



**John Wood Community College
2009—2011 Catalog
Interim Update
September 2009**

The following information is an update to the JWCC 2009-2011 Catalog and Student Handbook. It provides the latest major changes in the policies and academic programs at the college, effective with the start of the 2009-2010 academic year unless otherwise noted. This lists only major changes which supersede relevant prior catalog information.

This publication is divided into three sections.

SECTION I: General Information, Policy and Procedure Changes

SECTION II: Academic Program Changes

SECTION III: Course Additions, Deletions, and Changes

In order to receive full benefit from reading the following information, please be certain you also have a copy of the current *JWCC Catalog and Student Handbook, 2009 – 2011*.

**SECTION I
General Information, Policy and Procedure Changes**

Inside Front Cover

New name/address for Uptown Adult Education Learning Center
John E. and Wanda Lee Kinscherff
Adult Education Learning Center
122 N. 5th, Quincy, IL 217.228.9489

Page 2

Bottom of page—Josh Welker, ADA/504 Compliance Officer, 217.641.4110;

Pages 4-5

Board of Trustees and President
New Trustees

Trustees Jeffery Bottorff and Janell Farmer and Student Trustee Kendra Stahl are no longer on the Board. New Board members are as follows:

JAMES C. GAY of Rockport was appointed to the Board in July 2005 and elected in 2009.

Owner/operator of a grain and beef cow operation, Mr. Gay has been active in a variety of community organizations and has served on several boards, including the Pike County Farm Bureau Board and Pikeland School Board. He is chairman of the Board of the Blessing Care Corporation (Illini Hospital), Community Foundation of the Quincy Area and serves on the Illinois Rural Electric Cooperative Board.

He is a graduate of the University of Illinois and has served on the Field Crops Advisory Committee for the UI-U/C Crop Science Department.

JEANETTA B. GREEN of Quincy was elected to the Board in 2009. She is a retired teacher and counselor and has been active in several community organizations, including the Quincy Public Library Board and Chaddock Board. She was also vice president of Walter Hammond Day Care and treasurer of Bethel AME Church.

REIDE FRAKES of Golden, Student Trustee (April 2009 – March 2010), is working toward an Associate in Science degree and will graduate in May 2010. He plans to transfer to Logan College of Chiropractic University to complete work for a Doctor of Chiropractic (D.C.) degree. He is active in the Student Government Association.

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Uptown Center, 2nd sentence

A new permanent location for the center is located at 122 North 5th Street. The building was donated to the College in March 2009, by John E. and Wanda Lee Kinscherff.

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Core Values

Excellence: We maintain ~~the highest~~ high professional standards in support of the college mission.

Mission

John Wood Community College will provide ~~the highest~~ high quality educational opportunities and services fully accessible at affordable levels in an attractive, caring, and safe environment to meet the needs of a diverse ~~community~~ district.

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Cooperative Education Agreements

Add—Manufacturing Technology

Swine Specialist*--Remove "*" and "pending state approval designations"

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Tuition and Fees

Tuition increase – Tuition for in-district students for 2009-2010 is \$107 per semester hour of credit, which includes a universally assessed fee of \$10 for institutional services;

Out-of District Residents:

Paragraph 1, 2nd sentence – Tuition for out-of-district students is \$207 per credit hour. Tuition for online courses, regardless of residence, is \$130 per credit hour.

Senior Citizens:

Sentence 1 & 2 – The College has a special tuition rate for residents of the JWCC District 60 years of age or older enrolling in credit courses. The rate for 2009-2010 is \$42 per credit hour, which includes a universally assessed fee of \$10 for institutional services.

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Internet Courses:

Tuition for Internet (online) courses for 2009-2010 is \$130 per credit hour.

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Refund Policy

Replace first 3 paragraphs with the following:

Credit Courses

Refunds will be made to students withdrawing from credit courses based on the following criteria:

- 1 Withdrawals that occur within the first two weeks from the designated start date for structured courses, alternative learning courses, e.g., online and open learning courses, that are more than eight weeks in length;
- 2 Withdrawals that occur within the first week from the designated start date for courses that are eight weeks or less in length but more than two days;
- 3 Withdrawals that occur before five business days from the designated start date for courses lasting two days or less.

Noncredit Classes and Events;

Unless otherwise noted in advance publicity, a student who notifies the Community Services office at least five business days prior to the day of the class or event will receive a full refund of the event or class fee. After that date, an administrative charge may be incurred. Refunds will not be issued for non-attendance.

It normally takes four weeks to process refunds.

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Statement of Satisfactory Academic Progress

Quantitative Measures

Insert New Number 2

2. If a student fails to earn any credit for the term, he or she will be placed on financial aid probation. When the student next attends, if he or she once again fails to earn any credits for the term, he or she will be placed on financial aid suspension.

Page 75

Graduation Requirements

A. General Education Portfolio Requirement – AA, AS

This graduation requirement has been deleted.

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2. Humanities and Fine Arts

a. Humanities:

Add to the list: RST 175 Foundational Religious Texts; H5 901

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a. Life Sciences – add the following courses to the list

BIO 110 Environmental Biology*

BIO 120 Ocean Ecology*

*Does not meet IAI, Includes a laboratory

CSC 104 Spreadsheets—Core Level	2 cr. hrs.
CSC 106 Intro to Computers	3 cr. hrs.
CSC 107 Word Processing—Core Level	2 cr. hrs.
CSC 116 Database—Core Level	2 cr. hrs.
CSC 121 Intro to Presentation Software	1 cr. hr.
CSC 141 Intro to Internet	1 cr. hr.
CSC 143 Intro to Desktop Info Mgmt	1 cr. hr.
CSC 155 Micro Operating Systems	1 cr. hr.
Total	16 cr. hrs.
Second Semester	
ACC 125 Computerized Accounting	3 cr. hrs.
BUS 101 Intro to Business	3 cr. hrs.
CSC 146 Intro to Web Page Design	2 cr. hrs.
CSC 221 Adv Presentation Software	1 cr. hr.
ENG 191 Business Writing	3 cr. hrs.
PSY 123 Career Management	1 cr. hr.
CSC Electives	4 cr. hrs.
Total	17 cr. hrs.

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Business Management Certificate—31 Semester Hours

Required Courses, Second Semester—delete CSC 115-Intro to Computer Programming

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Sales Certificate—32 Semester Hours

Certificate deleted

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Computer-Aided Design—AAS

Third Semester—CSD 204, change prefix to CAD

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Health Physical Education & Recreation

Area of Concentration Courses

Delete line—“Other HPR Suggested Courses”

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Homeland Security

Area of Concentration Courses

Course number change--HML 270—change to HML 282

Course title change—HML 282—Incident Management for the First Responder

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New Degree

Manufacturing Technology

AAS

64 Semester Hours

This degree is designed to provide students with the fundamentals of the manufacturing process. Students will learn the technological processes used in industry to function in a manufacturing business and to increase overall efficiency and productivity in manufacturing. The program focuses on how a product is manufactured, distributed, documented and supported. Disciplines in industrial robots, computer-aided drafting, computer-aided manufacturing (CAD-CAM), programmable logic controllers, material handling, storage, and inventory control are included in the curriculum. Upon completion of the program, students may transfer to a four-year institution that offers bachelor's-level industrial/manufacturing programs.

REQUIRED COURSES

FIRST SEMESTER

CAD 101	Intro to Drafting & Blueprint Reading for CAD	3 cr. hrs.
CAD 104	Intro to CAD	3 cr. hrs.
ELE 110	Intro to Electricity	3 cr. hrs.
ENG 101	Rhetoric & Composition I OR	
ENG 191	Business Writing	3 cr. hrs.
MFG 100	Manufacturing Technology	3 cr. hrs.
PSY 123	Career Management	<u>1 cr. hr.</u>
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SECOND SEMESTER

CAD 106	CAD Applications I	3 cr. hrs.
CMN 101	Intro to Speech OR	
CMN 104	Interpersonal Communications	3 cr. hrs.
ELE 215	Electric Motors & Controls	3 cr. hrs.
MAT 100	Technical Math	3 cr. hrs.
MFG 105	CAD/CAM	2 cr. hrs.
MFG 110	CAM Operations	<u>2 cr. hrs.</u>
		16

Semester Three:

CAD 200	CAD Applications II	3 cr. hrs.
ELE 205	Commercial Electricity	3 cr. hrs.
MAT 113	College Algebra	3 cr. hrs.
MFG 115	Statistical Process Control	2 cr. hrs.
MFG 120	Industrial Robots	3 cr. hrs.
	Humanities/Social & Behavioral Sciences	<u>3 cr. hrs.</u>
		17

Semester Four:

CAD 202	CAD Applications III	3 cr. hrs.
CAD 231	Tool Design I	3 cr. hrs.
ELE 225	Industrial Electricity	3 cr. hrs.
MAT 114	Trigonometry	3 cr. hrs.
MFG 125	PLC Manufacturing Systems	<u>3 cr. hrs.</u>
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Associate Degree Nursing

- Complete BIO 275* and 276* (Human Anatomy & Physiology I & II) AND the following six classes: BIO 293-Microbiology, CMN 101-Introduction to Speech I, ENG 101-Rhetoric &

Composition I, ENG 102-Rhetoric & Composition II OR PSY 233-Developmental Psychology, PSY 101-Introduction to Psychology, MAT 109-Elementary Statistics.

*Must be completed to enter the program

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Surgical Technology Certificate

Required Courses, Second Semester—remove “**” after BIO 293

Remove statement—“**Prerequisite: High school biology within last 5 years or BIO 101-General Biology”

SECTION III

Course Additions, Deletions, and Changes

Page 144

ACC 230, course description, 2nd line—for governments—state, local and federal.

Page 156

New Course

BIO 110 Environmental Biology—4 cr. hrs.

Prerequisite: MAT 011 with a grade of “C” or higher within two semesters, or appropriate JWCC math placement test score, or consent of JWCC natural sciences chair+

An introduction to the foundations of environmental biology covering biodiversity, population biology, ecosystems, species interactions, community ecology, and the relationships between humans and the environment. Application of fundamental concepts to current environmental issues including global climate change, loss of biodiversity, renewable energy alternatives, human population growth, environmental health, and the search for sustainable solutions will be emphasized. 3 lecture hours, 2 lab hours.

BIO 120 Ocean Ecology

Remove IAI designation (does not meet IAI)

New Course

BIO 195 Special Topics in Biology—variable 0-4 cr. hrs.

Prerequisite: consent of instructor

Deals with current topics in biological sciences not covered in other courses. Topics will vary with needs, interests, and goals of the student and instructor. No topic will be offered more than twice within three years. May be repeated three times with different topics. (Topics to be listed on student’s permanent academic record.) Course is repeatable 3 times.

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New Course

BIO 295 Advanced Topics in Biology—variable 0-4 cr. hrs.

Prerequisite: consent of instructor

Deals with current topics in biological sciences not covered in other courses. Topics will vary with needs, interests, and goals of the student and instructor. No topic will be offered more than twice within three

years. May be repeated three times with different topics. (Topics to be listed on student's permanent academic record.) Course is repeatable 3 times.

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New Course

Special Topics in Chemistry—variable 0-4 cr. hrs.

Prerequisite: consent of instructor

Deals with current topics in chemistry not covered in other courses. Topics will vary with needs, interests, and goals of the student and instructor. No topic will be offered more than twice within three years. May be repeated three times with different topics. (Topics to be listed on student's permanent academic record.) Course is repeatable 3 times.

New Course

Advanced Topics in Chemistry—variable 0-4 cr. hrs.

Prerequisite: consent of instructor

Deals with current topics in chemistry not covered in other courses. Topics will vary with needs, interests, and goals of the student and instructor. No topic will be offered more than twice within three years. May be repeated three times with different topics. (Topics to be listed on student's permanent academic record.) Course is repeatable 3 times.

Page 161

New Course

CMN 102 Oral Communication—3 cr. hrs.

An introductory course in the basic principles of oral communication as applied to public speaking. Course emphasizes the mastery of oral communication skills through a variety of activities in which the student prepares, organizes, and delivers speeches before a group. Interactive assignments are designed to engage students and build confidence and skills. This is an online course for CCAF students only.

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Course Prerequisite Added

CSC 115 Introduction to Computer Programming (Visual BASIC)

Prerequisite: CSC 112 with a grade of "C" or above or consent of instructor

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Course Prerequisite Added

CSC 274 Language Survey (Java)

Prerequisite: CSC 112 with a grade of "C" or above or consent of instructor

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New Course Description

ENG 108 Business Communications

Prerequisite: ENG 099 with a grade of "C" or above or appropriate COMPASS placement test score

This course is a practical introduction to business writing and communication providing students with strong, entry-level skills in planning and composing business correspondence and short reports, including proposals. Proof-reading, grammar, and usage training is geared to individual student need. Course is useful for students in the office technology program, students currently employed as office workers, and those, including trades people, running or planning to run small businesses. Course is

useful preparation for ENG 191 and comparable to ENG 101. Available only as an Open Learning course. Course is not IAI approved.

Page 187

New Course

HPR 190 Cardio Chisel—1 cr. hr.

Prerequisite: Physician's consent recommended

This physical class includes a wide variety of muscle conditioning exercises and aerobic activities. Exercises are provided with options of intensity and impact. All students will have an opportunity to achieve a higher level of physical fitness through muscle conditioning and intervals of cardiovascular activities. Course is repeatable 3 times.

Page 194

New Courses

MFG 100 Manufacturing Technology—3 cr. hrs.

This course is an introductory study of basic processes, equipment, and material used in manufacturing. Includes plastics, metal removal, materials joining, forming, casting, and some of the new processes. This course also introduces students to safety, health, and the production control process. 3 lecture hours, 0 lab hours. Repeatable: 3 times

MFG 105 CAD/CAM—2 cr. hrs.

This course is designed to provide advanced machining experiences in the use of CAD/CAM machining processes. Students will develop the drawing, part program, text files, and document files using AutoCAD and the latest CAM software. Students will use these programs to produce various component parts as assigned. Various applications of 2-D and 3-D machining techniques will be emphasized as they apply to CNC machining operations. 1 lecture hr., 2 lab hrs. Repeatable: 3 times

MFG 108 Lean Manufacturing—0.5 cr. hrs.

The purpose of this class is to provide an overview of the potential that Lean Manufacturing can add to today's manufacturing and service setting. There will be a combination of presentation material, reference material, and real world examples with discussion. 0.5 lecture hr., 0 lab hrs. Repeatable: 3 times

MFG 109 Lean Manufacturing II—1 cr. hr.

The purpose of this class is to provide a more detailed examination of what a Lean Manufacturing approach can do to create value in today's manufacturing and service arenas. There will be a cultivation of reference material as well as some history and real world examples with discussion. The class will demonstrate that the "Lean" approach is actually a culture change that can provide significant cost reductions and improvements. The focus will also be to encourage participants to share their personal experiences both of where their Lean experiences worked effectively as well as discussion on the misfortune of Lean rollouts gone wrong. 1 lecture hr., 0 lab hrs. Repeatable: 3 times

MFG 110 CAM Operations—2 cr. hrs.

A continuation of the study of CNC programming with emphasis on advanced milling and turning machine techniques, program set-up, carbide tooling, program input, program editing, and introductory 3-D machining techniques. Students will develop programs through the latest CAM software. CNC

applications will be applied to the development of projects through secondary laboratory experiences. 1 lecture hr., 2 lab hrs. Repeatable: 3 times

MFG 115 Statistical Process Control – 2 cr. hrs.

This course is designed to help students understand the concepts of quality and Statistical Process Control (SPC). Course covers quality techniques and concepts, variation, the normal curve, data analysis, and data collection. Also covered are bar charts, mean, range, standard deviation, X-R chart, I-R chart, P chart, interpretation of control charts, and process capability. Students will be encouraged to solve mathematical problems and construct the various types of charts. 2 lecture hrs., 0 lab hrs. Repeatable: 3 times

MFG 120 Industrial Robots—3 cr. hrs.

This course introduces students to industrial robots and Programmable Logic Controllers (PLCs). Included is the operation of PLCs. Students will learn ladder diagram programming of PLCs and point-to-point programming for industrial robots. 2 lecture hrs., 2 lab hrs. Repeatable: 3 times

MFG 125 PLC Manufacturing System—3 cr. hrs.

Prerequisite: ELE 225 and MFG 120

This course continues the study of Programmable Logic Controllers (PLCs). Focuses on the underlying principles of how PLCs work and provides practical information about installing, programming and maintaining a PLC system. Course emphasizes the use of PLCs to control the operation of automated manufacturing systems and includes system theory as well as actual hands-on experience with a simple manufacturing system. 2.5 lecture hrs., 1 lab hr. Repeatable: 3 times

MFG 195 Special Topics in Manufacturing—variable 0-4 cr. hrs.

Prerequisite: Consent of instructor

Deals with current topics in manufacturing not covered in other courses. Topics will vary at discretion of the instructor. No topic will be offered more than twice within three years. May be repeated three times with different topics. (Topic to be listed on student's permanent academic record.) Possible topics include case studies, simulations, special problems or problem-solving techniques. Repeatable: 3 times

MFG 295 Advanced Topics in Manufacturing—variable 0-4 cr. hrs.

Prerequisite: Consent of instructor

Deals with current topics in manufacturing not covered in other courses. Topics will vary at discretion of the instructor. No topic will be offered more than twice within three years. May be repeated with different topics to maximum of four credit hours. (Topic to be listed on student's permanent academic record). Possible topics include case studies, simulations, special problems or problem solving techniques. Repeatable: 3 times

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Course Prerequisite Deleted

OFT 286 Patient Billing—3 cr. hrs.

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New Course

PHY 195 Special Topics in Physics—variable 0-4 cr. hrs.

Prerequisite: Consent of instructor

Deals with current topics in physics not covered in other courses. Topics will vary at discretion of the instructor. No topic will be offered more than twice within three years. May be repeated three times with different topics. (Topic to be listed on student's permanent academic record.) Repeatable 3 times.

New Course

PHY 295 Advanced Topics in Physics

Prerequisite: Consent of instructor

Deals with current topics in physics not covered in other courses. Topics will vary at discretion of the instructor. No topic will be offered more than twice within three years. May be repeated three times with different topics. (Topic to be listed on student's permanent academic record.) Repeatable 3 times.

This catalog update is a publication of John Wood Community College—Joan Lerner, Administrative Assistant to the Vice President for Instruction. For information, call 217.641.4502

Information in this publication was accurate at the time of printing and is subject to change at any time.

www.jwcc.edu

JWCC CORE VALUES

Self-development, Excellence, Accountability, Integrity

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