



Catalog Supplement 2023-2024

Last Updated: October 12, 2023

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Course Descriptions

(Deletions, updates, new)

Please see the 2023-2024 Academic Catalog or www.bhc.edu/academics/catalog for course descriptions not listed below.

DELETED COURSES

Effective Aug 2023

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Carpenter Apprenticeship

~~CA 101 Carpenter Apprenticeship~~

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

~~Prerequisite: Employment as a carpenter apprentice in a formally organized carpenter apprentice training program.~~

~~Regional variations and job-site problems: safety and first aid in construction and welding; hand tools and materials of the trade; trade terminology, and trade mathematics.~~

~~CA 102 Carpenter Apprenticeship~~

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

~~Prerequisite: CA 101 or equivalent.~~

~~Methods of fastening, materials of construction, carpentry science, layout foundations and elementary forming principles; trade mathematics.~~

~~CA 103 Carpenter Apprenticeship~~

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

~~Prerequisite: CA 102 or equivalent.~~

~~Preparing for the job, safety, leveling instruments, foundation and framework, wall and floor framing, and trade mathematics.~~

Effective Aug 2023

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~~MATH 074 Arithmetic~~

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

~~This course is designed as a review of basic computational skills including operations with fractions, decimals, and real numbers. Instruction will provide students with needed mathematical techniques and also enable students to reason and make the connections that are involved in the learning of mathematics. (1.4)~~

~~MATH 086 Fundamentals of Algebra~~

~~2.5 cr. hrs.; 0 lecture hours; 5 lab hours per week.~~

~~Prerequisite: Appropriate placement score or MATH 078 "A".~~

~~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. (1.4)~~

~~MATH 092 Math Literacy for College I~~

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

~~Prerequisite: Appropriate placement score or MATH 078 "C" or better.~~

~~This is the first of two courses that are designed to be an alternative developmental mathematics path for students who plan to take general education mathematics and/or general education statistics. This course focuses on developing mathematical maturity through problem solving, critical thinking, data analysis, and the writing and communication of mathematics. (1.4)~~

~~MATH 094 Math Literacy for College II~~

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

~~Prerequisite: Appropriate placement score or MATH 070 "C" or better, or MATH 081 or MATH 092 "C" or better.~~

~~This is the second of two courses that are designed to be an alternative developmental mathematics path for students who plan to take general education mathematics and/or general education statistics. This course focuses on developing mathematical maturity through problem solving, critical thinking, data analysis, and the writing and communication of mathematics. (1.4)~~

~~MECH 104 Electrical Systems II~~

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

~~Prerequisite: MECH 103 or instructor consent.~~

~~Study of electronics, regulation systems, ignition systems, components and accessories. Circuit understanding, troubleshooting, repair and service will be emphasized. (1.2)~~

Effective Aug 2024

Published October 12, 2023

~~ENG 091 Writing Fundamentals~~

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

~~English 091 emphasizes strategies for organization and development of paragraphs and short essays and focuses on~~

improving grammar, writing, and independent learning skills for academic writing. (1.4)

REA 098 Academic Reading

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

~~Prerequisite: Appropriate placement score.~~

~~REA 098 focuses on 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. Certain career programs may also require this course. (1.4)~~

Effective Jan 2024

Published October 12, 2023

ENG 099 Reading and Writing Essentials

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

~~Prerequisite: Appropriate placement score in reading and writing.~~

~~English 099 will provide students with skills necessary for academic reading and writing. The course will focus on academic writing and critical reading skills, grammar fundamentals, and MLA and APA documentation. (1.4)~~

COURSE UPDATES

Effective Aug 2023

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ACCT 103 Financial Accounting Lab

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

Prerequisite: Concurrent enrollment in ACCT 101 or ACCT 101 "C" or better.

Laboratory course accompanying ACCT 101 which provides a computerized learning environment to support the study of financial accounting principles. Emphasis is on understanding and applying basic accounting principles and concepts guiding the reporting of business transactions for service and merchandising enterprises to business problems using computer software. Completion of or concurrent enrollment in ACCT 101 is required. IAI: BUS 903 (1.1)

ACCT 171 Accounting Basics I - Lab

1 cr. hr.; 0 lecture hour; 2 lab hours per week.

Prerequisite: Completion of ACCT 170 "C" or better; or concurrent enrollment in ACCT 170.

An introductory course which provides a computerized learning environment to reinforce the basic principles, procedures, and methods of financial accounting. Provides accounting theory and practice as applied to proprietorships and partnerships. Stresses use of accounting data in business decisions. With ACCT 170, ACCT 180 and ACCT 181 is

designed for two-year career program students desiring to enter business occupations. (1.2)

ACCT 181 Accounting Basics II – Lab

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

Prerequisite: ACCT 170 and ACCT 171 "C" or better; and BUSN 160 recommended. Concurrent enrollment in ACCT 180.

Continues study of basic accounting principles and procedures as applied to corporations, partnerships, and manufacturing businesses. With ACCT 170, ACCT 171, and ACCT 180 is designed for two-year career program students desiring to enter business occupations. (1.2)

ACCT 290 Payroll Accounting

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

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

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

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Published June 15, 2023

PTA 208 Therapeutic Exercise I

3 cr. hrs.; 2 1 lecture hours; 3 4 lab hours per week.

Prerequisite: PTA 202 "C" or better.

Study of the principles, physiological effects, modification, and progression of a variety of therapeutic exercise utilized in physical therapy including strengthening, flexibility, and aerobic conditioning. Emphasis is placed on exercise prescription and guidelines for patients with orthopedic and cardiopulmonary conditions. (1.2)

BUSN 238 Salesmanship Sales Principles

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

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

Analyzes activities and processes of the professional sales presentation including prospecting, approaching, demonstration, meeting objections, and closing a sale. Studies characteristics and attributes of successful sales professionals. (1.2)

CHEM 111 Principles of Organo-Bio-Chem Organo-Bio-Chemical Principles

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

~~*Prerequisite: CHEM 101 or CHEM 110*~~ *CHEM 110 or 101 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. IAI: P1 904L (1.1)

ART 200 Special Topics in Art

1-3 cr. hrs.; ~~1-3~~ 0-3 lecture hours; ~~2-6~~ 0-6 lab hours per week. Concepts vary each semester. This course will workshop special topics in art and design as optional electives. Each offering may emphasize a different medium, technical process, or explore a focused area of art history. Examples of offerings include cartooning or gender in art history. (1.1)

ART 234 Digital Video and Editing

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

~~Prerequisite: ART 213 "C" or better; or instructor consent.~~

This course offers students a working knowledge of digital video techniques with a single lens reflex camera. Students will develop an understanding of the technical operation of camera and audio equipment, as well as digital editing software such as Adobe Premiere. Students will also learn to optimize video for a variety of outputs. (1.2)

BIOL 120 Nutrition

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

~~Reviews the principles of nutritional science, the steps of scientific method applied to nutrition research, and the current nutritional concepts and controversies. Topics include digestion, absorption, and functions of macronutrients and micronutrients; diet analysis; malnutrition; under-nutrition; and nutritional needs of pregnancy, infancy and other stages of life. An introduction to principles of nutrition, the scientific method applied to nutrition research, and current nutritional concepts and controversies. Topics include digestion, absorption, and functions of macronutrients and micronutrients; diet analysis; malnutrition; and nutritional needs of pregnancy, infancy, and other life stages. (1.1)~~

CS 105 Computer Science: Principles

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

~~Prerequisite: MATH 078 or appropriate placement score.~~

~~Appropriate placement score or MATH 070 "C" or better.~~

This course introduces students to the central ideas of computing and Computer Science, instills ideas and practices of computational thinking, and has students engage in activities that show how computing and Computer Science change the world. Students will learn that computing is both a creative and computational activity. Topics covered include abstraction, choosing computing tools to solve problems or express creativity, exploring patterns in "big data" in computer, developing algorithms to solve a problem and writing a program to implement an algorithm. This course is not programming-language specific. This course is an introductory course for both CS and non-CS-majors. (1.1)

CS 121 Intro to Computer Science

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

~~Prerequisites: Appropriate placement score or MATH 086 or 090 or 091 "C" or better; and CS 105 or instructor consent.~~

~~Recommended co-requisite: MATH 112 or MATH 112C, MATH 118, Math 124, or Math 131. Appropriate placement score or Math 070 "A" or Math 091 "C" or better; and CS 105~~

~~or instructor consent. Recommended co-requisite: Math 112 or Math 112C, Math 118, Math 124, or Math 131.~~

This course provides a disciplined approach to problem-solving and algorithm development using a high-level object-oriented language. Includes sequence, selection, and repetition control structures; program design, coding, debugging, testing and documentation; arrays, records, files, and concepts in agile and test-driven development. IAI: CS 911 (1.1)

MATH 062 Coreq. for College Algebra

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

~~Prerequisite: Appropriate placement score, or MATH 070 "C" or better, or MATH 081 "C" or better, or MATH 094 "C" or better; and concurrent enrollment in MATH 112C.~~

MATH 062 is a corequisite support course for MATH 112C. The course includes utilizing terminology and notation of basic algebra, simplifying algebraic expressions, describing key properties of basic functions, constructing and interpreting graphs of basic functions, solving equations, and using technology appropriately. (1.4)

MATH 078 Pre-Algebra

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

~~Prerequisite: Appropriate placement score; or MATH 074 "C" or better. Prior authorization required.~~

~~This course is designed as a review of the basic operations of arithmetic and an introduction to algebra. This course should be a transitional course from a course that involves only arithmetic operations to the first course in Algebra. It will provide students with needed techniques and also enable students to reason and make the connections that are involved in the learning of mathematics. It will emphasize the connections between verbal, numerical, symbolic, and graphical representations.~~

This course provides a review of the basic operations of arithmetic and an introduction to algebra. It will provide students with needed techniques and enable students to reason and make the connections that are involved in learning mathematics. The course emphasizes the connections among verbal, numerical, symbolic, and graphical representations. Applications will be relevant to Career and Technical fields/programs. (1.4)

MATH 085 Plane Geometry

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

~~Prerequisite: Appropriate placement score or MATH 081, 086 or 094 "C" or better. Appropriate placement score or MATH 081 or MATH 070 "C" or better.~~

Includes construction techniques, congruency, angles and triangles, similar polygons, parallel lines and planes, areas and volume, logic, and formal proofs. (1.4)

MATH 091 Intermediate Algebra

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

~~Prerequisite: Appropriate placement score; or MATH 070 "C" or better, or MATH 081 or 094 "C" or better.~~

Extension of basic algebraic properties and techniques. Includes polynomials, factoring, rational expressions, first and

~~second degree~~ *second-degree* equations and inequalities, functions, and graphing. (1.4)

MATH 108 Statistics for General Ed

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

~~Prerequisites: Appropriate placement score; or MATH 070 “A”, or MATH 086, 091, or 094 “C” or better. Appropriate placement score, or MATH 070 grade of “A”, or MATH 091 “C” or better.~~

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

MATH 110 Math for General Education

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

~~Prerequisites: Appropriate placement score; or MATH 070 “A”, or MATH 086, 091 or 094 “C” or better. Appropriate placement score, or MATH 070 grade of “A”, or MATH 091 “C” or better.~~

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

MATH 112 College Algebra

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

~~Prerequisites: Appropriate placement score; or MATH 086 or 091 “C” or better, and MATH 085 “C” or better. Appropriate placement score; or MATH 070 with a grade of “A”; or MATH 091 “C” or better; and MATH 085 “C” or better.~~

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

MATH 118 Precalculus

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

~~Prerequisites: Appropriate placement score; or MATH 070 “A”, or MATH 086 or 091 “C” or better, and MATH 085 “C” or better. Appropriate placement score; or MATH 070 “A” or better; or MATH 091 “C” or better; and MATH 085 “C” or better.~~

Precalculus includes properties of functions, graphs of functions, polynomial functions, rational functions, exponential functions, logarithmic functions, trigonometric functions, right triangle trigonometry, inverse trigonometric functions, trigonometric identities, trigonometric equations, solution of oblique triangles, polar coordinates, systems of equations, matrices, and conic sections. If a student has not previously completed a course in trigonometry, enrollment in the separate courses MATH 112 (College Algebra) and MATH 116 (Trigonometry) is recommended instead of MATH 118. Maximum credit for students taking any combination of MATH 112, 116, and 118 is 7 credit hours. (1.1)

PHYS 110 Introduction to Physics

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

Basic principles of force, waves, electricity and magnetism, and optics. Credit for this course will not be counted toward graduation if the student also completes PHYS 101 and 102 equivalent. IAI: P1 900L (1.1)

~~IAI: P1 900L (1.1)~~

PTA 202 Physical Rehabilitative Techniques

3 cr. hrs.; 1.5 lecture hours; 3 lab hours per week.

~~Prerequisite: PTA 201 “C” or better.~~

~~Study of basic rehabilitative techniques, such as goniometric measuring, patient positioning, range of motion exercise, transfer techniques, gait training, and chest physical therapy.~~

~~This course will introduce students to fundamental physical therapy patient care skills utilized for patient data collection, assessment, and basic treatment interventions. (1.2)~~

PTA 207 Massage-Therapeutic Massage

1 cr. hr.; 0.5 lecture hour; 1 lab hour per week.

~~Prerequisites: PTA 100, PTA 113, PTA 201, BIOL 145 “C” or better. Admission to the PTA program, PTA 113.~~

~~Study of scientific principles, indications, contraindications, and application of a variety of massage techniques. Study of the therapeutic use and application of massage and soft tissue mobilization techniques commonly utilized in physical therapy treatment. (1.2)~~

SOC 101 Principles of Sociology

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

~~Prerequisites: REA 103 with a “C” or better or appropriate reading placement score Appropriate placement score in reading; or REA 103 “C” or better; or concurrent enrollment in REA 103.~~

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. IAI: S7 900 (1.1)

SOC 250 Social Inequality

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

Analysis of power differentials that examines the inequalities and intersections of race/ethnicity, class, gender, and other significant social categories. A comprehensive overview of major sociological theories regarding interaction between dominant and minority groups, and an investigation into the experiences of different minority groups in the United States.. IAI: ~~S7 903D~~ S7 905D (1.1)

PS 101 ~~Introduction~~ Intro to Physical Science

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

A conceptual overview of physical science intended for non-science majors, including elementary education. Topics will include the fundamentals of chemistry, physics, geology, astronomy, and meteorology. IAI: P9 900L (1.1)

WLDG 125 GTAW I

3 cr. hrs.; 1 lecture hour; ~~5 lab hours per week~~; 4 lab hours per week.

This course will introduce gas tungsten arc welding (GTAW or TIG). Students will learn to properly set up the machine and weld in the flat position. Students will weld various thicknesses of materials. (1.2)

interscholastic levels. Motivation of athletes, coaching philosophy, ethical and legal compliance, and practice, contest, and seasonal preparation will be covered. During the course students will have the option to complete the Human Kinetics American Sport Education Program exam to become certified to coach at secondary level educational institutions in Illinois through the IHSA at no extra cost. This course is intended to develop and enhance students' knowledge and understanding of concepts and techniques of coaching and their application to achieving important objectives in working with athletes. (1.1)

Effective Aug 2023

Published October 12, 2023

ENG 031 Reading and Writing Essentials

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

ENG 031 will provide students with skills necessary for academic reading and writing. The course will focus on academic writing and critical reasoning skills, grammar fundamentals, and MLA documentation. (1.4)

NEW COURSES

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ART 289 Portfolio Development

1-3 cr. hrs.; 0 lecture hours; 2-6 lab hours per week.

Prerequisite: Instructor consent.

This course is offered as an independent study for students wishing to expand or strengthen their current body of work in art or design. Projects will be tailored to the individual student's goals. Objectives include creating a cohesive body of work for transfer students or revising projects for a portfolio for employment opportunities. Students will also learn to create supporting documents, such as an artist statement and resume. (1.1)

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PE 241 Theory of Coaching

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

This course is a comprehensive introduction to the coaching profession. Emphasis is placed on sport at the high school and

Degree in Education complete MATH 108.

Errata

Effective Aug 2023

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Published April 3, 2023

Early Childhood Education

Associate in Applied Science Code: 5362

Contact hhs@bhc.edu for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709.

Associate in Applied Science Degree

Suggested Courses

First Semester Credit Hours

ECE 100 Intro to Early Childhood 3
ECE 115 Infant/Toddler Development 3
ECE 200 Growth & Devel of Young Child 3
ENG 101 Composition I *or* 3
ENG 101C Composition I
Mathematics elective* 3
~~MATH 108 Statistics for General Education *or*~~
~~MATH 108C Statistics for General Education *or*~~
~~MATH 110 Math for General Education *or*~~
~~MATH 110C Math for General Education *or*~~
~~BUSN 160 Business Math I~~

Second Semester

ECE 201 Health, Safety & Nutrition 3
ECE 202 Observ/Assessment Y.C. 3
ECE 203 Curriculum for Early Child Prog 3
ECE 215 Infant/Toddler Curriculum 3
PSYC 101 Intro to Psychology *or*
SOC 101 Principles of Sociology 3

Third Semester

ECE 204 ECE Practicum I 3
ECE 205 Lang Dev & Activ for Young Chi 3
ECE 224 Methods of Guiding Children's Behav 3
Humanities elective 3
SPEC 111 Business & Professional Comm. *or*
SPEC 175 Intercultural Communications Communication *or*
SPEC 101 Principles of Speech Communication 3

Fourth Semester

ECE 214 ECE Practicum II 3
ECE 225 Math & Science for the Young Child 3
EDUC 210 The Exceptional Child 3
ECE 220 Admin/Sup/EC Prog 3
ECE 222 Child, Family, and Community 3

Minimum total hours required for degree 60

**It is recommended that students pursuing a Bachelor's*

Early Childhood Educator Certificate

Certificate Code: 5363

Contact hhs@bhc.edu for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709.

Suggested Courses

ECE 100 Intro to Early Childhood 3
ECE 200 Growth and Devel of Young Child 3
ECE 201 Health, Safety & Nutrition 3
ECE 202 Observ/Assessment Y.C. 3
ECE 203 Curriculum for Early Child Prog 3
ECE 222 Child, Family, Community 3
ECE 224 Methods of Guiding Child Behav 3
ENG 101 Composition I *or* 3
ENG 101C Composition I
Mathematics elective* 3
~~MATH 108 Statistics for General Education *or*~~
~~MATH 108C Statistics for General Education *or*~~
~~MATH 110 Math for General Education *or*~~
~~MATH 110C Math for General Education *or*~~
~~BUSN 160 Business Math I~~
PSYC/SOC Elective
PSYC 101 Intro to Psychology *or*
SOC 101 Principles of Sociology 3

Minimum total hours required for certificate 30

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

Effective Aug 2023

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Practical Nursing Certificate

Certificate Code: ~~5667~~ 5666

Contact nurs@bhc.edu for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709. New students applying to Black Hawk College should select the AAS/General Occupational and Technical Studies (GOTS) until such time as they have been officially accepted by the department into this program.

The curriculum in Practical Nursing is career-oriented and the applicant must meet the following requirements for admission:

- High school graduation or equivalent
- Completion of pre-admission testing
- PN 110 with "B" or better or BIOL 145 with "C" or better within 5 years of acceptance into program
- Completion of TEAS or HESI test with minimum required score
- ENG 101, ENG 101C, or COMM 105

- MATH 070, MATH 078, or appropriate placement score
- Physical examination and immunizations are required prior to beginning clinical practice

Student must achieve a grade of “C” or above in all courses to continue in the program. Students must maintain a 2.0 GPA in order to graduate from Black Hawk College.

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.

Students who successfully complete this program will be able to:

- Display Practical Nursing knowledge at a competent level.
- Complete the ATI-Nursing education computerized learning and testing coursework.

Associate in Fine Arts

Associate in Fine Arts Code: 1245

Total minimum credits required: 62

Contact Persons: Quad Cities Faculty, Zaiga Thorson, 309-796-5469, Rm. 4-134; East Campus Recruiter, 309-854-1724, Rm. A-203.

Contact artandmusic@bhc.edu for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709

The Associate in Fine Arts in Art provides preparation for students planning to major in art at a four-year institution pursuing the BFA in Art. It is also appropriate for those who seek foundation-level training to work as a fine artist, graphic designer, illustrator, media designer, or animator. This degree includes successful completion of ART 200 Art Problems: Portfolio Development the semester prior to graduation, and the satisfactory evaluation of a final graduation portfolio that is representative of art program coursework at Black Hawk College. Students will meet with a program advisor to determine career/transfer objectives and assess portfolio needs/strengths. Additional coursework or internships may be advised to strengthen portfolio work or develop additional skills.

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Introduction to Building Trades

Certificate Code: 6172

Contact agriculture@bhc.edu for information.

NOTE: This program is not financial aid eligible.

~~Many carpenters learn their trade through formal apprenticeship. Students completing the Intro to Building~~

~~Trades certificate will be able to read blueprints, assist in the installation of structures such as wall and floor framing, be aware of building codes, use trade mathematics, work with different fastening methods and construction material. This certificate will be focused on residential carpentry. Students finishing this certificate will be prepared for entry level employment in residential construction.~~

Suggested Courses

First Semester	Credit Hours
CA 101 Carpenter Apprentice	3
CA 102 Carpenter Apprentice	3
CA 103 Carpenter Apprentice	3

Minimum total hours required for a certificate 9

Associate in Fine Arts

Associate in Fine Arts Code: 1245

Total minimum credits required: 62

Contact Persons: Quad Cities Faculty, Zaiga Thorson, 309-796-5469, Rm. 4-134; East Campus Recruiter, 309-854-1724, Rm. A-203.

The Associate in Fine Arts in Art provides preparation for students planning to major in art at a four-year institution pursuing the BFA in Art. It is also appropriate for those who seek foundation-level training to work as a fine artist, graphic designer, illustrator, media designer, or animator. This degree includes successful completion of ART 200 ~~Art Problems: Portfolio Development~~ *Special Topics in Art* the semester prior to graduation, and the satisfactory evaluation of a final graduation portfolio that is representative of art program coursework at Black Hawk College. Students will meet with a program advisor to determine career/transfer objectives and assess portfolio needs/strengths. Additional coursework or internships may be advised to strengthen portfolio work or develop additional skills.

All Design fields and most BFA Studio programs require a second semester portfolio review prior to being admitted to the degree program. Demonstrated proficiency and specific grade point averages may be required. Most coursework will be accepted but additional work to strengthen the portfolio may be required prior to admission thus delaying the time to degree completion. Students are strongly encouraged to contact their preference of transfer institution prior to their sophomore year for specific admission advice.

Each student who is awarded an Associate in Fine Arts degree by the College shall have completed thirty-seven (37) credit hours of general education:

First Semester	Credit Hours
ART 101 2-Dimensional Design	3
ART 121 Drawing I	3
ENG 101 Composition I <i>or</i>	

ENG 101C	Composition I	3
PSYC 101	Intro to Psychology	3
Physical Science Elective		3

Second Semester

ART 111	3-Dimensional Design	3
ART 122	Drawing II	3
SPEC 101	Principles of Speech Communication	3
ENG 102	Composition II	3
Life Science Elective		4

Third Semester

ART 200	Art Problems: Portfolio Development	1
ART 200	Special Topics in Art	1
ART 213	Digital Photography	3
ART 201	Life Drawing	3
ART 281	History of Western Art I	3
*ART 290	Applications in Computer Art	3
Mathematics Elective		3

Fourth Semester

ART 282	History of Western Art II	3
ART	Studio Elective	3
SOC 101	Principles of Sociology	3
Humanities Elective		3
Humanities Elective		3

Minimum total hours required for degree 62

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Published June 15, 2023

~~Banking and Finance Certificate~~ Financial Services Certificate

Certificate Code: ~~5695~~-5795

Contact bcengt@bhc.edu for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709 .

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

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

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

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

Suggested Courses

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

Second Semester

ACCT 180	Accounting Basics – Career II	3
ACCT 181	Accounting Basics II – Lab	1
BUSN 238	Sales Principles	3
BE 180	Business Communications	3
BUSN 195	Personal Finance	3
BUSN 210	Financial Institutions & MKTS <i>or</i>	3
BUSN 215	Personal Investing	

Minimum total hours required for certificate 32

Business

Associate in Applied Science Code: 5435

Contact bcengt@bhc.edu for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709

A business degree provides knowledge and skills that translate across many roles and industries. This program helps you develop essential skills and knowledge required to enter or advance in today's business job market. The curriculum emphasizes a practical, hands-on approach to understanding foundational business elements such as operations management, marketing, human resource management, accounting, and finance.

Students in this program have the opportunity to hone their business skills through practical application of business concepts, teamwork, and internships. A business advisory committee comprised of business professionals from a variety of industries ensures that business graduates are well equipped and have access to resources to land their dream job or launch their next business venture.

Students who complete this program will be able to:

- Demonstrate the ability to apply and synthesize the functional areas of business to make sound business decisions.
- Demonstrate knowledge of traditional business functions including entrepreneurship, economics, leadership, management marketing, accounting and finance.
- Communicate in a variety of domains, including writing, speaking, listening and reading, while respecting the impact of technology on effective communication.
- Analyze and appreciate the role of cultural diversity and the impact of continuously changing global business environment in business decision making using the appropriate strategic framework.

- Evaluate the use of financial budgeting concepts to make sound decisions in managing personal finances.
- Employ critical thinking skills to evaluate the practical implications of organizational policies, decisions and strategy.
- Identify, evaluate and articulate defensible resolutions to practical social responsibility and ethical dilemmas.

Suggested Courses

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

Second Semester

ACCT 180	Accounting Basics – Career II	3
ACCT 181	Accounting Basics II – Lab	1
BUSN 195	Personal Finance	3
BUSN 220	Business Math II	3
BUSN 242	Principles of Supervision <i>or</i>	
BUSN 250	Human Resource Management	3
BUSN 245	Business Entrepreneurship	3

Third Semester

BL 201	Business Law I <i>or</i>	
BL 202	Business Law II	3
BUSN 230	Principles of Marketing	3
BUSN 240	Principles of Management	3
ECON 221	Principles of Macroeconomics <i>or</i>	
ECON 222	Principles of Microeconomics	3
* Elective		3

Fourth Semester

BUSN 266	Business Policy and Ethics	3
BUSN 238	Salesmanship Sales Principles	3
BUSN 247	Business Internship	3
BUSN 249	Business Seminar	1
BE 180	Business Communications	3

Minimum total hours required 60

*You may choose from the approved list of electives listed below:

Accounting Electives: ACCT 121, ACCT 123, ACCT 240, ACCT 290

Business Education Electives: BE 146, BE 264

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

International Business Electives: BUSN 270, BUSN 272

Marketing Electives: BUSN 236, BUSN 280, BUSN 284

Management Electives: BUSN 118, BUSN 121, BUSN 241, BUSN 242, BUSN 243, BUSN 250, BUSN 251, BUSN 252

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

Contact bcengt@bhc.edu for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709

This degree is offered only at the Quad Cities Campus.

Pending approvals to proposed updates, this program is not currently accepting new students.

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

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

~~Students completing this two year degree complete a one semester internship. This provides them with work experience in the community. Students are also invited to network by participating in student and professional organizations. With these opportunities in place, graduates are successful in finding employment with this degree.~~

Suggested Courses

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

Second Semester

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

Third Semester

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

Fourth Semester

BE 247	Advanced Info Processing Applications	3
BE 265	Internship	3
BUSN 266	Business Policy and Ethics	3

Administrative Assisting

Associate in Applied Science Code: 5468

BUSN, BE, BL, or ACCT Elective	3
BUSN, BE, BL, or ACCT Elective	3
<i>Minimum total hours required for degree</i>	<i>61</i>

Students who plan to work in a legal office should complete BL 201 and BL 202.

**BE 180 Business Communications is a required course for completion, and curriculum changes are pending for this program due to BE 180 being updated from 4 credits to 3 credits.*

Administrative Office Support Certificate

Certificate Code: 5968

Contact beengt@bhc.edu for information; Advising Center, 309 796 5100, Rm 1 213; East Campus Advising Center, 309 854 1709

Pending approvals to proposed updates, this program is not currently accepting new students.

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

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

Suggested Courses

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

Second Semester

BE 105 Business Presentation Skills	2
BE 142 Computerized Keyboarding II	4
BE 145 Microsoft Word	3
BE 146 Microsoft Excel	3
* [†] BE 180 Business Communications	4

Minimum total hours required for certificate *31*

The Administrative Office Support Certificate is based upon a "ladder" concept so that students may exit the program after 31 hours or continue to pursue the Administrative Assisting Associate in Applied Science degree. The certificate consists of the first two semesters of the degree.

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

**BE 180 Business Communications is a required course for completion, and curriculum changes are pending for this program due to BE 180 being updated from 4 credits to 3 credits.*

Medical Office Receptionist

Certificate Code: 5581

Contact Person: QC Faculty, Contact lhs@bhc.edu for information; Advising Center, 309 796 5100, Rm 1 213; East Campus Advising Center, 309 854 1709

This certificate is offered only at the Quad Cities Campus.

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

Students who successfully complete this program will be able to:

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

Suggested Courses

First Semester	Credit Hours
BE 100 Work Environment Orientation	2
ACCT 170 Accounting Basics Career I	3
ACCT 171 Accounting Basics I Lab	1
BE 110 Data Entry Applications fall	1
BE 141 Computerized Keyboarding	3

BE 145	Microsoft Word	3
BIOL 150	Medical Terminology	3

Second Semester

BUSN 116	Business Relations	3
BE 106	Records Management	3
*BE 180	Business Communications	4
HIM 156	Intro to Health Insurance	3
HIM 200	Advanced Medical Terminology	3
HIM 255	Management of Elec. Health Records	3

Minimum total hours required for Certificate 35

* Students should look at Assessment and Orientation.

*BE 180 Business Communications is a required course for completion, and curriculum changes are pending for this program due to BE 180 being updated from 4 credits to 3 credits.

Air Conditioning Specialist

Certificate Code: 5513 5613

Contact agriculture@bhc.edu for information.

NOTE: This program is not financial aid eligible.

The Air Conditioning Specialist certificate program provides the practical knowledge of the component parts as well as the diagnostic and repair procedure required to become an air conditioning specialist. Students completing this certificate program may be employed as sentry level air conditioning technicians in air conditioning specialty shops, automotive repair businesses, or automotive dealerships. This program may be completed in one semester.

Enrollment in the Air Conditioning Specialist certificate program is limited. Students are required to provide their own basic set of tools. Information on admission requirements and required tools may be secured from one of the contact persons or the Enrollment Services Office.

The Air Conditioning Specialist certificate program provides the practical knowledge of the component parts as well as the diagnostic and repair procedure required to become an air conditioning specialist. Students completing this certificate program may be employed as entry-level air conditioning technicians in air conditioning specialty shops, automotive repair businesses, or automotive dealerships. This program may be completed in one semester.

Enrollment in the Air Conditioning Specialist certificate program is limited. Students are required to provide their own basic set of tools. Information on admission requirements and required tools may be secured from one of the contact persons or the Enrollment Services Office.

Summer Semester	Credit Hours
AUTO 207 Engine Performance II	3
AUTO 299 ASE Review	1
MECH 105 Fuel Control Systems	4
MECH 112 Mobile HVAC	3
MECH 290 Work Exp Internship Seminar	1

Minimum total hours required for certificate

12

Physical Therapist Assistant

Associate in Applied Science Code: 5179

Contact hhs@bhc.edu for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709.

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

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

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

The Physical Therapist Assistant Program at Black Hawk College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave, Ste 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245, 800-999-2782; e-mail: accreditation@apta.org; website: <http://www.capteonline.org>.

Admission Requirements:

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

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

Students completing this program will be able to:

- Demonstrate behaviors that provide patient safety and appropriate critical thinking skills commensurate with the practicing health care environment.
- Demonstrate safe and evidence-based treatment interventions, competence in data collection

commensurate with conditions and diseases in today's health care environment.

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

Suggested Courses

First Semester

		Credit Hours
BIOL 145	Anatomy - Physiology I	4
BIOL 150	Medical Terminology	3
ENG 101	Composition I <i>or</i>	3
ENG 101C	Composition I	
PTA 100	Introduction to PTA	3
PTA 113	Physical Agents I	2
PTA 201	Kinesiology	4
PTA 207	Massage Therapeutic Massage	1

Second Semester

BIOL 146	Anatomy - Physiology II	4
PSYC 101	Intro to Psychology	3
PTA 202	Physical Rehabilitative Techniques	3
PTA 203	Pathology	2
PTA 204	Practicum I	3

Third Semester

PSYC 200	Human Growth and Development	3
PTA 205	Physical Therapy Science	2
PTA 208	Therapeutic Exercise I	3
PTA 214	Practicum II	4
SPEC 114	Interpersonal Communication	3

Fourth Semester

MATH 108	Statistics for General Education <i>or</i>	
MATH 108C	Statistics for General Education <i>or</i>	
CS 100	Intro to Computers	3
PTA 209	Therapeutic Exercise II	4
PTA 213	Physical Agents II	2
PTA 290	Clinical Seminar	2
SPEC 175	Intercultural Communication	3

Fifth Semester

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

Minimum total hours required for degree 72

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Visual Communication

Associate in Applied Science Code: 5457 5458

Contact artandmusic@bhc.edu artdesign@bhc.edu for information; Advising Center, 309-796-5100, Rm 1-213; East Campus Advising Center, 309-854-1709

The Visual Communication Degree (AAS) is offered through the Communication and Fine Arts Department.

The curriculum is rooted in a strong foundation of basic drawing and design skills, with classroom exercises providing practical and theoretical experience. Students develop strong skills and technical knowledge using a variety of software programs (based in the Adobe Creative Suite, which includes Illustrator, InDesign, and Photoshop), as well as experience with digital cameras, downloading images, scanning, printers and digital prepress considerations. Courses also develop skills for working in a team-based environment, as well as communication skills with supervisors, clients, writers, and other marketing and advertising professionals.

Students will learn basic skills applicable to career possibilities in graphic design, editorial design, production artist, illustration, photography and photo retouching, web design, digital prepress, etc.

Upon completion of the AAS degree, students will submit a portfolio of work for final approval by the faculty. Internship possibilities are available and have led to part time and full-time employment for many alumni.

Students interested in a four year Bachelor's degree in a more specialized aspect of visual communication, should see the art curriculum listed in the Black Hawk College catalog under the Associate in Arts (AA) transfer degrees.

Students completing this program will be able to:

- Basic drawing and design skills with a strong understanding of design principles and color theory, as applied to a variety of design related careers, such as graphic design, web design, illustration, photography, display design, etc.
- Strong skills and technical knowledge in several Adobe Creative Suite programs, particularly InDesign, Illustrator, Photoshop, Lightroom and Animate. Understanding of technical requirements for a variety of applications, such as digital prepress and print, photography and photo retouching, web publishing and digital applications.
- Ability to work in a team environment exploring a variety of avenues to a project, while remaining flexible and open to concepts and applying critical thinking and problem solving skills.
- Strong visual and verbal communication skills to convey design concepts to clients, supervisors, writers,

~~printers and other marketing and advertising professionals.~~

- ~~• Understanding and experience using a variety of equipment such as inkjet and laser printers, scanners, stylus tablets, digital cameras and studio lighting.~~
- ~~• Digital and print portfolio demonstrating experience in designing print ads, brochures, logos and identity systems, information graphics, editorial publications, web graphics, posters, packaging design, etc.~~

The Visual Communication Degree (AAS) is offered through Art, Design, and Performing Arts Department.

The curriculum is rooted in a strong foundation of art and design skills, with classroom exercises providing practical and theoretical experience. Students develop skills and technical knowledge in industry standard software (such as Adobe Creative Suite) and industry standard equipment (including digital cameras, audio and lighting equipment, large-format printers, scanners, drawing tablets, and prepress considerations). Coursework also focuses on developing strong concepts, troubleshooting design issues, and critical thinking while working as an individual or in team-based environments.

Students will learn foundational skills applicable to career possibilities in many areas of visual communication, including graphic design, industrial design, illustration, photography, videography, motion graphics, animation, and more. At the end of the program, students will submit a comprehensive portfolio of work for faculty to review prior to graduation.

The AAS in Visual Communication degree is intended for students seeking to start a career upon completion of the program. Students interested in transferring to complete a four-year Bachelor's degree in a more specialized aspect of visual communication should review the Art transfer degrees in the catalog: the Associate in Arts (AA) and Associate in Fine Arts (AFA).

Students completing this program will be able to:

- Exhibit foundational art and design skills with a strong understanding and application of design principles and color theory.*
- Exhibit technical knowledge in industry standard programs, including applications in the Adobe Creative Suite.*
- Exhibit technical knowledge of industry standard equipment, including digital cameras, audio and lighting equipment, large-format printers, scanners, drawing tablets, and prepress considerations*
- Work in an individual or team environment developing strong concepts, critical thinking skills, communication strategies, and problem-solving tactics.*
- Communicate design concepts efficiently to supervisors, clients, and industry professionals.*

- Create a comprehensive and quality portfolio demonstrating proficiency in multiple areas of visual communication, including ads and flyers, information graphics, photography, typographic design, web graphics, packaging, and more.*

Suggested Courses

First Semester

		Credit Hours
ART 101	2-Dimensional Design	3
ART 121	Drawing I	3
ART 131	Type and Digital Layout	3
ART 190	Introduction to Computer Art	3
ART 213	Digital Photography	3
CS 100	Intro to Computers	3
ART 215	Digital Imagery	3
ART 281	History of Western Art I	3

Second Semester

ART 111	3-Dimensional Design	3
ART 122	Drawing II	3
ART 131	Type and Digital Layout	
ART 246	Production and Prepress (even year) or	
	Choose 1 Art Studio Elective	3
PSYC 101	Intro to Psychology	3
ART 213	Digital Photography	3
ART 217	Digital Drawing	3
ART 246	Graphic Design or	
ART 248	Production and Prepress	3
CS 100	Intro to Computers	3

Third Semester

ART 201	Life Drawing	3
BUSN 160	Business Math I	3
COMM 100	Communication Skills or	3
ART 215	Digital Imagery	3
COMM 100	Communication Skills	3
ENG 101	Composition I or	
ENG 101C	Composition I	3
	Choose 1 Art Studio Elective	3
	Choose 1 Art History Elective	3
PSYC 101	Intro to Psychology	3
SPEC 114	Interpersonal Communication	3

Fourth Semester

ART 246	Graphic Design or	
ART 217	Digital Drawing	3
ART 248	Production and Prepress	3
ART 234	Digital Video and Editing or	
ART 247	Motion Graphics	3
SPEC 111	Business and Professional Comm or	
SPEC 114	Interpersonal Communication	3
SPEC 175	Intercultural Communication	3
	Choose 1 Art History Elective	3
ART 282	History of Western Art II	3
JOUR 221	Intro to Mass Communication or	
BUSN 230	Principles of Marketing or	
BUSN 236	Introduction to Advertising	3

~~Two courses from any of the tracks below. Courses listed under each track are faculty recommendations based on a particular focus area. Students may tailor those selections based on their own needs.~~

Photography track:

ART 232 The Photographic Series 3

Illustration track:

ART 211 Painting 3

Web Design track:

CIP 170 Web Page Development 3

CIP 181 Advanced Web Page Development—spring only 3

Art History Elective Options:

- ART 281 History of Western Art I
- ART 282 History of Western Art II
- ART 285 Survey of Asian Art
- ART 286 Survey of Non-Western Art
- MCA 221 Intro to Mass Communication

Art Studio Elective Options:

- ART 201 Life Drawing
- ART 211 Painting
- ART 212 Advanced Painting
- ART 232 The Photographic Series
- ART 233 Studio Lighting
- ART 234 Digital Video and Editing
- ART 235 Elements of Web Design
- ART 246 Graphic Design
- ART 247 Motion Graphics
- ART 289 Portfolio Development
- CIP 170 Web Page Development

Minimum total hours required for degree 66 60

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Collections

Individual payment arrangements are available to all students with a past due balance. Setting up a monthly payment plan with Black Hawk College will assist in avoiding future late fees as well as avoid being turned over to collections as long as the payments are current. Students will not be allowed to register for additional courses ~~or receive their transcripts, for reasons other than employment,~~ with a past due balance on their account.

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Published Sept 1, 2023

Financial Arrears

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

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Transcripts

Official BHC transcripts should be ordered online at www.bhc.edu/transcript. An electronic signature using your mouse and a processing fee are required. ~~All financial obligations to the college must be resolved before an official transcript request can be processed for any purpose other than employment.~~ Transcript orders are not accepted by phone.

Denial of Enrollment

Students with past-due accounts with the College may not register for classes ~~or have official transcripts sent for purposes other than employment.~~

Non-Traditional Credit

- Departmental Proficiency
- Portfolios
- Advanced Placement Program
- College Level Examination Program (CLEP)
- Armed Service Experience
- High School Articulation
- Child Development Associate Credential
- International Baccalaureate
- Other Learning Experiences

International Baccalaureate (IB)

Beginning with the 2017-2018 academic year, subject scores of 4 or higher for International Baccalaureate Diploma Programme subjects shall be accepted for credit to satisfy degree requirements. Credit will be granted toward electives and students may work with the appropriate academic department to determine whether or not an IB assessment may transfer as credit toward a specific Black Hawk College course.

Other Learning Experiences

Students with education, professional or training experiences that do not appear on a transcript from a regionally accredited institution and have not been evaluated by the American Council on Education (ACE),

will be evaluated by the appropriate academic department at Black Hawk College. This includes coursework from organizations such as Straighterline, Sophia Learning, or any similar company providing low-cost, online coursework. In order to be reviewed for college credit, students must submit an official transcript from the organization, along with the specific course syllabus to registrar@bhc.edu. BHC does not guarantee that college credit will be awarded and any credit awarded will be transcribed on the student record as proficiency credit, not as institutional transfer credit. Students will need to check with their transfer institution to verify whether or not proficiency credit of any type may be transferred in as college credit.

Effective Aug 2023

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Conferring Degrees and Certificates

~~Candidates for Associate degrees (AA, AS, AAS, AFA, and 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.~~

Candidates who have submitted a graduation application for Associate degrees (AA, AS, AAS, AFA, and ALS) and/or Certificates of Achievement will be recognized formally at the Commencement Ceremonies held in May at the end of each spring semester. Students will receive their printed certificates and diplomas following the close of the semester in which they apply for graduation and meet all graduation requirements.

Certificates that are auto awarded by the Registrar, without a student submitting a graduation application, will be awarded on the student's transcript as of the end date of the semester in which certificate requirements were completed. Auto awarded

certificates will not be printed and mailed to students unless a graduation application form is submitted to the college.

Effective Aug 2023

Published June 15, 2023

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Online Degree Audit

Through the college's web portal (myBlackHawk), students have the ability to check progress toward completion of a degree or certificate by identifying which courses have been completed and which courses are still needed to fulfill graduation requirements. Students are encouraged to work with an educational advisor to complete long-term educational plans that fit student needs. In addition, students may check to see how completed courses may be applied to a different certificate or degree by using the "What If" feature.

General Education Core Curriculum (GECC)

The Illinois Articulation Initiative (IAI) General Education Core Curriculum (GECC) provides a credential for completion of specific requirements. The GECC consists of a set of a minimum of 12 IAI courses (minimum 37 credit hours), and are part of the Associate in Arts Degree at Black Hawk College. Successful completion of these core courses at any participating college or university in the state of Illinois will facilitate transfer to any other participating associate or bachelor's degree program. These GECC courses are considered a 'package' to satisfy lower division General Education requirements, and course-to-course transfer is not guaranteed. ~~This credential will be, at minimum, a notation on the BHC transcript for each student meeting the requirements beginning in the Fall 2020 semester and after. This is not a workforce certificate nor industry-recognized credential.~~ *This credential is automatically awarded as a notation on the BHC transcript for each student meeting the requirements beginning in the Fall 2020 semester and after. This is not a workforce certificate nor industry-recognized credential.*

Effective Aug 2023

Published June 15, 2023

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Graduation

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

~~Students must apply for graduation before the deadlines. These dates are available in Enrollment Services and at <https://www.bhc.edu/academics/academicresources/graduation-commencement/>. Diplomas and certificates are mailed six to eight weeks after the end of the~~

~~semester in which the students are approved to graduate. Please visit <https://www.bhc.edu/academics/academicresources/graduation-commencement/> for more information.~~ *Students must apply for graduation before the published deadlines in order to be included in relevant publications. These dates are available in Enrollment Services and at <https://www.bhc.edu/academics/academicresources/graduation-commencement/>. Printed diplomas and certificates are mailed six to eight weeks after the end of the semester in which the students are approved to graduate. Please visit <https://www.bhc.edu/academics/academicresources/graduation-commencement/> for more information.*

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.

Effective Aug 2023

Published June 26, 2023

Auto Awarding of Certificates

Beginning in Summer 2019 term and after, students who successfully complete coursework meeting all requirements for an active Certificate at the College will have the certificate credential automatically awarded on their academic transcript, without submission of a graduation application form. Any earned Certificates will be awarded as of the end date of the semester in which requirements were completed, and will be considered a part of the student's permanent record. Auto awarded certificates will not be printed and mailed to students unless a graduation application form is submitted to the college.

Effective Aug 2023

Published September 18, 2023

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In accordance with the Veterans Benefits and Transition Act of 2018, beginning August 1, 2019, Black Hawk College will not take any of the four following actions toward any student documented as using U.S. Department of Veterans Affairs (VA) post 9/11 GI Bill® (Ch. 33) or Veteran Readiness and Employment (Ch. 31) benefits, or Dependent Assistance (Ch. 35) while their payment from the United States Department of Veterans Affairs is pending to the educational institution:

- Prevent their enrollment;
- Assess a late penalty to;
- Require they secure alternative or additional

funding;

- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

Effective Aug 2022

Published October 12, 2023

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Brake Specialist

Certificate Code: 5612

Contact agriculture@bhc.edu for information.

NOTE: This program is not financial aid eligible.

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, required tools, and scholarship opportunities by emailing agriculture@bhc.edu.

Fall Semester Credit Hours

AUTO 107 Engine Performance I	4
MECH 102 Brake and Hydraulic Systems	4
MECH 103 Electrical Systems I	3 4
MECH 111 Engine Repair	3

Minimum total hours required for certificate 15.