 1540

Contact Person: East Campus, Lee Denzer, Ext. 6251, Rm. B-224, or Patty Varner, Ext. 6222, Rm. A-102

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 State, 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
CHEM 101	General Chemistry I	4
ENG 101	Composition I	3

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
BIOL 261	Microbiology	4
CHEM 102	General Chemistry II	4
ENG 102	Composition II	3
MATH 132	Math Analysis for Business	4
Humanities OR Fine Arts Elective		3

THIRD SEMESTER SUGGESTED COURSES		Credit Hours
PHYS 101	General Physics	5
① Mathematics OR Computer Science Elective		3
② Social & Behavioral Science elective		3
Humanities OR Fine Arts Elective		3
Non-Western Studies Elective		3

FOURTH SEMESTER SUGGESTED COURSES		Credit Hours
PHYS 102	General Physics	5
SPEC 101	Principles of Speech Communications	3
② Social & Behavioral Science Elective		3
② Social & Behavioral Science Elective		3
Humanities OR Fine Arts Elective		3

Minimum total hours required for degree 68

① Suggested MATH electives include: MATH 108, 124, 131, 132.

② Suggested Social and Behavioral Science Electives include: ANTH 102, ECON 221, ECON 222, HIST 251, HIST 252, PHIL 101, PSYC 101, SOC 101.

Philosophy

Associate in Arts Code 1036

Contact Persons: QC Campus, William Desmond, Ext. 5437, Rm. 1-470; East Campus, Wendy Bock, Ext. 6226, 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 as well as to understand the beliefs of others, philosophy is an important part of any educational program, be it career or one of the traditional academic disciplines. 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 101	Introduction to Philosophy	3
Social and Behavioral Science		3
SPEC 101	Principles of Speech Communications	3

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
ENG 102	Composition II	3
Fine Arts		2
Non-Western Studies, HIST 222		3
PHIL 202	Logic	3
Physical Science		4

THIRD SEMESTER SUGGESTED COURSES		Credit Hours
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		Credit Hours
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, Wendy Bock, Ext. 6226, 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 251	History of the US to 1865	3
SPEC 101	Principles of Speech Communications	3
Physical Science (GEOG or GEOL)		3-4

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
ENG 102	Composition II	3
HIST 252	History of the US since 1865	3
Fine Arts		3-4
Life Science (BIOL)		3-4
POLS 251	American National Government	3

THIRD SEMESTER SUGGESTED COURSES		Credit Hours
POLS 262	Introduction to Comparative Government: Non-Western	3
SOC 101	Principles of Sociology	3
HIST 101	Western Civilization I	3
Mathematics		3
❶ Elective		6

FOURTH SEMESTER SUGGESTED COURSES		Credit Hours
POLS 252	State and Local Government	3
HIST 151	History of the Middle East Since 1700	3
HIST 102	Western Civilization II	3
Mathematics or Computer Science		3
❶ Elective		3
Minimum total hours for degree		63-65

❶ Suggested: PHIL 103, PSYC 101, or POLS 258

Psychology

Associate in Arts Code 1015

Contact Persons: QC Campus, Richard Booth, Ext. 5429, Rm. 1-455, Janet Weigel, Ext. 5414, Rm. 1-468, William Hampes, Ext. 5420, Rm. 1-474, Bruce LeBlanc, Ext. 5431, Rm. 1-454; Traci Davis, Ext. 5408, Rm. 1-451, and Karla Miley, Ext. 5411, Rm. 1-471; East Campus, Wendy Bock, Ext. 6226, Rm. A-247

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.

FIRST SEMESTER SUGGESTED COURSES		Credit Hours
BIOL 101	General Human Biology	4
ENG 101	Composition I	3
❶ Humanities		3
PSYC 101	Introductory Psychology	3
SOC 101	Principles of Sociology	3

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
ENG 102	Composition II	3
Fine Arts		3
MATH 131	Finite Mathematics for Business	3
SPEC 101	Principles of Speech Communications	3
Elective		3

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

FOURTH SEMESTER SUGGESTED COURSES

BIOL 250	Principles of Genetics	3
❷ Non-Western Studies		3
Physical Science		3
PSYC 212	Introduction to Experimental Psychology	3
	OR Psychology Elective	
Elective		3
Minimum total hours required for degree		64

❶ Suggested: HIST 102, PHIL 101, PHIL 103

❷ Suggested: ANTH 102, POLS 262, POLS 271, HIST 141, HIST 142, HIST 151, HIST 222

Public Relations

Associate in Arts Code 1021

Contact Person: QC Campus, Michelle Johnson, Ext. 5370, Rm. 3-370

Students planning to major in public relations 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 public relations major, students should consult with the Counseling Office at Black Hawk College for additional information.

Students taking the recommended courses will develop a strong liberal arts background with an emphasis in media and verbal and written communications. Students will learn the theories and develop the skills that will enable them to relate ideas to the public.

FIRST SEMESTER SUGGESTED COURSES

ART 200	Art Problems	1
ENG 101	Composition I	3
Humanities or Fine Arts		3
JOUR 222	Beginning Reporting	3
TV 112	Computer Literacy for TV	2
TV 220	Introduction to Television	4

SECOND SEMESTER SUGGESTED COURSES

ENG 102	Composition II	3
JOUR 221	Introduction to Mass Media	3
Life Science		4
SOC 101	Principles of Sociology	3
SPEC 101	Principles of Speech Communications	3

THIRD SEMESTER SUGGESTED COURSES

ECON 221	Principles of Macro Economics	3
Mathematics		3
PHIL 103	Ethics	3
SPEC 114	Interpersonal Communications	3
TV 212	History and Appreciation of the Motion Picture	3
Elective		2

FOURTH SEMESTER SUGGESTED COURSES

ENG 243	Writing for the Media OR	3
ART 231	Photography	
POLS 251	American National Government	3
Mathematics or Computer Science		3
Physical Science		3
SPEC 175	Intercultural Communications	3

Minimum total hours required for degree 64

General Social Services

Associate in Arts Code 1026

Contact Person: QC Campus, Karla Miley, Ext. 5411, 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		Credit Hours
CS 100	Introduction to Computers	3
ENG 102	Composition II	3
PHIL 103	Ethics	3
①Electives		7

THIRD SEMESTER SUGGESTED COURSES		Credit Hours
②Humanities or Fine Arts		3
Physical Science		3
SOC 290	Studies in Sociology	1
②Social Science		3
④Non-Western elective		3
ECON 221	Principles of Macroeconomics	3

FOURTH SEMESTER SUGGESTED COURSES		Credit Hours
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
①Electives		3

Minimum total hours required for degree 64

①Suggested: 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

②Suggested: PSYC 200 or PSYC 262

③Suggested: ENG 211, ENG 212, HIST 102, PHIL 101, HUM 101, ART 100

④Suggested: 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; East Campus, Wendy Bock, Ext. 6226, 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	Introductory Psychology	3
Physical Science		3
SOC 101	Principles of Sociology	3
SPEC 101	Principles of Speech Communications	3

SECOND SEMESTER SUGGESTED COURSES		Credit Hours
ANTH 102	Introduction to Cultural Anthropology	3
⑤Computer Science		3
ENG 102	Composition II	3
Fine Arts		3
①Sociology Elective		3

THIRD SEMESTER SUGGESTED COURSES		Credit Hours
②Humanities or Fine Arts		3
④Life Sciences		4
PHIL 103	Ethics	3
PSYC 230	Social Psychology	3
①Sociology Elective		3

FOURTH SEMESTER SUGGESTED COURSES		Credit Hours
ENG 102	Composition II 3	
③Mathematics		3
①Sociology Electives		6
Electives		9

Minimum total hours required for degree 64

①Recommended: SOC 200, 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

②Suggested: HIST 102

③Recommended: MATH 108

④Recommended: BIOL 101 (Life Science lab course)

⑤Recommended: CS 100 or CS 210 (education majors)

Spanish

Associate in Arts Code 1017

Contact Persons: QC Campus, Maria Concepción Lucas-Murillo, Ext. 5434, Rm. 1-452; East Campus, Wendy Bock, Ext. 6226, 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.

See page 14 for information about special placement test

Students taking Spanish learn to read, speak, write, and listen in the Spanish language. Conversations and texts cover a great 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 audio and video tapes and software.

Language training can give a student a mastery of Spanish and English grammar and cultural understanding. The training will also help students meet a requirement of many bachelor's degree and advanced degree programs.

Spanish is one of the five most important spoken languages in the world since about 350 million people use it. Just in the US alone, Spanish is spoken by around 30 million people as their native language. Spanish is also the official language of 20 countries distributed among Europe, North America, Central America, the Caribbean, and South America.

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
FIRST SEMESTER SUGGESTED COURSES	Hours
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, Wendy Bock, Ext. 6226, 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 Counseling Office at Black Hawk College for additional information.

Students taking the introductory course will learn to research, organize, and present material in individual oral presentations. Other courses offer instruction and activities in business and professional communication, including interviewing, resume preparation, and letters of application. There are opportunities to develop skills in informal person-to-person communication and in communicating with people from different cultures. Skills gained in these classes should enrich the personal lives of students by improving their poise, self-confidence, and effectiveness in oral communication. Skills gained in these courses should be valuable in gaining desirable employment and in receiving promotion.

Excellence in communication prepares students for employment in such diverse areas as law, sales, personnel management, teaching, public relations, and the ministry.

FIRST SEMESTER SUGGESTED COURSES		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		Hours
ENG 102	Composition II	3
	Mathematics	3
	Physical Science	3
SPEC 114	Interpersonal Communications	3
SPEC 210	Public Speaking	3

THIRD SEMESTER SUGGESTED COURSES		Hours
	Humanities	3
	Mathematics or Computer Science	3
	Social and Behavioral Science	3
SPEC 111	Business & Professional Communications	3
	Elective	6

FOURTH SEMESTER SUGGESTED COURSES		Hours
	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, Daniel Haughey, Ext. 5419, Rm. 1-465

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 Counseling Office at Black Hawk College for additional information.

Students taking the recommended courses will study dramas and related material which will serve both to illustrate the historical development of this art form and to identify the unique skills and creative talents contributed by the playwright, actor, director, scene designer, and theatre technician. Students will be given the opportunity

to apply theory and principles by becoming directly involved in campus theatre productions. Study of theatre will enhance interpretive and expressive skills and will develop appreciation of this art form.

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		Credit Hours
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		Credit Hours
THEA 203	Theatre Practicum	1
THEA 112	Play Production (<i>Repeated</i>)	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		Credit Hours
THEA 204	Theatre Practicum	1
THEA 295	Special Topics (<i>Repeatable</i>)	3
	Social and Behavioral Science	3
	Humanities or Fine Arts	3
	Non-Western Studies	3
	Theatre Elective(s)	2
THEA 204	Practicum (<i>Repeatable 3 times</i>) 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

Description. Classes are open to persons 16 years of age or older who reside in the College district and are not regularly enrolled in elementary or secondary school. Classes are non-credit and provide a range of basic skills in an atmosphere conducive to adult learning.

Registration. Registration is convenient and occurs throughout the semester. Testing ensures the student's accurate placement within the program.

Fees. There is no cost to students who meet specific educational and/or eligibility guidelines. Tuition and materials are provided by resources from the Illinois State Board of Education, Illinois Community College Board and other federal, state, and local sources.

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, IL 61244
(309) 796-4800

Illinois Employment & Training Center (IETC)
4703 16th Street, Suite G
Moline, IL 61265
(309) 797-7138

Black Hawk College Technology Center
Watch Tower Plaza
3930 11th Street
Rock Island, IL 61201
(309) 794-1072

Aledo Learning Center
604 SW 3rd Street
Aledo, IL 61231
(309) 582-3519

Outreach Center, East Campus
229 S Main Street
Kewanee, IL 61443
(309) 852-0796/852-5671, Ext. 6268

Support Services: Academic and career counseling are available to students enrolled in the Adult Education Program. Through these services, students can:

- explore options to develop educational/career plans
- increase their awareness of personality strengths
- develop skills to conduct a productive job search
- receive assistance in working through educational/career barriers

Instructional Programs

Adult Basic Education. 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 796-4816 at the Outreach Center or 794-1072 at the Technology Center. Call 852-5671, Ext. 6268, or 852-0796 at East Campus.

General Educational Development (GED) Preparation. Through these classes, students further develop their academic skills to advance in employment, prepare for college level courses and/or prepare to pass the high school equivalency test (GED). Instruction is individualized to meet the needs of the student. Subjects available include writing, reading, mathematics, social studies, science, and the United States and Illinois Constitutions. For more information call 796-4816 at the Outreach Center or 794-1072 at the Technology Center. Call or 852-5671, Ext. 6268, or 852-0796 at East Campus.

English as a Second Language. Classes are offered to non- or limited-English speaking adults who need to learn English at a basic or intermediate level. For more information call 796-4816 at the Outreach Center. Call 852-5671, Ext. 6268, or 852-0796 at East Campus.

Spanish General Educational Development (GED) Preparation. Classes are informal and instruction is individualized. This class prepares students to pass the high school equivalency test (GED) in Spanish. Subjects include social studies, science, reading, writing, mathematics, and the United States and Illinois Constitutions. Class is held at the Floreciente Center, Moline. For more information, call 796-4816 or 762-7785.

Vocational Skills. Classes are available to qualified Adult Education students. Classes are offered in keyboarding and high school level typing, accounting, office procedures, computer awareness, and introduction to word processing,

database, and spreadsheet software. Instruction is individualized. For more information call 796-4816 at the Outreach Center or 794-1072 at the BHC Technology Center.

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, the Regional Superintendent of Schools, and the Youth Service Bureau 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, the Black Hawk College Technology Center, and the Quad-Cities Training Center. Support services include personal and vocational counseling, teen parent programs, and bus tickets. For more information call 755-3300 or 796-4849 at the Outreach Center.

Early School Leaver Program. This program serves 16 to 21-year-olds who are attending Optional Education high school credit or GED classes and who are interested in exploring employment and further education options. A full range of career services is offered including self-assessment and career exploration; resumes, cover letters, and interviewing practice; job search techniques, training in employer expectations, and job placement assistance. For more information, call 796-4850 at the Outreach Center.

Family Literacy Program. The Family Literacy Program provides educational opportunities for adults and children in family literacy classes. Classes are offered at various locations for families with preschool and elementary school age children. Adults are enrolled in ESL or GED classes and also learn how to help their children be successful in school. Free books, learning materials, and brochures with helpful information are given to all participants. For more information, call 797-7138 at the Illinois Employment and Training Center.

Workplace Education. This program provides customized job-related academic skills assessment, upgrading, and review in the workplace. Black Hawk College works in partnership with businesses and labor to develop and implement a basic skills program that addresses employees' needs. For more information, call 794-1072 at the Black Hawk College Technology Center or 852-5671 (Ext. 6292) at the East Campus.

Support Programs

Access to Education & Employment. Services are available to displaced homemakers, single parents, Adult Education Program students, and to those students enrolled in Black Hawk College Career Programs. Support Services are focused on assisting individuals who seek to further themselves through education and employment activities. The Program provides a variety of services including career exploration, resume development, interviewing

techniques and other employment seeking skills; academic advisement and assistance in transitioning to Black Hawk College; workshops focusing on personal growth and life skills; and referral to community resources. For more information, call 796-4816 at the Outreach Center.

Literacy is for Everyone (L.I.F.E.) Program. The L.I.F.E. Program provides 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 these students to provide opportunities to increase their self-confidence and abilities. How quickly an appropriate tutor is matched to a participant depends on the student's availability and the availability of volunteer tutors. Please call 792-7138 or the Literacy Hotline at 755-9801 to register for this no fee program. At the East Campus, call Outreach Services at 852-9686.

Business and Community Education Center (BCEC) Classes

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) 796-4823.

Professional and Career Development

Professional Continuing Education. Black Hawk College's Business & Community Education Center's professional 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) 796-4823 or visit www.bhc.edu/index.asp?NID=35.

Professional Continuing Development Units (CPDU's). Black Hawk College is an official provider of Professional Continuing Development Units (CPDU's) that allows Illinois teachers to claim credit toward their teaching certificate renewal. The department offers a wide range of activities relevant to the Illinois State Board of Education and the states five priority areas (reading, math, technology, standards/assessments, and special education).

Certificate in Professional Human Resource Management. This offering is a 10-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.

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.

APA's Payroll Professional Learning Series. Black Hawk College's Business & Community Education Center (BCEC) and the American Payroll Association, in cooperation with the Holmes Corporation, offer a three-course professional development program for people who are working in or seeking to enter the payroll profession or related fields. These instructor-led courses are designed to be taken as "stand-alone" classes or as a three non-credit course sequence to prepare payroll professionals for entry or advancement in this dynamic and increasingly complex organizational function. These courses provide an excellent review/preparation for the national Fundamental Payroll Certification (FPC) and the Certified Payroll Professional (CPP) Certification Exams. Each of the courses is designed to be offered as eight class sessions of three hours each: Primary Payroll Skills, Essential Payroll Skills, and Advanced Payroll Skills.

The American Society for Quality (ASQ) – Foundations in Quality. Black Hawk College in partnership with the American Society for Quality is pleased to offer ASQ's Foundations in Quality. The following are non-credit certificate courses.

ASQ's Certified Manager of Quality/Organizational Excellence. This is a 10-week professional development program for quality managers, human resource professionals, small to mid-size business owners, and any manager or professional seeking career change or enhancement. This program will also assist participants preparing for the new ASQ Certified Manager of Quality/Organizational Excellence Certification exam which replaces the old CQM program. A CMQ/OE facilitates and leads team efforts to establish and monitor customer/supplier relations, supports strategic planning and deployment initiatives, and helps develop measurement systems to determine organizational improvements., etc.

Certified Quality Auditor Program. This course is designed for professionals who desire to increase their expertise in the practices and principles of quality auditing, 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.

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, products and services, or quality professionals who want to prepare for ASQ's CQE certification examination.

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 fifteen-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).

ASTD Human Performance Improvement Certificate Program

Human Performance Improvement in the Workplace. This is the first of five courses in the ASTD Human Performance Improvement Certificate Program. Participants must complete all five courses to earn the ASTD Certificate in Human Performance Improvement. This course is designed to prepare you for the inevitable shift to the human performance improvement environment. This course is not about a new way of training employees. It is about a new approach to improving performance that may or may not include traditional methodologies. The course meets for thirty hours, using the study materials from the American Society for Training and Development (ASTD).

Evaluating Performance Improvement Interventions. This course is designed to give training professionals new tools for successful performance on the job, as well as help trainers become more effective in measuring the impact of training initiative on employee performance and business results. The course meets for thirty hours. Participants will gain experience in planning evaluation strategies and developing evaluation tools. Throughout the course, participants develop an evaluation project based on current or past work experience.

Analyzing Human Performance. This course was developed in partnership with Human Performance Technologies, Inc. It introduces you to the profession's standard front-end analysis tools to help you use a systematic approach to get at the real performance gaps and the root causes of your performance problems. These classic, proven tools have been developed, tested, and refined by Dr. Joe Harless, the leader of front-end analysis. You'll discover how this analysis process is closely linked

to the foundation of HPI established through the work and theories of Thomas Gilbert.

You will learn how to analyze your performance needs to optimize your HPI efforts. See how to align your front-end analysis with the business results your organization is seeking. This course will show you how to use these tools efficiently and let you practice implementing them in an organization. The course meets for thirty hours.

Selecting and Managing Interventions. A primary job of the HPI specialist is to select the intervention that provides the greatest probability of improving performance in the most cost-effective manner. In this course, you will examine the various interventions that address the different causes of poor performance. You will learn how to link root causes to interventions that fall in one of six categories – Knowledge, Information, Physical Resources, Structure/Process, Motives, and Wellness. You will understand how to monitor and manage the implementation process from start to finish to ensure that the interventions are following the prescription. This skill building leaves you with practical tools and experiences to enable you to build a seamless delivery for your interventions. The course meets for thirty hours.

Transitioning to Human Performance Improvement. This hands-on program will leave you with skills to gauge your organization's readiness for the change and techniques for keeping the momentum towards Human Performance Improvement. You will work through an HPI simulation project from start to finish and put into action the tools and knowledge you gained during the HPI program. You will experience all of the challenges of working with an HPI client and gain practice in successfully implementing an HPI initiative. The course meets for thirty hours.

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.

Effective Leader Certification Program

This program is a series of 4-hour classes that focuses on improving leadership development through skills and strategies that optimize performance and the bottom line. Because leadership is a set of skills and competencies that can be learned and practiced when opportunities arise, the program's point of view is that leaders can be developed. This is a program that can improve employee performance through effective leadership skills. These skills include, but are not limited to, communication, commitment, accountability, conflict, coaching, counseling, and discipline.

The BHC **Effective Leader Certificate** can be earned by completing course one and at least four other 4-hour courses (competencies) offered in the program.

Global Language/Culture Institute

The Global Language/Culture Institute was developed to combine a variety of offerings of BHC's Business and Community Education Center to more effectively facilitate Intercultural communication and understanding. The variety of courses/training offered through the institute will make leisure or business travel/communication around the world much more enjoyable.

Offerings include beginning foreign languages for travelers and for understanding the workplace. Also included are culture awareness classes for a variety of countries, including China, Ireland, and Italy. 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/index.asp?NID=957.

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: 14 weeks
Monday through Thursday from
8:30 a.m.-12: 30 p.m.

Evening Classes: 14 weeks
Tuesday and Thursday (5:30-9:30 p.m.)
and Saturday (8:00 a.m.-4:30 p.m.)

The Travel & Tourism students graduate with a Travel & Tourism 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) 796-4844 or virtueb@bhc.edu, or visit www.bhc.edu/index.asp?NID=972.

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 gives 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 program. Please call for the date of the next Career Night. Contact Barb at (309) 796-4844 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. Travel agencies prefer that a student attend a college endorsed certificate program and are trained in a true college classroom environment in a dedicated program.

- Receive a Black Hawk College Travel & Tourism Certificate. In less than four months you will be ready to start your professional Travel & Tourism career.
- Black Hawk College has been committed to educational excellence for over 50 years and the Travel & Tourism 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.

Massage Therapy & Bodywork Program

Certificate Program Code: 5589

Contact Person: Outreach Center, Pam Davies, 796-4825, daviesp@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 required by Illinois law to take the National Certification Exam.

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.

The curriculum for the Massage Therapy and Bodywork Program has been approved by the ICCB (Illinois Community College Board) and the State of Iowa. This intensive 11-month 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 the Swedish Esalen Movement, 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, and business and ethics. They will also be introduced to various bodywork modalities.

This program offers two classes annually. Classes will be taken at the Outreach Center, with a forty-hour required clinical held off-campus.

A Massage Therapy and Bodywork Advisory Board consisting of massage and bodywork therapists from the industry will ensure that the program is of highest excellence. Class information will be updated continuously.

Students must achieve grades of “C” or above in all areas in order to receive a certificate. Upon successful completion, the student will be eligible to take the National Certification exam. The exam is required for licensure by the State of Illinois prior to employment.

Each application must meet the following requirements:

- 18 years of age.
- High school graduate or equivalent.
- Prior approval by the coordinator of the program.
- Student must achieve and maintain a grade of “C” or above in all courses to continue with the program.
- Must complete 50 hours of clinical work.
- Fill out the application for State of Illinois Uniform Conviction Information Act.

Fall evening class begins in September annually, Monday-Wednesday, 5:15 p.m.-9:15 p.m.

	Credit Hrs.
FIRST SEMESTER – FALL TERM	
MASG 103 Human Anatomy/Physiology	5
MASG 100 Therapy Theory I	5
MASG 101 Therapy Theory II	5

SECOND SEMESTER – SPRING TERM	
MASG 102 Musculoskeletal Anat/Kin.	4
MASG 107 Adv. Technique Practice I	5
MASG 105 Professional Practices	1
MASG 104 CPR/First aid/Body Mechanics	1
MASG 108 Adv. Techniques/Practice II	5

THIRD SEMESTER – SUMMER TERM	
MASG 106 Pathology	3
MASG 109 Therapy Theory & Practice	6

Total hours required for certificate 40

Spring day class begins in January annually, Monday-Wednesday, 8:30 a.m.-12:30 p.m.

	Credit Hrs.
FIRST SEMESTER – SPRING TERM	
MASG 103 Human Anatomy/Physiology	5
MASG 100 Therapy Theory I	5
MASG 101 Therapy Theory II	5

SECOND SEMESTER – SUMMER TERM	
MASG 102 Musculoskeletal Anat/Kin.	4
MASG 107 Adv. Technique Practice I	5

THIRD SEMESTER – SUMMER TERM	
MASG 105 Professional Practices	1
MASG 104 CPR/First aid/Body Mechanics	1
MASG 108 Adv. Techniques/Practice II	5
MASG 106 Pathology	3
MASG 109 Therapy Theory & Practice	6

Total hours required for certificate 40

Health Care Certificate Programs

To meet the growing need for skilled health care professionals, courses are offered in phlebotomy, pharmacy, EKG, and other skilled areas. 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.

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.

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.

Personal Care Attendant and Health Aids: This basic but comprehensive course provides the basic skills for persons wanting to care for elderly populations. Topics to be covered include basic physiology of aging, role of medication and nutrition, frequently seen disease states in the elderly, and a clinical practicum on site. Professionalism and therapeutic communication will be addressed. One take-home exam and one short letter for application will be assigned. Students will be required to purchase a book through the College Bookstore.

Phlebotomy Technician. This class will train 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. The class content will include: 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. You will be required to ask volunteers to come into the classroom to assist you with the required 50 blood draws. Fifty volunteers are not required. Required textbook must be purchased at the College Bookstore prior to the first class.

Leadership & Training Plans

Training employees to be highly effective leaders is a must. BCEC will assist your company in designing your company's training program. The program design includes needs analysis, selecting participants, and determining training methods & activities.

Workforce Training

The Business & Community Education Center (BCEC) offers a wide variety of workforce training classes (industrial, safety, computer, professional development) and seminars that can meet your company's training needs. In addition, BCEC offers services that include long term training planning, process improvement, and consulting. For more information, call (309) 796-4823 or visit www.bhc.edu/index.asp?NID=214.

Occupational & Health Classes

Meeting OSHA standards. Train your employees for personal safety and to create or maintain a safe workplace and a secure workforce environment. Classes are public or customized to meet the needs of your worksite. Classes include 10-Hour OSHA for General Industry, Emergency Response Operations, DOT Hazardous Material Training, 8-Hour Annual HAZWOPER Refresher, OSHA Record Keeping Requirements, and more.

Potable & 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

A wide variety of online classes are offered through BCEC. For more information, call (309) 796-4823 or visit www.bhc.edu/index.asp?NID=231 for a list of classes.

Computer Classes

Basic and advanced computer skills, daytime and evening, public and customized. For more information, call (309) 796-4823 or visit www.bhc.edu/index.asp?NID=232.

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) 796-4823 or visit www.bhc.edu/index.asp?NID=238.

Community-Based Programs & Workshops

Many BCEC courses can be offered in outlying communities. For more information, call (309) 796-4823 (QC Campus) or 852-5671, Ext. 6292 (East Campus).

Community Conferences & Workshops

The community services program offers a wide range of services to public and private organizations including planning and arranging for seminars, conferences, institutes, short courses and workshops. The department also conducts and co-sponsors workshops and conferences with certain institutions and organizations. For more information, call (309) 796-4823 (QC Campus) or 852-5671, Ext. 6292 (East Campus).

Seniors Program

For more information call (309) 796-4823 or visit www.bhc.edu/index.asp?NID=250.

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, Yoga, Writing Your Memories, Anyone Can Learn to Draw classes.

Golden Scholars: Black Hawk College works in conjunction with the Quad-Cities Times Plus 60 Club in offering lunch/learn sessions. The sessions are offered during the day at various points of interests in the Quad-Cities area with a lunch provided and a guest speaker on a particular topic of interest.

College For Kids

The 2-week program is designed for gifted students who have completed fifth, sixth, seventh, and eighth grades and score at the 95th 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) 796-4823.

BCEC Registration Procedures

Eligibility -- Who Can Enroll

- Enrollment is open to anyone 16 years of age or older.
- High school students may enroll with special permission from their school counselor.
- Special classes designed for youth state the age requirements in the class description.

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.

Drops/Refunds

Drops can be completed by phone or in person at the Business & Community Education Center office. A full refund is made if a class is canceled.

One-day or one-night classes: A drop from the class must be processed **one business day** prior to the start date of the class for a full refund (100%).

Two-Week to Four-Week classes: A full refund (100%) is made if a student drops the class **no later than NOON** on the day of the first class meeting. Once the class has started, there is **no refund**.

Five-Week to Six-Week classes: A full refund (100%) is made if a student drops the class **no later than NOON** on the day of the first class meeting. An 80% refund is made if a student drops the class after the first class meeting but **prior to the second class**.

Continuing Professional Education Classes: A full refund (100%) is made if a student drops the class **no later than NOON** on the day of the first class meeting. An 80% refund is made if a student drops the class after the first meeting but prior to the second class.

Since the learning materials make up a large portion of the cost of these courses, no materials may be returned for credit unless they are in un-opened condition.

Industrial/OSHA/APICS Classes: Drops must be processed five working days prior to the start date of class for a full refund. No refunds will be given after that date.

Travel & Tourism/Massage Classes: A full refund (100%) is made if a student drops prior to the start of class (minus deferred payment/student loan processing fee, if applicable). A 50% refund is made if a student drops

during the first day of class (minus deferred payment/student loan processing fee, if applicable). After the first day of class, there is no refund.

Online Classes: A full refund (100%) is made if a student drops prior to the start of class. Once the class has started, there is no refund.

Small Business Development Center

The College's 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, Small Business Certificate Program online, and the Smart Marketing for Your Small Business Program, 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 309-764-2213.

International Trade Center

The 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 criteria and international government requirements, increase the international skills in the business community by providing "training for trade" programs that assist companies to export. The ITC offers an Essentials of Exporting Certificate Program online targeted for business employees to gain international skill training in export/import trade to compete in a world marketplace. For more information call 309-764-2246.

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.

Accounting

ACCT 101 Financial Accounting **3 cr. hrs.**
Prerequisites: Concurrent enrollment in or completion of ENG 101 with a grade of "C" or better and eligibility to enroll in MATH 112 or consent of the instructor. Concurrent enrollment in ACCT 103 or successful completion of ACCT 103 with a "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.**
Prerequisite: ACCT 101 or equivalent course with a minimum grade of "C". Successful completion of ACCT 104 with a "C" or concurrent enrollment in Accounting 104.

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: BUS904

ACCT 103 Financial Accounting Lab **1 cr. hr.**
Prerequisite: Concurrent enrollment in ACCT 101 or successful completion of ACCT 101 with "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

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.

ACCT 104 Managerial Accounting Lab **1 cr. hr.**
Prerequisite: Concurrent enrollment in ACCT 102, successful completion of ACCT 102 with "C" or above.

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: Successful completion of ACCT 102 with "C" or better.

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.

Prerequisite: Successful completion of ACCT 101 and 102 or BA 170 and 180 with a "C" or better.

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: Successful completion of ACCT 209 with a "C" or better.

Further study of corporate accounting, 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, BA 170 or consent of instructor.

Covers the regulations applicable to the determination of taxable income with an emphasis on the determination of the tax liability of individual taxpayers. 3 lecture hours; 2 lab hours per week.

ACCT 251 Federal Income Tax II 3 cr. hrs.

Prerequisite: ACCT 250, BA 180, ACCT 102, or consent of instructor.

Covers the regulations applicable to the determination of the tax income with an emphasis on the determination of the 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.

Prerequisite: Satisfactory completion of 22 credit hours in the Agribusiness curriculum or consent of instructor 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.

Prerequisite: Satisfactory completion of 22 credit hours in the Agricultural Production curriculum or consent of instructor 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 consent of instructor.

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. .5 lecture hours; 0 lab hours per week.

AG 135 Ag Chemicals 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 Ag Chemicals 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 Ag Chemicals 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. .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 consent of instructor.

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 consent of instructor.

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 consent of instructor.

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.
Prerequisite: AG 101, 102 and 201 or consent of instructor.

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.

Prerequisite: 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 consent of instructor.

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 consent of instructor.

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 to 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.

Prerequisite: AG 148 and AG 149 or consent of instructor.

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.

Prerequisite: AG 148, AG 149, AG 248 or consent of instructor.

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 introductory course in agricultural economics, concerned with how limited resources are allocated in order to satisfy unlimited wants. Economic principles are applied to agricultural problems and to the role of agriculture in both the U.S. and world economies. Includes production principles; production costs, supply and revenue; profit maximization; consumption and demand; price theories; price elasticity; market price determination; competitive and noncompetitive markets; and the behavior of the firm under varying market conditions. Other topics examined are the world food situation; world food production; agricultural trade; population growth; agricultural problems and policies; and the role of agriculture in economic development and growth. 4 lecture hours; 0 lab hours per week. IAI: AG 901

AG 282 Introduction to Soil Science 4 cr. hrs.
Prerequisite: Chemistry suggested.

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.
 Origin, classification, and distribution of soils in their relationship to land 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 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.
 An overall survey of all bank operations. Designed to acquaint new and/or entry-level bank employees with the multiple functions performed by modern banks. 3 lecture hours; 0 lab hours per week.

AIB 102 Law and Banking 3 cr. hrs.
Prerequisite: AIB 100 or consent of instructor.

Introduction to basic American law, presenting the rules of law which underlie banking. Emphasis is on the Uniform Commercial Code. 3 lecture hours; 0 lab hours per week.

AIB 103 Law and Banking Applications 3 cr. hrs.
Prerequisite: AIB 100 and BA 170 recommended.

An introduction to laws pertaining to secured transactions, letters of credit, and the bank collection process. 3 lecture hours; 0 lab hours per week.

AIB 104 Marketing for Bankers 3 cr. hrs.
Prerequisite: AIB 100 or consent of instructor.

Examines six facets of contemporary marketing practices as they apply to the banking industry. These facets include: (1) product development; (2) marketing information systems and research; (3) competitive pricing policies; (4) distribution of products; (5) advertising; and (6) salesmanship. 3 lecture hours; 0 lab hours per week.

AIB 170 Accounting Principles I for Bankers 3 cr. hrs.
Prerequisite: AIB 100 or consent of instructor.

A basic course in accounting, emphasizing modern accounting practices and procedures set by the Financial Accounting Standards Board. 3 lecture hours; 0 lab hours per week.

AIB 180 Accounting Principles II for Bankers 3 cr. hrs.
Prerequisite: AIB 100 or consent of instructor.

Builds upon the foundation acquired in Accounting I. Accounting II delves into policy analysis and management with an emphasis on detailed accounting functions and procedures. 3 lecture hours; 0 lab hours per week.

AIB 200 Money and Banking 3 cr. hrs.
Prerequisite: AIB 100 or consent of instructor.

Stresses practical aspects of money and banking, and emphasizes the basic monetary theory needed by the banking student. 3 lecture hours; 0 lab hours per week.

AIB 202 Bank Management I 3 cr. hrs.
Prerequisite: AIB 100 or consent of instructor.

An introductory survey of planning, organizing, directing and controlling bank operations designed for prospective supervisory personnel. Includes a comprehensive review of financial statements, asset-liability management, deposit functions, and both short-term loan and long-term capital management. 3 lecture hours; 0 lab hours per week.

AIB 203 Bank Management II 3 cr. hrs.
Prerequisite: AIB 202 or consent of instructor.

A comprehensive, intensive study of contemporary management techniques and advanced banking policies and procedures. Focuses on strategic planning, organizational behavior theories, personnel management and computer-based control operations. Also emphasizes interest margin management, cost and pricing services, and expansion strategies. 3 lecture hours; 0 lab hours per week.

AIB 204 Analyzing Financial Statements 3 cr. hrs.

Detailed study of financial statements, organized into two main sections: characteristics of financial statements and financial statement analysis. 3 lecture hours; 0 lab hours per week.

AIB 205 Consumer Lending 3 cr. hrs.

Prerequisite: AIB 100 and AIB 170 or consent of instructor.

Designed for consumer loan and consumer credit personnel. Provides a comprehensive overview of the consumer credit function. 3 lecture hours; 0 lab hours per week.

AIB 206 The Trust Business 3 cr. hrs.

Prerequisite: AIB 100 or consent of instructor.

Presents a complete picture of the services rendered by the institutions engaged in trust business. 3 lecture hours; 0 lab hours per week.

AIB 207 Economics for Bankers 3 cr. hrs.

Prerequisite: AIB 100 or consent of instructor.

Introduces the fundamental principles of economics with special emphasis on the role of banks in the economic system. 3 lecture hours; 0 lab hours per week.

AIB 208 Financing Business Enterprise 3 cr. hrs.

Prerequisite: AIB 100 or consent of instructor.

Principles of lending and investing in the corporate situation as related to banking institutions. 3 lecture hours; 0 lab hours per week.

AIB 209 Commercial Lending 3 cr. hrs.

Prerequisite: AIB 100 and AIB 170 recommended.

Provides entry level commercial lending officers and trainees with the knowledge and skills necessary to effectively serve their bank's corporate clients and contribute to bank profitability. 3 lecture hours; 0 lab hours per week.

AIB 210 Bank Investments and Funds Management 3 cr. hrs.

Analyzes the nature of primary reserves, rate-sensitive assets and liabilities, loanable funds and how these interact in generating profits for banks. Also explains the advantages of proper management of internal and external funds in maintaining the bank's liquidity position. 3 lecture hours; 0 lab hours per week.

AIB 212 Credit Administration 3 cr. hrs.

Explains the five aspects of evaluating the credit standing of businesses and individuals. These include: (1) character; (2) capacity; (3) collateral; (4) economic conditions; and (5) cash flow. Enables the banker to move from a subjective to an objective analysis of the potential of a loan applicant. 3 lecture hours; 0 lab hours per week.

AIB 213 Trust Operations 3 cr. hrs.

A study of securities, industry participation and ownership and transactions; type of trust accounts and services; cash transactions and management; and internal accounting controls. 3 lecture hours; 0 lab hours per week.

AIB 214 Installment Credit 3 cr. hrs.

Learn the techniques of installment lending, ranging from the legal aspects of a loan application and proper tracking of a loan to collecting the loan and the legal rights of the consumer regarding repossession, forfeiture and bankruptcy. 3 lecture hours; 0 lab hours per week.

AIB 216 International Banking 3 cr. hrs.

Prerequisite: AIB 100 or consent of instructor.

Basic analysis of monetary policies in foreign countries and their relationships to Federal Reserve Board policies. Also examines world-wide interest rates and structures, currency exchange practices and international letters of credit. Focuses on local banks' relationships with world-wide banks. 3 lecture hours; 0 lab hours per week.

AIB 218 Home Mortgage Lending 3 cr. hrs.

Prerequisite: AIB 100 or consent of instructor.

Covers the duties of mortgage loan officer, including property inspection and appraisal, analyzing the borrower's credit capabilities, legal and regulatory requirements and contract completion. Also analyzes the value of building and maintaining a diversified portfolio of loans to protect the bank's reputation and profitability. 3 lecture hours; 0 lab hours per week.

AIB 220 Savings and Time Deposit Banking 3 cr. hrs.

Prerequisite: AIB 100 or consent of instructor.

Historical development of savings institutions, the basic economic function of the savings process, and current operations and policies of savings institutions. 3 lecture hours; 0 lab hours per week.

AIB 221 Safe Deposit Basics .5 cr. hrs.

How to handle safe deposit box operations from certifying those patrons given access and monitoring usage to reviewing dormant boxes and processing estate executor's access thereto. .5 lecture hours; 0 lab hours per week.

AIB 222 Branch Management I 1 cr. hr.

Prerequisite: AIB 202 or consent of instructor.

First of a three-part series of courses for managers. Covers basic personnel administration policies and procedures, management by objectives, motivational techniques, performance evaluation operations, and on-the-job conflict prevention, management and resolution. 1 lecture hour; 0 lab hours per week.

AIB 223 Branch Management II 1 cr. hr.

Prerequisite: AIB 222 or consent of instructor.

The second in a three-part series of courses for prospective bank managers. Emphasizes technical banking operations. These include processing basic consumer applications,

legal and financial documentation policies and procedures, collateral assessment-verification-and risk management, and utilization of loan applicants' financial documents, e.g., asset statements-checking and savings accounts-insurance policies-and chattel/real property. 1 lecture hour; 0 lab hours per week.

AIB 224 Branch Management III 1 cr. hr.

Prerequisite: AIB 223 or consent of instructor.

The third in a three-part series of courses for current and/or prospective branch bank managers. Provides an overview of all branch operations and organizational policies and procedures. Includes an introduction to budget-management at the branch level. Also provides instruction in orienting, training, and supervising beginning tellers. 1 lecture hour; 0 lab hours per week.

AIB 225 Safe Deposit Operations 1 cr. hr.

Covers the rules and procedures of safe deposit operations. The importance of good customer relations, safe deposit security, and legal concerns are addressed. 1 lecture hour; 0 lab hours per week.

AIB 226 Real Estate Finance 3 cr. hrs.

Provides a comprehensive introduction to the real estate finance industry with an emphasis on the real estate loan products offered by commercial bankers. 3 lecture hours; 0 lab hours per week.

AIB 231 Product Knowledge: Key to Successful Selling 1 cr. hr.

Prerequisite: AIB 100 or consent of instructor.

Provides students with an understanding of the range of financial products a bank can offer and what needs these products meet. 1 lecture hour; 0 lab hours per week.

AIB 232 Knowing the Market .5 cr. hrs.

Basic examination of any banking institution's marketing environment. Ranges from economic, social and political conditions in a community and state to the competitive nature of the locale's financial institutions. .5 lecture hours; 0 lab hours per week.

AIB 233 Customer Service for Bank Personnel 1 cr. hr.

Enables bank employees to establish contact with bank customers, explore customers' needs and wants, handle objections and close a sale. 1 lecture hour; 0 lab hours per week.

AIB 234 Quality Customer Service 1 cr. hr.

Tailored towards the bank employee with a high volume of customer contact. Emphasizes the development of better communication skills. 1 lecture hour; 0 lab hours per week.

AIB 235 Selling Bank Services: Human Relations Approach 1 cr. hr.

Prerequisites: AIB 100 and AIB 104.

Includes discussion of active listening, probing questions, presenting benefits and closing a sale. Shows how to

approach a sales opportunity from a human relations standpoint. 1 lecture hour; 0 lab hours per week.

AIB 239 Concepts of Data Processing for Bankers 1 cr. hr.

Explains the value of Management Information Systems on any bank, including systems analysis, collecting, processing, and evaluating relevant financial data to monitor the efficiency of routine operations, identify problem areas and detecting notable trends. Includes networking processes and procedures. 1 lecture hour; 0 lab hours per week.

AIB 240 Management Fundamentals 3 cr. hrs.

Prerequisites: AIB 100 and AIB 170.

A detailed study of the basic functions and processes of management in a typical bank setting. Covers planning, organizing, directing, and controlling. Also emphasis on behavioral aspects of any organization, e.g., communicating, motivational skills, and resolving conflict. 3 lecture hours; 0 lab hours per week.

AIB 241 Introduction to Supervision 1 cr. hr.

This course helps ambitious bankers make the transition from employee to supervisor. Provides a basic introduction to supervisor's many roles, ranging from monitoring and mentoring to facilitating and coordinating the operations of a team of employees. Explains the value of delegating tasks and responsibilities as a means of empowering employees. Also includes a review of stress management techniques for employees and supervisors. 1 lecture hour; 0 lab hours per week.

AIB 243 Bank Security for Customer Contact Personnel 1 cr. hr.

Designed to prevent security problems by developing good security habits. Enables employees to detect and handle security threats. 1 lecture hour; 0 lab hours per week.

AIB 251 Personnel and the Law 1 cr. hr.

Prerequisite: AIB 100.

Explains the relationship between bank personnel management and federal and state laws related to personnel policies, procedures and practices. 1 lecture hour; 0 lab hours per week.

AIB 260 Written Communication 1 cr. hr.

Applies written communication principles to the banking industry. Discussion centers on purpose for writing and guidelines for writing business documents and papers. 1 lecture hour; 0 lab hours per week.

AIB 261 Oral Communication 1 cr. hr.

Teaches communication principles and applications of these principles necessary for personal and professional success in the banking industry. 1 lecture hour; 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: SI901N

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: SI 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 Visual Design 3 cr. hrs.

Open to all students. Fundamentals of two-dimensional design. Basic elements of art and their application to a wide variety of two-dimensional design projects emphasizes craftsmanship. 0 lecture hours; 6 lab hours per week. IAI: ART 907

ART 111 Visual 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. Craftsmanship is

emphasized. 0 lecture hours; 6 lab hours per week. IAI: ART 908

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. IAI: ART 904

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. IAI: ART 905

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.

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. IAI: ART 906

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 and mixing, 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.

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 permission of instructor.

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. IAI: ART 911

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 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. IAI: ART 914

ART 230 Type and Digital Layout 3 cr. hrs.

Prerequisite: Art 101 and Art 121 or permission of instructor.

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. IAI: ART 917

ART 232 Photography 3 cr. hrs.

Prerequisite: ART 231 or permission of instructor.

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.

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. IAI: 918

ART 248 Commercial Art 3 cr. hrs.

Prerequisite: ART 246, 101, 121 (ART 230 recommended).

The practice of advanced techniques applicable to visual communications in graphic design are explored. Electronic design and illustration, layout, and preparing art for reproduction in various mass media approaches. 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. IAI: ART 913

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. IAI: ART 915

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. IAI: ART 916

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. IAI: ART 912

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 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: F2902, ART 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 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. IAI: ART 919

ART 299 Art Internship 1-3 cr. hrs.

Prerequisite: Consent of instructor. 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.

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 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. IAI: BUS 911

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 affairs. 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 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. 1-3 lecture hours; 0 lab hours per week.

BA 160 Business Math I **3 cr. hrs.**
Prerequisite: See Assessment and Orientation, page 14.
A short review of basic math concepts and their application to actual business problems. Covers payroll preparation, insurance, interest calculations, merchandising discounts, and taxes. 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 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.**
Prerequisite: BA 170.

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 or previous completion of 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 200 Special Studies **1-3 cr. hrs.**
Prerequisite: Approval of Department Chairperson.

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 consent of instructor.

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.

Prerequisite: BA 110 and BA 230 or consent of instructor.
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.

Prerequisite: BA 110 and BA 230 or consent of instructor.
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.

Suggested prior course: BA 110.
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 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 244 Women in Management 3 cr. hrs.

Combines the basic managerial principles and theory that all managers need with alternative solutions to the unique problems that women face becoming managers. Study of the functions of a manager including planning, organizing, directing and controlling. 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 246 Purchasing 3 cr. hrs.

This introductory course will cover the primary components of purchasing as a management function. Discussed will be the close cooperation required between purchasing and other functions of the business, i.e.: marketing, advertising and sales forces. The course will lead to a greater awareness of how purchasing can affect the profitability/efficiency of a business, demand, management, organization, and inventory control within business. 3 lecture hours; 0 lab hours per week.

BA 247 Business Management Internship 1-4 cr. hrs.

Prerequisite: Consent of department chair or the Management and Marketing Curriculum Coordinator.
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 (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 required.
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.

Prerequisite: BA 100 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.

Prerequisites: BA 240, BA 250, BA 242 recommended.
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.

Prerequisite: BA 170 or consent of instructor.
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 262 Principles of Insurance **3 cr. hrs.**
A comprehensive survey of business and consumer insurance. Covers the principles and purposes of all major kinds of insurance: automobile, casualty, fire, health and property insurance. 3 lecture hours; 0 lab hours per week.

BA 263 Accounting Specialist Internship **3 cr. hrs.**
Prerequisite: Consent of instructor and Department of Business Chair.

A supervised work-experience program providing on-the-job training in a business firm for students enrolled in accounting programs of the Department of Business and Information Technology. 0 lecture hours; 15 lab hours per week.

BA 264 Internship II **3 cr. hrs.**
Prerequisite: Consent of instructor and Department of Business Chair.

A supervised work experience program providing on-the-job training in a business firm for students enrolled in accounting programs of the Department of Business and Information Technology. 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.**
Prerequisite: Concurrent enrollment in BA 278 and consent of instructor.

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.**
Discussion of internship activities. 1 lecture hour; 0 lab hours per week.

BA 280 Introduction to ECommerce **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 ECommerce **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 ECommerce **3 cr. hrs.**
Students will develop Web page strategies, develop wage 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.
Prerequisite: Concurrent enrollment in BA 110 or permission of instructor.

This practicum is a hands-on course primarily covering payroll systems, payroll tax forms (all federal/state/local), and sales tax forms. 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 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.
Prerequisite: BE 141 completed with a "C" or higher or equivalent skill.

Speed and accuracy building in producing business documents. 3 lecture hours; 0 lab hours per week.

BE 144 Concepts of Information Processing 3 cr. hrs.
Prerequisite: Basic keyboarding skills.

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 3 cr. hrs.
Prerequisite: BE 141 or equivalent skill.

Students learn word processing software most commonly found in area offices. When offered online, 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.
Prerequisite: BE 141 or equivalent keyboarding skill.

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.
Prerequisite: BE 141 or equivalent keyboarding skill.

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.
Prerequisite: BE 141 or equivalent keyboarding skill.

Students learn word processing software most commonly found in area offices. 1 lecture hour; 0 lab hours per week.

BE 146 Information Processing II 1-3 cr. hrs.
Prerequisite: BE 141 or equivalent skill.

Use of current spreadsheet software on microcomputers. 3 lecture hours; 0 lab hours per week.

BE 147 Intro to Microsoft Office 4 cr. hrs.
Prerequisite: BE 141 or equivalent keyboarding skill.

Mastery of the Microsoft Office programs, including Word, Access, Excel, and PowerPoint. 4 lecture hours; 0 lab hours per week.

BE 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.

BE 151 Legal Terminology and Procedures 3 cr. hrs.
Prerequisite: 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 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.

BE 160 Machine Transcription 3 cr. hrs.
Prerequisite: BE 142 or equivalent skill.
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.
Prerequisite: BE 141 or equivalent keyboarding skill.
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 customization. 1 lecture hour; 0 lab hours per week.

BE 162 Introduction to Spreadsheets 1 cr. hr.
Prerequisite: BE 141 or equivalent keyboarding skill.
Includes features of current Windows-based spreadsheet software. 1 lecture hour; 0 lab hours per week.

BE 163 Presentation Graphics 1 cr. hr.
Prerequisite: BE 141 or equivalent keyboarding skill.
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.
Prerequisite: BE 141 or equivalent keyboarding skill.
Includes features of current Windows-based database management software. 1 lecture hour; 0 lab hours per week.

BE 165 Internet 1 cr. hr.
Prerequisite: BE 141 or equivalent keyboarding skill.
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.
Prerequisite: BE 141 or equivalent skill.
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.
Prerequisite: BE 145 or equivalent knowledge of Word for Windows; BE 141 or equivalent knowledge of keyboarding.

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.
Prerequisite: BE 170 or equivalent knowledge.

This course will review and expand students' understanding of HTML code and graphic manipulation using Macromedia Fireworks. It will also include the use of two HTML editors: Microsoft FrontPage and Macromedia Dreamweaver. Students in this course will be able to design, post, and make changes to Web sites using these software applications, in addition to creating/editing Web graphics using Macromedia Fireworks. 3 lecture hours; 0 lab hours per week.

BE 180 Business Communications 4 cr. hrs.
Prerequisite: See Assessment and Orientation, page 14.

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 200 Advanced Medical Terminology 3 cr. hrs.
Prerequisite: BIOL 150 completed with a C or higher.

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.

BE 243 Computerized Keyboarding III 3 cr. hrs.
Prerequisite: BE 142 completed with a C or higher or equivalent skill.

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 or equivalent.

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 or equivalent skill.

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.*Prerequisite: BE 141 or equivalent skill.*

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.*Prerequisite: BE 141 or equivalent skill, knowledge of Windows, Word, Excel, and Access.*

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 3 cr. hrs.*Prerequisite: BE 141 and BE 145 or equivalent skills.*

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 249 Management of Health Info 3 cr. hrs.

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.

BE 250 Advanced Medical Transcription 4 cr. hrs.*Prerequisite: BIOL 150, BE 148, and BE 142 completion with a grade of "C" or above.*

Machine transcription of medical reports. Emphasis on punctuation, spelling, and proofreading. 4 lecture hours; 0 lab hours per week.

BE 251 Medical Office Procedures 3 cr. hrs.*Prerequisite: BE 142 or equivalent, BIOL 150.*

Administration of the medical office; insurance, professional and business records. 3 lecture hours; 0 lab hours per week.

BE 252 Pharmacology Terminology 3 cr. hrs.*Prerequisite - BIOL 150 completion with a grade of C or better.*

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.

BE 253 Legal Transcription 3 cr. hrs.*Prerequisite: 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 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.

BE 255 Medical Manager Software 3 cr. hrs.*Prerequisite: BE 251 and BE 200 with a grade of C or better.*

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.

BE 257 Procedure and Diagnosis Coding I 3 cr. hrs.

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.

BE 258 Procedures & Diagnosis Coding II 3 cr. hrs.

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.

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.*Prerequisite: Concurrent enrollment in BE 265 and consent of internship coordinator.*

Discussion of internship activities. 1 lecture hour; 0 lab hours per week.

BE 264 Introduction to Database Management 3 cr. hrs.*Prerequisite: BE 141 or CS 100.*

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.*Prerequisite: Concurrent enrollment in BE 261 and consent of internship coordinator.*

Supervised field program providing work experience in offices for students enrolled in office careers. 0 lab hours; 5 hours work per week per credit hour.

BE 299 Independent Study .5-4 cr. hrs.

Designed to fit the needs of individual students or groups. .5-4 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 912; CLS 902

BIOL 106 General Biology II 5 cr. hrs.

Prerequisite: BIOL 105 or consent of instructor.

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 911; CLS 901

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 consent of instructor.

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 current nutritional concepts and controversies including macronutrients, micronutrients, diet analysis, traditional and fad diets, malnutrition and under-nutrition and the nutritional needs of pregnancy, infancy and other stages 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.

Prerequisite: Score of 43 or above on ASSET Reading Test and one year of high school biology are required. If it has been over five years since student has graduated from high school, one semester of college biology (BIOL 100, 101, or 105) is required. One year of high school chemistry is highly recommended.

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. IAI: CLS 903; NUR 903

BIOL 146 Anatomy Physiology II 4 cr. hrs.

Prerequisite: BIOL 145; an ASSET reading score of 43 or above is 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. IAI: CLS 904; NUR 904

BIOL 150 Medical Terminology 3 cr. hrs.

For medical secretaries, physical therapy assistants, and persons in other health related occupations. Stresses building and spelling of medical terms using prefixes, root words, combining forms and suffixes. 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.**
Prerequisite: BIOL 105 and BIOL 106 or consent of instructor.

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.**
Prerequisite: BIOL 105 or 2 semesters of high school biology or consent of instructor.
 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: L1901L

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 consent of instructor.
 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. IAI: CLS 905

Business Law

BL 110 Business Law and Risk Protection **1 cr. hr.**
 This course is designed to acquaint the student with federal, state and local laws that affect the daily operation of a small business as well as insurance information. 1 lecture hour; 0 lab hours per week.

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. IAI: BUS 913

BL 202 Business Law II **3 cr. hrs.**
Prerequisite: BL 201 suggested but not required.

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. IAI: BUS 912

Carpenter Apprentice

CA 299 Carpenter Internship **8 cr. hrs.**
 Supervised work experience in a worksite setting; 1,280 hours. 0 lecture hours; 16 lab hours per week.

Child Development

CD 100 Introduction to Early Childhood **1-3 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. 1-3 lecture hours; 0 lab hours per week. IAI: ECE 911

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 200 Growth and Development of Young Child **1-3 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. 1-3 lecture hours; 0 lab hours per week. IAI: EED 902, ECE 912, SPE 913

CD 201 Health, Safety and Nutrition 1-3 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. 1-3 lecture hours; 0 lab hours per week.

CD 202 Observation and Guidance of Young Child 1-3 cr. hrs.
Studies observational techniques and guidance practices which facilitate the development of the young child. Theories are provided that support an analysis of child behavior as well as the development of guidance techniques. Students will develop and understand the relationship between careful observation, communication, and effective interaction with children. .5-1 lecture hours; 2-4 lab hours per week. IAI: EED 904, ECE 914

CD 203 Curriculum for Early Childhood Programs 1-3 cr. hrs.
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. 1-3 lecture hours; 0 lab hours per week.

CD 204 Child Development Practicum I 1-4 cr. hrs.
Prerequisite: CD 200 and 202.
Student spends ten hours a week under supervision working with preschool children in an early childhood setting. .5-2 lecture hours; 3-10 lab hours per week. IAI: ELE 914

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.
Introduction to musical techniques and materials to use with young children. 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 1-3 cr. hrs.
Study of exceptional child's individualized 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. 1-3 lecture hours; 0 lab hours per week. IAI: ECE 912

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. IAI: ELE 914

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 approval required.
Designed to provide seminars on various topics as needed.

CD 299 Independent Study, Workshops and Seminars**1-4 cr. hrs.**

Prerequisite: Approval of department chairperson or instructor.

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 ASSET score of 34 on the College Algebra Test.

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: P1902L

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: BIO 907; CLS 907

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 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 101 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 consent of instructor.

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: EGR 963; BI 908, CLS 908

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: EGR 964; BIO 909; CLS 905

CHEM 206 Basic Biochemistry 3 cr. hrs.

Prerequisite: CHEM 202 or 203 or 215 or consent of instructor.

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. IAI: CLS 910

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 consent of instructor.

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.

Computer Information Processing**CIP 101 Introduction to Programming Logic 4 cr. hrs.**

An introduction to problem solving and programming concepts needed for business computer programming in a language-independent format. Primary emphasis will be on analyzing problems and applying the three basic programming structures – sequence, decision, and repetition to develop a solution using tools such as hierarchy charts, flowcharts and pseudocode. Other topics covered include computer coding systems, an overview of the major programming languages, and object-oriented programming concepts. 4 lecture hours; 0 lab hours per week.

CIP 102 Mainframe Computer Operations 3 cr. hrs.

Prerequisite: CIP 101 or concurrent enrollment.

This course introduces students to computer operating concepts and the duties and responsibilities of the jobs associated with computer operations. Students will learn

IBM AS/400 operation using menu selections and CL commands, plus report and edit utilities. 3 lecture hours; 0 lab hours per week.

CIP 103 Introduction to Microcomputers 3 cr. hrs.
Emphasis through hands-on use of a microcomputer, an introduction to typical applications using word processing, database management, and electronic spreadsheet programs. 3 lecture hours; 0 lab hours per week.

CIP 104 Intro to Computer Programming with C++ 3 cr. hrs.
Prerequisite: CIP 101 or concurrent enrollment, or consent of instructor.

This course teaches the student the use of key structured programming statements and the use of C++ language in writing microcomputer application programs. Proper programming design, structure, and logic are emphasized. 3 lecture hours; 0 lab hours per week.

CIP 107 AS/400 Operations 2 cr. hrs.
This course will introduce the student to AS/400 operations as needed by programmers using an IBM-AS/400 mid-range computer. 2 lecture hours; 0 lab hours per week.

CIP 121 Introduction to RPGII/RPGIII Programming 4 cr. hrs.
Prerequisite: CIP 101 and CIP 104 and CIP 102 or consent of instructor.

This course will introduce students to programming with the RPGII and RPGIII languages. Basic input, output, calculations, indicators, level breaks, loops, decisions, full procedure programming, and data validation will be covered. 4 lecture hours; 0 lab hours per week.

CIP 132 Introduction to COBOL Programming 4 cr. hrs.
Prerequisite: CIP 101 and CIP 104 and CIP 102 or consent of instructor.

This course will introduce students to programming with the COBOL language using structured programming techniques. 4 lecture hours; 0 lab hours per week.

CIP 166 Microcomputer Operating Systems II 3 cr. hrs.
Prerequisite: COER 112 or consent of the instructor.

A second course in microcomputer operating systems featuring UNIX and Microsoft Windows NT workstation. UNIX topics include using editors, the file system, shells, communications, and an introduction to programming tools. NT topics include working with files and folders, customizing NT, managing hardware, and sharing information between applications. 2 lecture hours; 2 lab hours per week.

CIP 181 Advanced Web Page Development 3 cr. hrs.
Prerequisite: BE 170 or permission of instructor.

This course introduces the student to HTML tools, cascading style sheets, XML, XHTML and the use of applets within a Web page. The course also looks at the need to develop a strategy for Web site organization and design. In addition, the student will learn how to stay current on W3C standards for Web page development. 3 lecture hours; 0 lab hours per week.

CIP 182 Web Scripting Languages 3 cr. hrs.
Prerequisite: BE 170 and either CIP 101 or CIP 104 or permission of instructor.

This course will provide students with the knowledge and skills needed to develop Web application using Web scripting languages. 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, and components. 3 lecture hours; 0 lab hours per week.

CIP 204 Visual Basic Programming 4 cr. hrs.
Prerequisite: CIP 104 or consent of instructor.

Use Visual Basic programming concepts to program in a Windows environment, with Visual Basic controls, methods, and events. Cover processing with arrays, data structures, and creation and manipulation of files. 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 in Visual Basic. Coverage includes programming ActiveX components, relational database connectivity, VB collections, and programming MDI applications. 4 lecture hours; 0 lab hours per week.

CIP 206 Web Services 3 cr. hrs.
Prerequisite: CIP 204 and CIP 182 or permission of instructor.

This course introduces the Web Services standards, the use of Web Services to implement the B2B and B2C business models, security standards such as VPN, SSL, and encryption, and Web Services tools such as Microsoft Visual Studio.NET or Java Web Services. 3 lecture hours; 0 lab hours per week.

CIP 207 AS/400 Programming 2 cr. hrs.
Prerequisite: CIP 101, CIP 107 & CIP 132.

This course will introduce student to AS/400 programming concepts in CL, Queries, and Screens using database files, sequential files, logical files, and subfiles. 2 lecture hours; 0 lab hours per week.

CIP 210 DP Math 3 cr. hrs.
Prerequisite: High school algebra or equivalent or consent of instructor.

Course includes logic and sets: definitions, properties, proofs, and mathematical induction; relations: properties,

compositions, and functions; Boolean algebra; algebraic systems. Some combinatorics patterns and partitions, and directed and undirected graphs maybe covered if time permits. 3 lecture hours; 0 lab hours per week.

CIP 221 Advanced RPGII/RPGIII Programming 3 cr. hrs.

Prerequisite: CIP 121.

This course provides students with advanced programming of files and table manipulation, program documentation, and multiple file usage. It teaches advanced programming techniques using the RPGII and RPGIII languages. 3 lecture hours; 0 lab hours per week.

CIP 222 RPGII/RPGIII/RPG 400 Programming 5 cr. hrs.

Prerequisite: CIP 101, CIP 104, CIP 107, CIP 132.

This course will teach computer programming using the syntax of the RPG language. Students will process sequential and database files using all RPG capabilities through fixed and full-procedural logic. 5 credit hours; 0 lab hours per week.

CIP 226 Database Management 3 cr. hrs.

Prerequisite: CIP 103 or CS 100 or consent of instructor.

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.

Prerequisite: CIP 226 or BE 264 and CIP 182 or permission of instructor.

This course introduces Web database technologies including active server pages with VBScript and/or Java server pages. The student will create a back-end database or making interactive Web pages. 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 4 cr. hrs.

Prerequisite: CIP 132.

Programs utilizing sequential and keyboard database file processing will be written using the COBOL programming language. Students will gain an understanding of the current state of the art in file manipulation. 4 lecture hours; 0 lab hours per week.

CIP 247 “C” Programming 3 cr. hrs.

Prerequisite: CIP 101, CIP 104, or knowledge of a high level programming language.

This course teaches the student the use of key “C” programming statements, and the use of the “C” language in writing microcomputer application programs. Emphasis on language structure, analysis, coding, and execution of business-oriented programs using the “C” language. 3 lecture hours; 0 lab hours per week.

CIP 248 Object Oriented Programming with C++ 3 cr. hrs.

Prerequisite: CIP 247 or consent of instructor.

This course will introduce the student to the concepts of Object-Oriented Programming (OOP). Data abstraction, inheritance, polymorphism, and multiple inheritance will be covered and implemented using the C++ programming language. 3 lecture hours; 0 lab hours per week.

CIP 249 Windows API with C++ 3 cr. hrs.

Prerequisite: CIP 248 or consent of the instructor.

This course is designed to introduce the student to programming Windows Applications using the C++ Programming Language, and interacting with the Windows Application Program Interface. Students will create Windows containing command buttons, text boxes, static boxes (labels), option (radio) buttons, check boxes, etc. They will also learn to handle mouse movements and keyboard hits from within their programs. 3 lecture hours; 0 lab hours per week.

CIP 250 Java Programming Fundamentals 3 cr. hrs.

Prerequisite: BE 170 and CIP 204 or permission of instructor.

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 consent of instructor.

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 265 Advanced Programming Concepts 4 cr. hrs.

Prerequisite: CIP 232 or consent of instructor.

This course is designed to introduce students to advanced programming concepts. Emphasizes online programming, screen design, and database concepts through hands-on

application. May also include any new concepts developed in the programming field. 4 lecture hours; 0 lab hours per week.

CIP 270 Field Project 3 cr. hrs.

Prerequisite: Consent of instructor.

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 299 Independent Study .5-3 cr. hrs.

Prerequisite: Consent of Department Chair or Lead Instructor.

Independent study or group study designed to fit the needs of the students. .5-3 hours lecture; 0 lab hours per week.

Computer Operation and Equipment Repair

COER 110 Basic Electronics 3 cr. hrs.

Prerequisite: MATH 080.

A course in basic electronics for students pursuing the Microcomputer Support Specialist degree. Includes fundamental AC and DC 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.

Prerequisite: MATH 080.

A technical course in popular Microsoft operating systems. Course emphasizes usage, theory and configuration of contemporary Microsoft operating systems using both command-line and graphical shells. 2 lecture hours; 2 lab hours per week.

COER 116 Microcomputer Hardware 3 cr. hrs.

Prerequisite: Math 080.

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, to provide a foundation for pursuit of A+ certification. 2 lecture hours; 2 lab hours per week.

COER 118 Computer Troubleshooting 3 cr. hrs.

Prerequisite: COER 116.

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.

Prerequisite: COER 112 and 116 and permission of instructor.

Structured work experience in computer maintenance and repair. Designed to reinforce and supplement second

semester coursework. 5 internship hours per week required for 1 credit.

COER 125 Seminar 1 cr. hr.

Prerequisite: permission of instructor.

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 problems, development of job seeking strategies, and enhancement of interpersonal skills. 1 lecture hour; 0 lab hours per week.

COER 216 Advanced PC Hardware/A+ Prep 3 cr. hrs.

Prerequisite: COER 116 or permission of instructor.

An advanced hands-on 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 a career program. 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 14.

Reviews grammar, punctuation, usage and sentence structure through a variety of writing tasks. 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.**
Introduction to computer concepts, computer applications, and the impact of computers on society. Applications include problem solving methods, word processing, spreadsheet, database, and presentation graphics software. Basic Algebra or equivalent is recommended. 3 lecture hours; 1 lab hour per week.

CS 101 Introduction to Structured Programming **3 cr. hrs.**
Prerequisite: MATH 090 or 091.
An entry-level course in structured programming that includes branching and loops, functions, arrays, records and text files. Language used is C++. Not for computer science majors. 3 lecture hours; 1 lab hour per week.

CS 121 Introduction to Computer Science **5 cr. hrs.**
Prerequisite: MATH 091 or equivalent. Recommended co-requisite: MATH 112, MATH 118, or MATH 131.

The first sequence of courses for computer science majors. 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: CS911

CS 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.

CS 141 Programming for Business with COBOL **3 cr. hrs.**

Prerequisite: CS 101 or CS 121.

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: MATH 090, 091 or equivalent; CS 100 or equivalent.

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 elementary 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. IAI: EDU 904

CS 225 Advanced Programming **4 cr. hrs.**
Prerequisite: CS 121.

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.

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. IAI: CS 922

CS 251 Programming for Science **3 cr. hrs.**
Prerequisite: MATH 124.

Structured programming with applications in mathematics, engineering, and the physical and biological sciences. Introduction to numerical methods and numerical analysis using C++. as the language of implementation. 3 lecture hours; 0 lab hours per week. IAI: EGR 922

CS 252 Data Structures **3 cr. hrs.**
Prerequisite: CS 225 and MATH 161.

The third in a sequence of 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. Estate planning is also covered. 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 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.

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.

ECON 280 International Economics **3 cr. hrs.**
Prerequisite: ECON 221 or 222.

Examines the economic basis for trade, the rationale for free trade, the types and effects of trade barriers, and the concept of economic integration. Additionally, the course examines the international financial environment. It explores the foreign exchange market, balance of payments, and the international monetary system. 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; .5 lab hour per week. IAI: EDU 901

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; 1 lab hour per week. IAI: EED 904, SED 905, SPE 914

Emergency Medical Services

EMS 100 Emergency Medical Technician Basic **7 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 technicians - ambulance (EMT-B). Upon satisfactory completion of the course, the student will be eligible to take the state EMT-B test or the National Registry. 6 lecture hours; 2 lab hours per week.

EMS 120 EMT - Intermediate Theory 8 cr. hrs.

Prerequisite: EMS 100 with a grade of "B" or better, current EMT Basic license, current CPR card (healthcare provider level).

In this course, the student is introduced to the roles and responsibilities of the EMT-I, beginning paramedic. Ethical and legal aspects of the Emergency Medical Services system are discussed. Anatomy and physiology is reviewed and primary and secondary physical assessment is presented. The causes and emergency management of problems relating to fluid/electrolyte balance, shock, and trauma-related respiratory disorders are discussed. Selected life-threatening arrhythmias and their treatment are also presented. Clinical experiences and observations will be selected to correlate with the course content. 8 lecture hours; 0 lab hours per week.

EMS 121 EMT – Intermediate (Clinical) 3 cr. hrs.

Prerequisite: EMS 100-EMT Basic, EMS 120-EMT Intermediate Theory with a grade of "B" or better, current EMT Basic license, and current CPR card (healthcare provider level).

The student participates in a minimum number of ALS calls with a system approved ALS agency. The student will function under the supervision of an EMT-Paramedic who has been licensed and active for at least four years in the system and who is in good standing with the EMS System. The course is designed to provide the intermediate student with educational experience in the field of an ALS unit. The student is required to complete a minimum number of hours of field experience on the ALS unit. This course must be completed with a grade of "B" or better. 0 lecture hours; 6 lab hours per week.

EMS 122 EMT – Intermediate Theory 8 cr. hrs.

Prerequisite: EMS 100 and EMS 120 with a grade of "B" or better, current EMT Basic license, and current CPR card (healthcare provider level).

The anatomy and physiology of the cardiovascular system will be studied with emphasis on the structure, function, and electrical conduction system of the heart and the pathophysiology and emergency management of cardiovascular and non-trauma-related respiratory problems. The student also will study the electrocardiogram (EKG) interpretation and treatment of various arrhythmias and specific treatment techniques including EKG monitoring, defibrillation and cardio version. A variety of common medical emergencies will be studied along with obstetric and gynecologic, pediatric-neonatal, psychiatric, behavioral, neurological, environmental emergencies and their management. The student will also study infectious and communicable diseases. This course must be completed with a grade of "B" or better. 8 lecture hours; 0 lab hours per week.

EMS 123 EMT – Intermediate Clinical 4 cr. hrs.

Prerequisite: EMS 100, EMS 120, and EMS 122 with a grade of "B" or better, EMT basic license, and current CPR card (healthcare provider level).

The clinical rotation requirements for the intermediate education program are designed to augment each phase of the didactic material presented in the classroom. Each student will rotate through specified patient care areas of the hospital and work under the direct supervision of a registered nurse or physician to master the practical skills of an EMT-Intermediate while in a controlled environment. The student will spend clinical time in the Emergency Department, Obstetrical Unit, Medical Intensive Care Unit, Surgical Intensive Care Unit, Pediatric Department, Psychiatric Unit. The student must complete a minimum number of hours of clinical. This course must be completed with a grade of "B" or better. 0 lecture hours; 8 lab hours per week.

EMS 160 EMT – Paramedic Theory I 6 cr. hrs.

Prerequisite: EMS 100 with grade of "B" or better, current EMT Basic license, and current CPR card (healthcare provider level).

This course is designed for the student who wishes to complete the preparation for paramedic certification. A variety of common medical emergencies will be studied as well as obstetric and gynecologic, pediatric-neonatal, and psychiatric emergencies. Triage, extrication-rescue techniques, telemetry, and radio communications will be discussed. This course must be completed with a "B" or better. 6 lecture hour; 0 lab hours per week.

EMS 161 EMT – Paramedic Clinical I 7 cr. hrs.

Prerequisite: EMS 100, EMS 160, EMS 162, EMS 122, and EMS 120 with grade of "B" or better, current EMT Basic license, and current CPR card (healthcare provider level).

The clinical rotation requirements for the paramedic education program are designed to augment each phase of the didactic material presented in the classroom. Each student will rotate through specified patient care areas of the hospital, and work under the direct supervision of a registered nurse or physician to master the practical skills of an EMT-Paramedic while in a controlled environment. The student will spend clinical time in the Emergency Department, Obstetrical Unit, Intensive Care Unit, Pediatric Department, Psychiatric Unit and the OR. The student must complete a minimum number of hours of clinical. This course must be completed with a grade of "B" or better. 0 lecture hours; 14 lab hours per week.

EMS 162 EMT – Paramedic Theory II 6 cr. hrs.

Prerequisite: EMS 100, EMS 160, and EMS 120 with a grade of "B" or better, current EMT Basic license, current CPR card (healthcare provider level).

This course is designed for the student who wishes to complete the preparation for paramedic license. A variety of common medical emergencies will be studied as well as obstetric and gynecologic, pediatric-neonatal, and psychiatric emergencies. Triage, extrication-rescue techniques, telemetry, and audio communications will be discussed. This course must be completed with a grade of "B" for better. 6 lecture hours; 0 lab hours per week.

EMS 163 EMT – Paramedic Clinical II 7 cr. hrs.

Prerequisite: EMS 100, EMS 160, EMS 161, and EMS 162 with a grade of “B” or better, current EMT Basic license, current CPR card (healthcare provider level).

The student will be required to participate in a minimum number of ALS calls with a system approved ALS agency. The student will function under the supervision of an EMT-Paramedic who has been licensed and active for at least one year in the system and who is in good standing with the EMS system. Students affiliated with agencies not a part of the Illini Mobile Intensive Care Program will be required to obtain a minimum of 50% of their ambulance ride time and seven of ten of their ALS calls with an approved Illini Ambulance. The course is designed to provide the paramedic student with educational experience in the field of an ALS Unit. The student is required to complete a minimum number of hours of field experience on the ALS unit. This course must be completed with a grade of “B” or better. 0 lecture hours; 14 lab hours per week.

English

ENG 081 Writing Fundamentals I 3 cr. hrs.

Prerequisite: The appropriate COMPASS score.

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: The appropriate COMPASS score or completion of ENG 081 with a grade of “C” or better.

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: An ACT English score of 22-36, the appropriate COMPASS score, or successful completion of English 091.

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/C1 900R (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: Grade of “C” or better in English 101.

English 102, 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 901 (Grade of “C” or higher required for this course to be

eligible to be included in the IAI General Education Core Curriculum.)

ENG 103 College Reading Skills 3 cr. hrs.

Prerequisite: The appropriate COMPASS score or successful completion (“C”) of REA 098.

Refinement of 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.

Prerequisite: COMM 100 and appropriate COMPASS score or COMM 100 and COMM 105 or ENG 101 or BE 180 or permission of the instructor.

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.

Reading The appropriate COMPASS score. Students who are required to take Reading 098 (40-42) must enroll concurrently with this course.

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. As such, it will prepare students for other literature offerings. 3 lecture hours; 0 lab hours per week. IAI: H3 900

ENG 200 Writing Situations 1-3 cr. hrs.

Prerequisite: ENG 101, 132, or consent of instructor.

Provides student with experiences in identifying and improving writing skills in specific kinds of writing situations. Emphasis on situation and audience. Specific content to 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.

Prerequisite: Successful completion of ENG 101.

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: Grade of “C” or better in ENG 101.

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: Successful completion of ENG 101.*

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.

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.

ENG 210 Introduction to Fiction 3 cr. hrs.*Prerequisite: Grade "C" or better in ENG 101.*

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, EGL 917

ENG 213 American Literature I 3 cr. hrs.*Prerequisite: Grade "C" or better in ENG 101.*

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, EGL 911

ENG 214 American Literature II 3 cr. hrs.*Prerequisite: Grade "C" or better in ENG 101.*

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, EGL 912

ENG 215 Western/World Literature Translated I 3 cr. hrs.*Prerequisite: Grade "C" or better in ENG 101.*

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/World Literature Translated II 3 cr. hrs.*Prerequisite: Grade "C" or better in ENG 101.*

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: Grade "C" or better in ENG 101.*

An introduction to the literature in English by writers from non-western cultures - African and the Caribbean - with an emphasis on the 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: Grade "C" or better in ENG 101.*

An introduction to the literatures in translation of Latin American countries including at least three of the following: Mexico, Peru, Colombia, Argentina, Puerto Rico, Cuba, Uruguay, Chile and Brazil. Emphasis on literature as an expression of culture. Satisfies the non-western requirement. 3 lecture hours; 0 lab hours per week. IAI: H3 908N, EGL 919

ENG 219 Eastern Literatures in Translation 3 cr. hrs.*Prerequisite: Grade "C" or better in ENG 101.*

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, EGL 919

ENG 221 British Literature I 3 cr. hrs.*Prerequisite: Grade "C" or better in ENG 101.*

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, EGL 913

ENG 222 British Literature II 3 cr. hrs.*Prerequisite: Grade "C" or better in ENG 101.*

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, EGL 914

ENG 223 Introduction to Shakespeare 3 cr. hrs.*Prerequisite: Grade "C" or better in ENG 101.*

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.*Prerequisite: Writing Competence.*

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. IAI: EGL 921

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. IAI: EGL 922

ENG 240 Children's Literature 3 cr. hrs.
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.
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.
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: Grade "C" or better in ENG 101.
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.
Prerequisite: Math 103 or equivalent
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. 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 150 Hydraulics/Pneumatics 3 cr. hrs.
Prerequisite: MATH 123

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 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*

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 1 – 2D Graphics 3 cr. hrs.*Prerequisite: ENGT 102*

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*

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*

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 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 Logical 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 AutoCAD II – 3D Graphics 3 cr. hrs.*Prerequisite: ENGT 172*

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*

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: EMT 180*

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*

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 hours; 2 lab hours per week.

ENGT 236 Intermediate CNC **3 cr. hrs.**
Prerequisite: ENGT 186

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 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

Study of static force systems, calculations of centroids, centers of gravity, friction, moments of inertia, shear 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

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

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 depending upon the student's chosen career field of expertise. Course may also be a continuation course for students who have experience in a career specific field who need further studies in drafting or in their related field. 0 lecture hours; 6 lab hours per week.

ENGT 276 Professional Engineering II **3 cr. hrs.**
Prerequisite: ENGT 226

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 Matching **3 cr. hrs.**
Prerequisite: ENGT 180

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

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 286

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 051 Foundations I 4 cr. hrs.**

This course is intended for the student who has limited knowledge of English grammar and who has limited ability in understanding and speaking English. Students will learn to function actively in situations involving daily-life transactions. These will also include basic interactions that they will need to perform within the academic setting. All grammar, listening, and speaking activities will be taught in the context of situations. Students will also learn to pronounce correctly the basic vowel and consonant sounds of English. The material in this course will be correlated with the material taught in Foundations II (ESL 053). 3 lecture hours; 2 lab hours per week.

ESL 052 Beginning Listening/Speaking 1-4 cr. hrs.

This course is intended for the student who has limited ability in understanding and speaking English. Students will learn to function actively in situations involving daily life transactions. These will also include basic interactions that they will need to perform within the academic setting. All listening and speaking activities will be taught in the context of situations. Students will also learn to pronounce correctly the basic vowel and consonant sounds of English. The material in this course will be correlated with the material taught in Foundations II and III. 1-3 lecture hours; .5-2 lab hours per week.

ESL 053 Foundations II 4 cr. hrs.

This course is intended for the student who has limited ability in reading and speaking English. Students will learn to function actively in situations involving daily life transactions. These will also include basic interactions that they will need to perform within the academic setting. All listening and speaking activities will be taught in the context of situations. Students will also learn to pronounce correctly the basic vowel and consonant sounds of English. The material in this course will be correlated with the material taught in Foundations I and III. 3 lecture hours; 2 lab hours per week.

ESL 054 Beginning Reading 1-4 cr. hrs.

This course is intended for the student who has limited proficiency in reading English. Students will start by reading dialogues that contain simple words and expressions needed to function in everyday life situations

and will progress to simple stories and short pieces of expository prose. Basic reading comprehension and vocabulary skills and dictionary skills will be taught. Study skills and reference materials will be introduced. The themes of the readings will progress from the everyday world of the student to the world in general. The material in this course will be correlated with the material taught in Foundations I and III. 1-3 lecture hours; .5-2 lab hours per week.

ESL 055 Foundations III 4 cr. hrs.

This course is intended for the student who has limited knowledge of English grammar and limited proficiency in writing. Students will learn to write sentences, short dialogues, simple guided and unguided paragraphs. The student will be introduced to the process of writing. The material in this course is correlated with the material in Foundations I and II. 3 lecture hours; 2 lab hours per week.

ESL 056 Beginning Grammar/Writing 1-4 cr. hrs.

This course is intended for the student who has limited proficiency in reading English. Students will start by reading dialogues that contain simple words and expressions needed to function in everyday life situations and will progress to simple stories and short pieces of expository prose. Basic reading comprehension and vocabulary skills and dictionary skills will be taught. Study skills and reference materials will be introduced. The themes of the readings will progress from the everyday world of the student to the world in general. The material in this course will be correlated with the material taught in Foundations I and III. 1-3 lecture hours; .5-2 lab hours per week.

ESL 061 Basic Sentence Structure 4 cr. hrs.

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.

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.

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.

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. 3 lecture hours; 2 lab hours per week.

ESL 064 Intermediate Reading 1-4 cr. hrs.

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.

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.

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.

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: 60-70 on Michigan Test of English Language Proficiency.

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: 60-70 MTELP.

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.

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.

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.

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: Teacher/ESL Coordinator Recommendation or 60/70 on Michigan Test of English Language Proficiency.

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 061 or MTELP placement.

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.

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: Score of 70-80 on the Michigan Test of English Language Proficiency or completion of ESL 062 Intermediate Grammar.

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 063 or MTELP placement.

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.

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; .5-2 lab hours per week.

ESL 074A Advanced Reading Online 1 cr. hr.

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 065 or MTELP placement.

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.

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 066/ESL 066A (Intermediate Writing) or Michigan Test Scores 70-80..

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 067 or MTELP placement.

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.

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; .5-2 lab hours per week.

ESL 078A Advanced Oral Skills Online 1 cr. hrs.

Prerequisite: ESL 068 (Intermediate Oral Skills) or 070 (Communication Skills) or 70-80 on Michigan Test of English Language Proficiency.

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.

Prerequisite: 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 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 consent of instructor.
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 consent of the instructor.

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.
Prerequisite: EQ 161 and consent of instructor.
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 102/109.

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 102/109 and concurrent enrollment in AG 201.

Similar to EQ 109 with emphasis on developing advanced skills in the equine industry. 0 lecture hours; 48 lab hours per week.

EQ 253 Horse Health Care 3 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; 0 lab hours per week.

EQ 254 Stable Management 4 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; 2 lab hours per week.

EQ 258 Horse Evaluation III 1 cr. hr.
Prerequisite: EQ 158/159.

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.
Prerequisite: EQ 158/59.

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 consent of instructor.

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 consent of instructor.

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 consent of instructor.*

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 consent of instructor.*

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 consent of instructor.*

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.***Prerequisite: EQ 161 and 262 or consent of instructor.*

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 upon 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 with a "C" or above or a semester of college French with a "C" or above.

Second course of a two semester sequence in elementary French with emphasis upon 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 with a "C" or above or two semesters of college French with a "C" or above.

First course of a two semesters sequence in intermediate French with emphasis upon 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 with "C" or above or three semesters of college French with a "C" or above or equivalent.

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 with a "C" or above or four semesters of college French with "C" or above or the equivalent.

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 with a "C" or above, or five semesters of college French with "C" or above or the equivalent.

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 permission of instructor.
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: Tactics and Strategy I or consent of instructor.
Advances 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: Fire Service Instructor I or consent of instructor.
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.
Prerequisite: Command Officer Management I and II or consent of instructor.
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: Command Officer Management III or consent of Instructor.
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 consent of instructor.
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. IAI: EGR 941

GE 201 Analytical Mechanics Statics 3 cr. hrs.
Prerequisite: PHYS 201 or permission of instructor.
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 3 cr. hrs.
Prerequisite: GE 201.
The study of the stress and strain of deformable bodies due to external loading. Such stresses include tension, compression torsion, transverse buckling, bending, combined loading and deflection. 3 lecture hours; 0 lab hours per week. IAI: EGR 945

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 upon 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 with a "C" or above or a semester of college German with "C" or above.

Second course of a two semester sequence in elementary German with emphasis upon 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 with a "C" or above or two semesters of college German with a "C" or above.

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 with a "C" or above or three semesters of college German or above or equivalent.

Second course of a two semester sequence in intermediate German with emphasis on oral proficiency, grammar review, compositions, literary readings, and study of the 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 with a "C" or above, or four semesters of college German with a "C" or above or equivalent proficiency.

First 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. 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 with a "C" or above, or five semesters of college German with "C" or above or equivalent.

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.

Prerequisite: 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. .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. IAI: ECE 901

History

HIST 101 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 102 Western Civilization II **3 cr. hrs.**
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 Eastern Civilization 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 Eastern Civilization 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 200 African American History **3 cr. hrs.**
Prerequisite: HIST 251 or HIST 252 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 1 **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: Consent of instructor.
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.**
Discusses from a contemporary point of view the great religions of the world as they emerged and developed in the Orient noting both their beliefs, practices and works of inspiration as well as the cultural impact they have had on those societies throughout the world which shaped and adopted them. 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 251 History of the United States to 1865 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, HST 911

HIST 252 History of the United States Since 1865 3 cr. hrs.
 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, HST 912

HIST 253 American Revolution 3 cr. hrs.
 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.
 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. 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: Permission of instructor.
 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 consent of instructor.

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 consent of instructor.

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 consent of instructor.

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 in the 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 .5-1 cr. hr.

Methods of attaining and maintaining physical fitness. Sections include figure control, jogging, swimming and other specific activities. 0 lecture hours; 1-2 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 permission of instructor.

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 143 or permission of instructor.

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 permission of instructor.

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's permission.
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 permission of instructor.
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 permission of the instructor.
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. .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 211 Introduction to Community Recreation 2 cr. hrs.
Provides beginning student with background, development, scope and status of community recreation, its organization and management. 2 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.

Prerequisites: HPE major or permission of instructor.

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 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.

Horticulture

HORT 190 ID of Landscape Plants 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/Arboriculture 3 cr. hrs.

The identification, care and use of nature and introduced trees. Special emphasis on techniques such as cabling and pruning. 3 lecture hours; 0 lab hours per week.

HORT 194 Identification of Horticultural Plants 3 cr. hrs.

This course includes the study of structures, physiology, reproduction and the identification of common horticultural plants. Basic horticultural practices are emphasized. 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.

Prerequisite: One year required horticulture courses and consent of the instructor.

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 CO₂ 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 businesses including management and future opportunities. Field trips include local nurseries, greenhouses, garden center, seed and equipment dealers. Emphasis is on financing, tax records, land purchase, advertising, ownership and small business practices. Includes a case study of horticulture related business of students' 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, fees, 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 crises. 3 lecture hours; 0 lab hours per week. IAI: S5 904N

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.

Italian

ITAL 101 Elementary Italian I 4 cr. hrs.

First course of a two semester sequence in elementary Italian with emphasis upon speaking, listening comprehension, reading, writing, and culture. 4 lecture hours; 0 lab hours per week.

ITAL 102 Elementary Italian II 4 cr. hrs.

Prerequisite: One year of high school Italian with a "C" or above, or one semester of college Italian with a "C" or better.

Second course of two semester sequence in elementary Italian with emphasis upon speaking, listening comprehension, reading, writing, and culture. 4 lecture hours; 0 lab hours per week.

Japanese

JAPN 101 Elementary Japanese I 5 cr. hrs.

First course of a two semester sequence in elementary Japanese with emphasis upon speaking, listening comprehension, reading, writing, and culture. 5 lecture hours; 0 lab hours per week.

JAPN 102 Elementary Japanese II 5 cr. hrs.

Prerequisite: One year of high school Japanese with a "C" or higher or a semester of college Japanese with a "C" or better.

Second course of a two semester sequence in elementary Japanese with emphasis upon speaking, listening comprehension, reading, writing and culture. 5 lecture hours; 0 lab hours per week.

JAPN 201 Intermediate Japanese I 5 cr. hrs.

Prerequisite: Two years of high school Japanese with a "C" or above, or two semesters of college Japanese with a "C" or above.

First course of a two semester sequence in intermediate Japanese with emphasis upon oral proficiency, grammar review, composition, literary readings, and study of Japanese culture and civilization. 5 lecture hours; 0 lab hours per week.

JAPN 202 Intermediate Japanese II 5 cr. hrs.

Prerequisite: Three years of high school Japanese with a "C" or above or three semesters of college Japanese with a "C" or above or equivalent.

Continuation of Japanese 201 with additional work on oral proficiency, grammar reviews, composition, literary readings and study of Japanese culture and civilization. 5 lecture hours; 0 lab hours per week. IAI: H1 900

JAPN 253 Advanced Japanese I 3 cr. hrs.

Prerequisite: Four years of high school Japanese with a "C" or above or four semesters of college Japanese with a "C" or above or equivalent.

Further development of language skills to increase fluency in spoken language and the ability to read without translating. Readings in modern Japanese essays from leading Japanese scholars and men of letters. 3 lecture hours; 0 lab hours per week. IAI: H1 900

JAPN 254 Advanced Japanese II 3 cr. hrs.

Prerequisite: Four years of high school Japanese with a "C" or above, five semesters of college Japanese with a "C" or above, or equivalent.

Continuation of Japanese 253 with readings in Japanese modern essays, comparative and conversation. 3 lecture hours; 0 lab hours per week. IAI: H1 900

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.

Prerequisite: Concurrent enrollment in ART 200 - Desktop Publishing

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, transition, 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 with a “C” or above or a 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. hrs.**

Prerequisite: Competence in basic writing skills and permission of instructor.

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: Consent of instructor or ALS Coordinator of Experiential Learning.

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. 2 lecture hours; 18 lab hours per week.

LIB 260 Internship **2-5 cr. hrs.**

Prerequisite: Consent of instructor.

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.

Massage Therapy & Bodywork

MASG 100 Therapy Theory I **5 cr. hrs.**

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 strokes; and the design of a massage therapy session. 5 lecture hours; 0 lab hours per week.

MASG 101 Therapy Theory II **5 cr. hrs.**

This class will concentrate on advanced academic knowledge and technical skills, massage manipulations and techniques, hands-on experience, and nutrition and wellness. Emphasis will be placed upon the application of Swedish massage techniques. 5 lecture hours; 0 lab hours per week.

MASG 102 Musculoskeletal Anat./Kine. **4 cr. hrs.**

Kinesiology is the study of movement of the human body. This course will familiarize students with the anatomy, or structure, of the aspects to the body that allows for movement, the skeletal system, the joints, and the muscular system. 4 lecture hours; 0 lab hours per week.

MASG 103 Human Anatomy/Physiology **5 cr. hrs.**

The eleven basic systems of the human body, their various anatomical cellular structures, physiological function, and pathologies will be introduced. Students will study the

structure and function of the body in health and disease with an emphasis on how these relate to massage therapy. 5 lecture hours; 0 lab hours per week.

MASG 104 CPR/1st Aid/Body Mechanics 1 cr. hr.

This course will instruct students to provide emergency care in response to accidents, choking, unconsciousness, breathing and stopped hearts. Students will identify, demonstrate and use, effective body mechanics to perform massage therapy. Students will be instructed on how to find the proper height for their massage table and how to work in a manner that will minimize the possibility of injury for the practitioner and client. 1 lecture hour; 0 lab hours per week.

MASG 105 Professional Practices 1 cr. hr.

Students will be introduced to professional business and practice management; setting goals, preparing and evaluating business plan and marketing; ethics of business practices and how to communicate effectively with clients. 1 lecture hour; 0 lab hours per week.

MASG 106 Pathology 3 cr. hrs.

The eleven basic systems of the human body and their pathologies will be introduced. 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 107 Adv Technique Practice I 5 cr. hrs.

Students will learn advanced massage therapy and bodywork techniques through lecture and hands-on clinical and hands-on experience through trades with peers in the classroom. Students will be introduced to modalities that include hot stone massage, acupressure, shiatsu, reiki, reflexology, infant and pre-natal massage, active isolated stretching, hydrotherapy and aromatherapy. 5 lecture hours; 0 lab hours per week.

MASG 108 Adv Technique/Practice II 5 cr. hrs.

Students will learn how to operate, market and manage a massage business. This class will concentrate on advanced academic knowledge and application of bodywork techniques through clinical work. Emphasis will be placed upon the application of Swedish massage techniques and the student's own delivery style. This class will provide classroom trades and 50 hours of hands-on, supervised clinical practice in a clinical setting. 5 lecture hours; 0 lab hours per week.

MASG 109 Therapy Theory & Practice 6 cr. hrs.

Students will continue with study and application of theories and techniques learned in Massage Theory I & II and Advanced Massage Techniques & Bodywork Practice I & II. The bulk of the class will be directed to hands-on activities and application. Students will learn how to create a business plan and operate a practice. Client data collection, documentation and follow-up will be reviewed. Professional standards, ethics, code of practice, and the benefits of therapeutic relationships and communication

with the client will be covered. Review and preparation for the National Certification exam will be reviewed thoroughly. 6 lecture hours; 6 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 with a grade of "C" or higher.

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 with a grade of "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 with a grade of "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 with a grade of "C" or higher.

Extension of basic algebraic properties and techniques. Includes real number properties polynomials, factoring, rational expressions, logarithm, and exponents, first and second degree equations and inequalities, 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 with a grade of "C" or higher.

Extension of basic algebraic properties and techniques. Includes real number properties polynomials, factoring, rational expressions, logarithm, and exponents, first and second degree equations and inequalities, functions, and graphing. 3 lecture hours; 0 lab hours per week.

MATH 100 Math for Elementary Teachers I 3 cr. hrs.
Prerequisite: MATH 086, 090, or 091 with a grade of “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, 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.
Prerequisite: Assessment of technical math skills determines the most accurate course placement and is strongly recommended.

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.
Prerequisite: MATH 086, 090 or 091 with a grade of “C” or higher or by algebra assessment; Math 085 or high school geometry.

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 computer software 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.
Prerequisite: MATH 086, 090 or 091 with a grade of “C” or better or by algebra assessment; Math 085 or high school geometry.

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 logic, counting techniques, probability and statistics, logarithmic and exponential functions. 3 lecture hours; 0 lab hours per week. IAI: M1 904

MATH 112 College Algebra 4 cr. hrs.
Prerequisite: MATH 086, 090 or 091 with a grade of “C” or better or by algebra assessment; MATH 085 or high school geometry.

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 with a grade of “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.
Prerequisite: MATH 086, 090 or 091 with a grade of “C” or better or by algebra assessment; Math 085 or high school geometry.

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.
Prerequisite: MATH 086, 090 or 091 with a grade of “C” or better or by algebra assessment; Math 085 or high school geometry.

MATH 118 is equivalent to completion of both MATH 112 and 116. Includes field axioms, polynomial, rational, exponential, logarithmic and circular functions and graphing, analytic trigonometry, conics, systems of equations, matrices, complex numbers and math induction. A student who has no trigonometry background should take MATH 112 and 116. 5 lecture hours; 0 lab hours per week.

MATH 123 Technical Algebra/Trigonometry 4 cr. hrs.
Prerequisite: MATH 103 with a grade of “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.
Prerequisite: MATH 118 or MATH 112 and 116 with a grade of “C” or better or by algebra assessment.

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, EGR 901, MTH 901

MATH 131 Finite Mathematics for Business 3 cr. hrs.
Prerequisite: MATH 112 with a grade of “C” or better or by algebra assessment

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 Mathematical Analysis for Business 4 cr. hrs.

Prerequisite: MATH 112 with a grade of "C" or better or by algebra assessment.

A calculus course which includes differential and integral calculus as applied to business, economics, social sciences and natural science. Includes functions, limits, derivatives and applications, integrals and applications, and introduction to functions of several variables. 4 lecture hours; 0 lab hours per week. IAI: M1 900

MATH 161 Discrete Mathematics 3 cr. hrs.

Prerequisite: MATH 112 with a grade of "C" or better or by algebra assessment.

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 with a grade of "C" or better.

Second course in a two-course sequence designed for elementary education majors. Topics in this course include decimals, real numbers, 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 with a grade of "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 with a grade of "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, EGR 902, MTH 902

MATH 226 Calculus III with Analytic Geometry 5 cr. hrs.

Prerequisite: MATH 225 with a grade of "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, EGR 903, MTH 903

MATH 228 Probability and Statistics 3 cr. hrs.

Prerequisite: MATH 112 with a grade of "C" or better or by algebra assessment.

Descriptive and inferential methods. Includes measures of central tendency, dispersion, correlation, regression, analysis of variance, parameter estimation, hypothesis

testing and 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 with a grade of "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 with a grade of "C" or better.

Study of ordinary differential equations, existence and uniqueness of solutions, and related theorems. Topics include variation of parameters, Bessel functions, systems, power series solutions, numerical approximations, and transform methods. 3 lecture hours; 0 lab hours per week. IAI: EGR 904, 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.

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 6 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. 1 lecture hour; 10 lab hours per week.

MECH 219 Diesel Engines 3 cr. hrs.

A study of foreign and American small and midsize diesel engine systems. Emphasis on 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.

MT 214 Computer Numerical Control Programming 4 cr. hrs.

Prerequisite: MT 200 or CNC manufacturing experience.

Three axis CNC programming is studied and parts are machined on a three axis contouring CNC vertical milling machine. Topics include: programming format, CNC language, canned cycles, cutter compensation, and auxiliary machine control functions. 2 lecture hour; 4 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. IAI: MUS 908

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. IAI: MUS 908

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. IAI: MUS 908

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 20th Century. No audition required. No more than 4 credit hours will apply toward a degree. 0 lecture hours; 3 lab hours per week. IAI: MUS 908

MUSC 109 Chamber Singers **1 cr. hr.**
Vocal literature particularly suitable for small groups. Membership also open to certain selected instrumentalists. The popular music ensemble, the "Hawks," evolves from this group. No more than 4 credit hours will apply toward a degree. 0 lecture hours; 2 lab hours per week. IAI: MUS 908

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.**
Prerequisites: MUSC 110.
Structure of music, notation, scales, intervals, sight-singing, keyboard skills and composition. 3 lecture hours; 2 lab hours per week. IAI: MUS 901

MUSC 112 Theory of Music **4 cr. hrs.**
Prerequisite: MUSC 111 or equivalent and concurrent enrollment in MUSC 113.
Continuation of MUSC 111. 3 lecture hours; 2 lab hours per week. IAI: MUS 902

MUSC 113 Exploring Music Literature **3 cr. hrs.**
Prerequisite: Basic knowledge of music notation, permission of instructor, or successful completion of MUSC 110/111.
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. IAI: MUS 905

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. IAI: MUS 901

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. IAI: MUS 909

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. IAI: MUS 909

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. IAI: MUS 909

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. IAI: MUS 909

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. IAI: MUS 909

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. IAI: MUS 909

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. IAI: MUS 909

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 lead instructor. 3 lecture hours; 0 lab hours per week.

MUSC 211 Theory of Music 4 cr. hrs.

Prerequisite: MUSC 112 or equivalent.

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. IAI: MUS 903

MUSC 212 Theory of Music 4 cr. hrs.

Prerequisite: MUSC 211 or equivalent.

Continuation of MUSC 211. Twentieth century harmonic practices. 3 lecture hours; 2 lab hours per week. IAI: MUS 904

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 or permission by the instructor.

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. IAI: MUS 902

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. IAI: MUS 909

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. IAI: MUS 909

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. IAI: MUS 909

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. IAI: MUS 909

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. IAI: MUS 909

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. IAI: MUS 909

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. IAI: MUS 909

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.
Provides the nurse assistant 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, and death and dying. 5 lecture hours; 9 lab hours per week.

NA 110 Caring for Alzheimer Disease Clients 1 cr. hr.
1 lecture hour; 0 lab hours per week.

NA 115 Homemaker 2 cr. hrs.
Prepares the students for employment as a homemaker in a community nursing agency, elderly services bureau, or similar agency. A homemaker's duties include basic housekeeping tasks, meal preparation, companionship, maintaining safety, and minimal personal care. 2 lecture hours; 0 lab hours per week.

Networking

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 of persons preparing for the CCNA exam. 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 130 NT Network Administration 3 cr. hrs.
A hands-on study of Windows NT networks and administration. Design, installation and setup of Windows NT servers and workstations in a Windows network. 2 lecture hours; 2 lab hours per week.

NETW 145 Cisco II 3 cr. hrs.
Prerequisite: NETW 125.
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. 3 lecture hours; 0 lab hours per week.

NETW 160 Data Communications 3 cr. hrs.
Prerequisite: NETW 120.

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.
Prerequisite: NETW 125, NETW 145.

Third in a series of Cisco Academy courses for persons preparing for the CCNA exam or pursuing the Networking certificate. Typical subjects involve IPXs, LAN segmentation, switching methods, Ethernet operation, Fast Ethernet, Spanning Tree Protocol and virtual LANs. 3 lecture hours; 0 lab hours per week.

NETW 185 Cisco IV 3 cr. hrs.
Prerequisite: NETW 125, NETW 145, NETW 165.

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. 3 lecture hours; 0 lab hours per week.

NETW 190 Networking Internship 1-3 cr. hrs.
Prerequisite: NETW 120.

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.
Prerequisite: Completion of COER 112, COER 116 and CS 100 classes or by instructor permission.

This course provides the knowledge and skills necessary to implement, administer, and troubleshoot information systems that incorporate Microsoft Windows Workstation. 3 lecture hours; 0 lab hours per week.

NETW 215 Window Server 3 cr. hrs.
Prerequisite: Completion of NETW 210 or by instructor permission.

This course provides the knowledge and skills necessary to implement, administer, and troubleshoot information systems that incorporate Microsoft Windows Server. 3 lecture hours; 0 lab hours per week.

NETW 216 Windows Network Environment 3 cr. hrs.
Prerequisite: Completion of NETW 215 or by instructor permission.

This course provides the skills necessary to install, manage, monitor, configure, and troubleshoot DNS, DHCP, Remote Access, Network Protocols, IP Routing, and WINS in a Windows network infrastructure and the skills required to manage, monitor, troubleshoot Network Address Translation and Certificate Services that

incorporate Microsoft Windows Networking. 3 lecture hours; 0 lab hours per week.

NETW 217 Windows Directory Services 3 cr. hrs.

Prerequisite: Completion of NETW 216 or by instructor permission.

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: Completion of NETW 217 or by instructor permission.

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: Completion of NETW 219 or instructor permission.

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: Completion of NETW 220 or instructor permission.

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.

Prerequisite: NETW 130 or permission of instructor.

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.

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 100 Transition Course for LPN's 2 cr. hrs.

Prerequisite: Admission to the Associate Degree Nursing Program and hold an active license as a Licensed Practical Nurse.

This course is designed to allow the Licensed Practical Nurse to achieve advanced placement in the Associate Degree Nursing program. 2 lecture hours; 0 lab hours per week.

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, stress, pain, immobility, infection and inflammation, and pharmacology are also included. 8 lecture hours; 6 lab hours per week.

NURS 122 Nursing Concepts II 10 cr. hrs.

Prerequisite: Satisfactory completion of all program prerequisites, BIOL 145, PSYC 200, and NURS 112 (Concepts I).

Nursing 122, Nursing Concepts II, will focus on the concepts of care of the well client/family across the

lifespan and care of the adult client with common health alterations. This course is designed to develop understanding of and the utilization of the nursing process and skills on the care of the essentially healthy individual. This course will include care of adults with alterations in health including tissue perfusion, fluids and electrolytes, metabolism, altered cell growth and maladaptive behavioral responses. 7 lecture hours; 9 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. .5 lecture hours; 0 lab hours per week.

NURS 150 Pharmacology Calculations 1 cr. hr.

Prerequisite: MATH 080 or ASSET numerical score greater than 43.

NURS 150 is a course for nursing students and prospective nursing students. The course focuses on math skills needed for drug equivalent calculations, drug dosage calculations, and calculations for intravenous therapy. NURS 150 is a one credit hour course. 1 lecture hours; 0 lab hours per week.

NURS 216 Nursing Concepts III 10 cr. hrs.

Prerequisite: Completion of Level II nursing with grade of "C" or above.

Nursing Concepts III focuses on the nurse's role in the care of individuals who experience difficulty with psychosocial adaptation, chronic illness and disability, nutrition, mobility, immunity, and sensory perception. The student will utilize the nursing process within the nurse-client relationship in assisting adults and children achieve or maintain their optimal level of wellness. Prototypes of common health problems will be used to represent the selected concepts. 6 lecture hours; 4 lab hours per week.

NURS 226 Nursing Concepts IV 10 cr. hrs.

Prerequisite: Satisfactory completion of all program prerequisites and Level I, II, and III.

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. 5 lecture hours; 5 lab hours per week.

NURS 230 Nurse Seminar 2 cr. hrs.

Prerequisite: Enrollment in second year nursing classes.

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 include issues and responsibilities in nursing, current trends 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, and the responsibilities of the nurse as a contributing member of a community. 2 lecture hours; 0 lab hours per week.

NURS 250 Nursing Practice Update 6 cr. hrs.

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 consent of instructor.

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 consent of instructor.

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 3 cr. hrs.

Prerequisite: RN or consent of instructor.

NURS 270 is an elective course designed for registered nurses to refine their health assessment skills. The course includes theory and application of techniques used in physical assessment. Students will learn how to take a detailed health history, as well as how to perform a complete head to toe physical examination. 3 lecture hours; 0 lab hours per week.

NURS 286 Train the Trainer for RNs 3 cr. hrs.

Prerequisite: 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 consent of instructor.

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 or 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 101 Introduction to Philosophy 3 cr. hrs.

Prerequisite: The appropriate COMPASS score or successful completion of ENG 091.

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: The appropriate COMPASS score or successful completion of ENG 091.

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 202 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 205 Studies in Philosophy 3 cr. hrs.

Prerequisite: The appropriate COMPASS score or successful completion of REA 098; the appropriate COMPASS in English or successful completion of ENG 091; one course in philosophy or permission of instructor.

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: The appropriate COMPASS score or successful completion of REA 098; the appropriate COMPASS score or successful completion of ENG 091.

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 161)

Physics

PHYS 101 General Physics 4-5 cr. hrs.

Prerequisite: Concurrent enrollment in college algebra or equivalent.

For students majoring in a field other than engineering, mathematics or physics. Theory of mechanics, heat and sound. Graduation credit not permitted for both PHYS 101 and 201. 3 lecture hours; 2-4 lab hours per week. IAI: P1 900L

PHYS 102 General Physics 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. 3 lecture hours; 4 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: P1901

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 consent of instructor.
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, BIO 903, EGR 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: BIO 904, EGR 912

PHYS 214 General Physics (Quantum) 2 cr. hrs.
Prerequisite: 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 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 251 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, PLS 911

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. THIS COURSE FULFILLS THE ILLINOIS CONSTITUTION TEST REQUIREMENT FOR OUT-OF-STATE HIGH SCHOOL GRADUATES. 3 lecture hours; 0 lab hours per week. IAI: S5 9002

POLS 258 Selected Studies in Political Science 1-3 cr. hrs.
Prerequisite: Consent of instructor.
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 904N

Practical Nursing

PN 101 Fundamentals of Practical Nursing 6 cr. hrs.
Prerequisite: COMM 100, MATH 080, PN 110.
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. 6 lecture hours; 0 lab hours per week.

PN 105 Pharmacology in Practical Nursing 1 cr. hr.
Prerequisite: Admission to Practical Nursing Program, MATH 080.
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 1 cr. hr.

Prerequisite: PN 105 or consent of instructor.

Drug classifications are studied through the structure of the nursing process. 1 lecture hour; 0 lab hours per week.

PN 108 Care of the Older Adult 6 cr. hrs.

Prerequisite: PN 101, PNC 101, concurrent enrollment in PN 105 and PNC 108.

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 110 Basic Anatomy and Physiology 3 cr. hrs.

Basic concepts of human anatomy and physiology. 3 lecture hours; 0 lab hours per week.

PN 124 Family Nursing 6 cr. hrs.

Prerequisite: PN 101, PNC 101, PN 105, PNC 108, PN 108, PN 125, PNC 125; Concurrent enrollment in PNC 124.

Emphasizes the nursing care of families during child-bearing and ill children. Concepts of growth and development, effects of illness on families, and hospitalized children are also discussed. 12 lecture hours; 0 lab hours per week.

PN 125 Medical-Surgical Nursing 6 cr. hrs.

Prerequisite: PN 101, PNC 101, PN 105, PN 110; Concurrent enrollment in PNC 108, PNC 125.

Within the framework of the nursing process, theories of nursing care for patients with acute medical-surgical problems are discussed. 12 lecture hours; 0 lab hours per week.

PN 130 Mental Health Nursing 3 cr. hrs.

Prerequisite: PN 101, PNC 101; *Prerequisite or concurrent enrollment in PN 105.*

The nursing process is applied to patients with problems of mental health, managing daily problems, and achieving satisfaction from life's developmental stages. 3 lecture hours; 0 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 1-3 cr. hrs.

Prerequisite: Current nursing license.

A basic study of the administration and regulation of intravenous infusions. Common intravenous solutions will be discussed. The technique of intravenous therapy will be taught and return demonstrations will be required if the three credit hour course is chosen with clinical laboratory practice. Nursing care of patient with IV therapy will be discussed. 2 lecture hours; 2 lab hours per week.

Practical Nursing Clinical**PNC 101 Fundamentals of Practical Nursing Clinical 2 cr. hrs.**

Prerequisite: COMM 100; MATH 080 or ASSET score of 44 or above; PN 110; concurrent enrollment in PN 101, PN 105.

With guidance, the nursing process is used in the care of patients with simple health problems. Eight week course. 0 lecture hours; 6 lab hours per week.

PNC 108 Care of the Older Adult Clinical 2 cr. hrs.

Prerequisite: PN 101, PNC 101, concurrent enrollment in PN 105 and PN 108.

This course emphasizes the application of the nursing process in the clinical setting. Students will provide nursing care to select patients focusing on the elderly and others with long-term health problems. Concepts of mental health nursing will be integrated. 0 lecture hours; 6 lab hours per week.

PNC 124 Family Nursing Clinical 2 cr. hrs.

Prerequisite: PN 101, PNC 101, PN 105, PN 110, PN 108, PNC 108, PN 125, PNC 125; concurrent enrollment in PN 124.

The nursing process is applied to families in child-bearing, well children, and ill children. Eight week course. 0 lecture hours; 6 lab hours per week.

PNC 125 Medical-Surgical Nursing Clinical 2 cr. hrs.

Prerequisite: PN 101, PNC 101, PN 105, PN 110, PN 130; concurrent enrollment in PN 125.

The nursing process is applied to patients with acute medical-surgical conditions. Eight week course. 0 lecture hours; 6 lab hours per week.

Physical Science**PS 101 Introduction to Physical Science 4 cr. hrs.**

A largely non-mathematical approach to physical science for elementary education and other non-science majors. The course deals with basic concepts of geology, geography, astronomy, meteorology, chemistry and physics. A study of human attempts to understand the physical universe. 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: P9900

Psychology

PSYC 101 Introductory Psychology **3 cr. hrs.**

Prerequisite: Reading scores, at minimum, qualifying for enrollment in REA 098 or a C or higher in SBS 100 or REA 093.

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, SPE 912

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.**

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.

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, SED 903, EED 903, PSY 904, SPE 913

PSYC 201 Industrial Psychology **3 cr. hrs.**
Prerequisite: PSYC 101.

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 (QC); consent of instructor (EC).

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. Emphasis is also placed on non-Western aspects of specified traditional Western theories (e.g., Jung, Fromm, Erikson, James) and Hinduism, Islam, and Buddhism are taught as primary non-Western personality theories. 3 lecture hours; 0 lab hours per week. IAI: PSY 907

PSYC 212 Experimental Psychology **3 cr. hrs.**
Prerequisite: PSYC 101.

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 learning 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. IAI: SW 912

PSYC 220 Applied Psychology **3 cr. hrs.**

Applies psychological theories, principles, and research to the context of everyday life, including such features as adjustment, motivation, communication, stress and coping,

social cognition, self-image, interpersonal relationships, attitudes, and maximizing human potential. 3 lecture hours; 0 lab hours per week.

PSYC 230 Social Psychology 3 cr. hrs.

Prerequisite: PSYC 101.

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, PSY 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 (QC); consent of instructor (EC).

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. IAI: PSY 902

PSYC 262 Child Psychology 3 cr. hrs.

Prerequisite: PSYC 101.

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, PSY 901, ECE 912

PSYC 264 Social Psychology of Aging 3 cr. hrs.

Prerequisites: PSYC 101.

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

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. IAI: PSY 903

PSYC 290 Educational Psychology 3 cr. hrs.

Prerequisite: PSYC 101 (QC); consent of instructor (EC).

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. IAI: SED 902, EDU 903

PSYC 295 Special Topics in Psychology 1-3 cr. hrs.

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.

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. 2 lecture hour; 3 lab hours per week.

PTA 113 Physical Agents I 2 cr. hrs.

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; 1.5 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.

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. 0 lecture hour; 6 lab hours per week.

PTA 205 Physical Therapy Science 2 cr. hrs.*Prerequisites: 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.*Prerequisite: PTA 100, PTA 113, PTA 202, BIOL 145.*

Study of scientific principles, indications, contraindications, and application of a variety of massage techniques. 1 lecture hour; .5 lab hour per week.

PTA 208 Therapeutic Exercise I 3 cr. hrs.*Prerequisites: 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.*Prerequisites: 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.*Prerequisites: 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.*Prerequisites: PTA 208.*

Discussion of education and clinical experiences. 2 lecture hours; 0 lab hours per week.

Reading

REA 093 Developmental Reading I 3 cr. hrs.

Improvement of basic developmental reading skills emphasizing vocabulary and comprehension skills. Students with the appropriate scores 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 Developmental Reading II 3 cr. hrs.

Improvement of basic 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 appropriate scores on the COMPASS reading test who are working toward an AA/AS degree students are required to take this course. Certain career programs may also require this course. See the program description in the catalog. 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 Directed Studies in Security 3 cr. hrs.*Prerequisite: Approval of instructor.*

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 Internship in Securities 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 Science 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.

Sociology

SOC 101 Principles of Sociology 3 cr. hrs.
Prerequisites: Reading scores, at minimum, qualifying for enrollment in REA 098 or a C or higher in SBS 100 or REA 093.

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 200 Contemporary Social Problems 3 cr. hrs.
Analysis of some vital social problems by applying sociological concepts and theories to the study of such topics as deviance, crime, minority relations, poverty and others. 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 901, S7 901, SOC 911

SOC 210 Contemporary Urban Institutions 3 cr. hrs.
Prerequisite: SOC 101 or consent of instructor.
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 consent of instructor.
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. IAI: SW 911

SOC 230 Sociology of Sex and Gender 3 cr. hrs.
Prerequisite: SOC 101 or consent of instructor.
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. IAI: S7 904D

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 913

SOC 251 Marriage and the Family 3 cr. hrs.
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 912

SOC 255 Social Statistics 3 cr. hrs.
Prerequisite: SOC 101 or PSYC 101; Math 091.
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. IAI: SOC 915

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.
Prerequisite: Placement test score for this level.
First course of a two semester sequence in elementary Spanish with emphasis upon speaking, listening

comprehension, reading, writing and culture. 4 lecture hours; 0 lab hours per week.

SPAN 101A Elementary Spanish I 4 cr. hrs.

First course of a four course sequence equivalent to the entire sequence of elementary Spanish 101 with emphasis upon speaking, listening comprehension, reading, writing and culture. 1 lecture hours; 0 lab hours per week.

SPAN 101B Elementary Spanish I 4 cr. hrs.

Prerequisite: SP 101A with a grade of C or higher or equivalent.

Second course of a four course sequence equivalent to the entire sequence of elementary Spanish 101 with emphasis upon speaking, listening comprehension, reading, writing and culture. 1 lecture hours; 0 lab hours per week.

SPAN 101C Elementary Spanish I 4 cr. hrs.

Prerequisite: SP 101B with a grade of C or higher or equivalent.

Third course of a four course sequence equivalent to the entire sequence of elementary Spanish 101 with emphasis upon speaking, listening comprehension, reading, writing and culture. 1 lecture hours; 0 lab hours per week.

SPAN 101D Elementary Spanish I 4 cr. hrs.

Prerequisite: SP 101C with a grade of C or higher or equivalent.

Fourth course of a four course sequence equivalent to the entire sequence of elementary Spanish 101 with emphasis upon speaking, listening comprehension, reading, writing and culture. 1 lecture hours; 0 lab hours per week.

SPAN 102 Elementary Spanish II 4 cr. hrs.

Prerequisite: Placement test score for this level or college Spanish 101 with a "C" or better.

Second course of a two semester sequence in elementary Spanish with emphasis upon speaking, listening comprehension, reading, writing and culture. 4 lecture hours; 0 lab hours per week.

SPAN 102A Elementary Spanish II 1 cr. hr.

Prerequisite: SP 101D with a grade of C or higher or equivalent or SPAN 101 with a grade of C or higher.

First course of a four course sequence equivalent to the entire sequence of elementary Spanish 102 with emphasis upon speaking, listening comprehension, reading, writing and culture. 1 lecture hour; 0 lab hours

SPAN 102B Elementary Spanish II 1 cr. hr.

Prerequisite: SP 102A with a grade of C or higher.

Second course of a four course sequence equivalent to the entire sequence of elementary Spanish 102 with emphasis upon speaking, listening comprehension, reading, writing and culture. 1 lecture hour; 0 lab hours

SPAN 102C Elementary Spanish II 1 cr. hr.

Prerequisite: SP 102B with a grade of C or higher.

Third course of a four course sequence equivalent to the entire sequence of elementary Spanish 102 with emphasis

upon speaking, listening comprehension, reading, writing and culture. 1 lecture hour; 0 lab hours

SPAN 102D Elementary Spanish II 1 cr. hr.

Prerequisite: SP 102C with a grade of C or higher.

Fourth course of a four course sequence equivalent to the entire sequence of elementary Spanish 102 with emphasis upon speaking, listening comprehension, reading, writing and culture. 1 lecture hour; 0 lab hours

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

SPAN 201 Intermediate Spanish I 4 cr. hrs.

Prerequisite: Placement score for this level or college Spanish 102 with a "C" or better.

First course of a two semester sequence in intermediate Spanish with emphasis upon 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: Placement score for this level or college Spanish 201 with a "C" or above or equivalent.

Second course of a two semester sequence in intermediate Spanish with emphasis upon 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: Placement score for this level or college Spanish 202 with a "C" or above or equivalent.

First course of a two semester sequence in advanced Spanish with emphasis upon 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: Placement score for this level, college Spanish 253 with a "C" or better, or four years of high school Spanish with a "C" or above, or equivalent.

Second course of a two semester sequence in advanced Spanish with emphasis upon 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 application of oral communication principles to the preparation and presentation of speeches. 3 lecture hours; 0 lab hours per week. IAI: C2 900

SPEC 111 Business and Professional Communication

3 cr. hrs.

Prerequisite: SPEC 101 or permission of instructor.

Examines factors which influence communication in the organization, including management styles, 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. IAI: SPC 921

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. IAI: SPC 916

SPEC 200 Communication Experiences 1

3 cr. hrs.

Prerequisite: SPEC 101 or consent of instructor.

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.

Truck Driving

TD 100S Commercial Drivers License Regulation

2 cr. hrs.

The Commercial Motor Vehicle Safety Act and the Homeland Security Act has placed stringent requirements on licensing of all commercial truck drivers. This two credit hour course is designed to deliver all of the needed information to take and pass the commercial Drivers License General Knowledge Written Exams in the states of Illinois and Iowa. Along with the Commercial Drivers License, required material will be units on log books and first aid training. 2 lecture hours; 0 lab hours per week.

TD 105S Commercial Vehicle Operation

7 cr. hrs.

Prerequisite: TD 100S

Professional Commercial Motor Vehicle Operators not only need the necessary information to be successful, but they must be able to operate the tractor-trailer combination in a proficient and safe manner. This seven credit hour course continues to deliver the information necessary to become a commercial vehicle operator, but also develops the skills and techniques essential to the safe and professional operation of a commercial vehicle. Information also includes training and certification in Basic Cardiac Life Support. 2 lecture hours; 16 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. IAI: TA918

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. IAI: TA918

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.) (Repeatable one time.) 3 lecture hours; 0 lab hours per week. IAI: TA917

THEA 201 Directing 3 cr. hrs.

Prerequisite: Permission of instructor.

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. IAI: TA918

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. IAI: TA918

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. IAI: 912

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. IAI: TA 913

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 112 Computer Literacy for TV 2 cr. hrs.**

Introduction to the preparation of graphic material for television using computers. 2 lecture hours; 0 lab hours per week.

TV 160 Introduction to Radio Broadcasting 4 cr. hrs.

Techniques of radio announcing, including writing and interpretation of radio copy (news, public service and commercials). Covers Federal regulations governing responsibility of broadcasters. 3 lecture hours; 2 lab hours per week. IAI: MC 915

TV 200 TV Work Experience 2 cr. hrs.

For broadcast majors only. Practical work experience in broadcasting. Primarily designed for Career Program students. 0 lecture hours; 20 lab hours per week.

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 905

TV 215 Broadcast Writing 3 cr. hrs.

Basic script writing for the broadcast media, with emphasis on program continuity, commercials, public service announcements, and promotional campaigns. Typing proficiency needed. 3 lecture hours; 0 lab hours per week. IAI: MC 917

TV 220 Introduction to Television 4 cr. hrs.

Prerequisite: Concurrent enrollment in TV 112.

Principles and practices of TV studio operation and scripting for TV. Student operation of equipment and production of short projects. 3 lecture hours; 2 lab hours per week. IAI: MC 916

TV 221 Television Production and Direction 4 cr. hrs.*Prerequisite: TV 220 or consent of instructor.*

Emphasis on student originality in creation of programs and commercials within laboratory setting. 3 lecture hours; 2 lab hours per week.

TV 260 Broadcast Perspectives 3 cr. hrs.

Traces origin and forces which have shaped the broadcasting industry. Study and investigation of FCC regulations, advertising ratings, cable, programming, and history, supplemented by guest appearances from local stations. 3 lecture hours; 0 lab hours per week. IAI: MC 914

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.*

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.*

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 emphasized during the course. 0 lecture hours; 4 lab hours per week.

WLD 105 Oxyacetylene Welding and Cutting.5-3 cr. hrs.

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.*

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.*

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.

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.*

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; 4 lab hours per week.

WLD 122 MIG Welding with Globular Transfer Process and Short Arc .5-2 cr. hrs.*Prerequisite: WLD 121.*

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.

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.

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