# John Wood Community College

Your college, for your life.

jwcc.edu

JOHN WOOD COMMUNITY COLLEGE

**Catalog and Student Handbook**

**2016-2017**

**JOHN WOOD COMMUNITY COLLEGE**
**Quincy Campus**
**1301 S. 48th Street, Quincy, IL 62305**
**Phone: 217.224.6500  Fax: 217.224.4208**
**jwcc.edu | admissions@jwcc.edu**
**Telecommunications Device for the Deaf (TDD) Phone: 217.641.4309**

District Centers:

**JWCC Workforce Development Center**
4220 Kochs Lane, Quincy, IL 62305
Ph. 217.641.4971  Fax: 217.224.0740
wdc@jwcc.edu

**JWCC Agricultural Education Center**
37803 St. Hwy. 104, Baylis, IL 62314
Ph. 217.236.4711 or 217.641.4558
ag@jwcc.edu

**JWCC Pittsfield Education Center**
1308 West Washington, P.O. Box 65, Pittsfield, IL 62363
Ph. 217.285.5319 or 217.641.4570
pittsfield@jwcc.edu

**JWCC Mt. Sterling Education Center**
108 N. Capitol, Mt. Sterling, IL 62353
Ph. 217.641.4144 or 217.773.2002
mtsterling@jwcc.edu

**JWCC Kinscherff Adult Education Learning Center**
122 N. 5th Street, Quincy, IL 62301
Ph. 217.228.9489 or 217.641.4338
adulted@jwcc.edu or rsvp@jwcc.edu

John Wood Community College is accredited by
The Higher Learning Commission.

Information in this publication was accurate at the time of printing and is subject to change at any time; for the most up-to-date catalog and information, visit jwcc.edu

# JOHN WOOD COMMUNITY COLLEGE
# 2016-2017 CATALOG AND
# STUDENT HANDBOOK

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This catalog contains information on John Wood Community College programs, services, activities, and policies. Information is subject to change at any time and without notice. The most up-to-date catalog and information is available online at **jwcc.edu**. While efforts have been made to ensure the accuracy of information, this information does not override applicable laws, regulations, rules or policies. This catalog does not create a contract or extend rights to applicants, students, or others. Questions regarding information in this catalog may be directed to the appropriate vice president.

# TELEPHONE DIRECTORY

**217.224.6500**

(Area Code: 217)

| | |
|---|---|
| Academic Advising Services | 641.4355 |
| Admissions | 641.4337 |
| Adult Education/Literacy | 641.4951 |
| Agricultural Sciences Office | 641.4558 |
| Athletics | 641.4976 |
| Bookstore | 641.4230 |
| Business Office | 641.4211 |
| Campus Police Department | 641.4291 (non-emergency) OR 641.4949 (emergency) |
| Career Services Center | 641.4974 |
| Community/Continuing Education | 641.4905 |
| Educational Talent Search/Upward Bound | 641.4343 |
| Enrollment Services | 641.4367 |
| Financial Aid Office | 641.4333 |
| Health Sciences | 641.4551 |
| Instruction | 641.4502 |
| Library | 641.4537 |
| Natural Sciences | 641.4553 |
| Online Learning | 641.4512 |
| Open Learning | 641.4527 |
| RSVP/Volunteer Services | 641.4961 |
| Student Life | 641.4944 |
| Support Services | 641.4343 |
| Truck Driver Training | 641.4971 |
| **Other Numbers:** | |
| Agricultural Education Center | 236.4711 OR 641.4558 |
| Kinscherff Adult Education and Learning Center | 228.9489 OR 641.4338 |
| Mt. Sterling Education Center | 773.2002 OR 641.4144 |
| Pittsfield Education Center | 285.5319 OR 641.4570 |
| Workforce Development Center | 641.4971 |

John Wood Community College is committed to non-discrimination and equal opportunity for all applicants and members of its student body, faculty and staff. It does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, age, disability or other factors prohibited by law in the administration of its educational policies, admission and recruitment policies, financial aid programs, employment policies or other school-administered programs. Further, the College administers all educational programs and implements the terms, conditions, and privileges of employment free of sexual harassment. Questions in reference to educational opportunities may be directed to the following individuals at the College (1301 South 48th Street, Quincy, Illinois 62305): Cody Baggett, Title VI Coordinator and Title IX Coordinator, 217.641.4300; Rob Hodgson, ADA/504 Compliance Officer, 217.641.4349; or Dana Keppner, Affirmative Action Officer, 217.641.4241.

# GREETINGS FROM PRESIDENT MICHAEL ELBE

Thank you for your interest in John Wood Community College. The College appreciates the opportunity to serve your needs. Whether you are interested in taking a personal enrichment class, completing a transfer degree or pursing a workforce certificate, I am confident you will find outstanding educational facilities, a dedicated faculty, a supportive staff and an academic environment that will help you achieve your personal goals.

Your success is our number one priority. John Wood Community College is structured to provide you with the individual attention you deserve, yet large enough to offer you a wide variety of courses, programs and facilities to enhance your overall learning experience. We are all here for your individual success and wish you the very best on your educational journey.

Michael L. Elbe
President

# BOARD OF TRUSTEES AND PRESIDENT

The Board of Trustees of John Wood Community College is the official governing board of the College. Membership is composed of seven trustees elected at-large from the District and one student selected by the student body. Regular Board meetings are normally held the third Wednesday of every month at 7:00 p.m. at one of JWCC's educational facilities. Board meetings are open to the public. Board members as of March 2016 included the following:

**JAMES C. GAY** of Rockport was appointed to the Board in July 2005 and elected in 2009. He currently serves as Chair. As Board Chair, Mr. Gay serves on the JWCC Foundation Board. 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 Illinois Soybean Checkoff Board, the Pike County Farm Bureau Board, the Pikeland School Board and the Blessing Care Corporation (Illini Hospital) Board. He also serves on the Illinois Rural Electric Cooperative and previously served as President of the National Biodiesel Board for four years. 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.

**LARRY L. FISCHER** of Quincy was elected to the Board in 2011. He currently serves as Vice Chair. Mr. Fischer retired from John Wood Community College after serving as Vice President for Instruction for seven years and director of agricultural programs for nearly 26 years. He holds a master's degree from the University of Illinois-Urbana/Champaign and a bachelor's degree from Southern Illinois University-Carbondale. He is a board member for First Farm Credit Services. He is a former president and past member of the Illinois 4-H Foundation Board of Directors, University of Illinois College of Agricultural/ACES Alumni Association, Southern Illinois University College of Agriculture Alumni Association, Greater Pike Industrial Development Corporation Board and Chaddock School Board.

**JERRY T. HAGMEIER** of Quincy was re-elected to the Board in 2013 and was a member of the Board from 2005-2011. He is a former Chair of the Board and currently serves as Secretary. He previously taught computer-aided design and computer science classes for the College for 16 years, retiring in 2004. Mr. Hagmeier is a member of the Quincy/Adams County Enterprise Zone Board, the Gem City Kiwanis, and the Great River Corvette Club and is also a lifetime elder of Trinity United Church of Christ in Quincy. He is a graduate of Truman State University and is currently serving as a member of the JWCC Foundation Board.

**DIANE B. ARY** of Quincy was appointed in April 2015 to fill the vacant board seat left open due to the resignation of a previous board member. Mrs. Ary is the senior manager of information technology at ADM Alliance Nutrition in Quincy. She holds a bachelor's degree in business administration and management and a master's degree in business administration from Quincy University. Mrs. Ary has been active in a variety of community organizations and has served on several boards, including past president and member of Quincy Service League, past member of St. Peter Grade School Council, a volunteer for various committees and activities for both Quincy Parochial and Public School organizations, and a mentor in the Quincy Public Schools Child and Family Mentor Program. Mrs. Ary has been a member of the JWCC Foundation Board and currently serves as its president.

**REGINALD L. COLEMAN** of Quincy was elected to the Board in 1999 and re-elected in 2005 and 2011; he currently serves as John Wood Community College representative on the Illinois Community College Trustees Association (ICCTA). He served as the President of ICCTA in 2012-2013. He is a marketing and political science consultant. Mr. Coleman has served on the Quincy Human Rights Commission since 2000 and is a member of the Citizens Advocating Racial Equality, the task force on racial injustice of the Springfield Diocese of the Roman Catholic Church, and the Corporate Board for Catholic Charities. He is a graduate of Quincy University.

**DON L. HESS** was elected to the board in 2013. He is a native of Southern California and earned his bachelor's degree in Communication, with a minor in Cultural Anthropology from the University of Nebraska-Lincoln. Prior to that, Don had been an over the road truck driver and has hauled dry freight, refrigerated, suspended beef, tankers and flammables. After college, Don served as a lead instructor for the transportation and defensive driving programs at the Center for Transportation Education and Emergency Vehicle Operations Center in Oklahoma. Don was recruited to John Wood Community College to start a truck driver training program in 1994 and ultimately served as director of transportation and public safety programs until he retired in 2013. Don currently operates DLH Associates, Inc., which provides assistance to the legal community through crash analysis, training reviews and new program start up assistance.

**RANDY L. SIMS** of Liberty was elected to the Board in 2007. He is a fourth-generation family farmer, producing livestock and grain. He has served on many boards, including the Farm Bureau on the local, state and national levels; the U.S. Meat Export Federation Board on the national level; and the boards of the United Way of Adams County and Sunset Home. He holds a bachelor of science in agriculture economics from the University of Illinois-Urbana/Champaign and is a graduate of the Illinois Agriculture Leadership Foundation.

**LUKE MERRITT** was elected to the Board in April of 2015 as Student Trustee. He graduated from Payson-Seymour High School in 2014. He serves as President of JWCC's Ag Club and Livestock Evaluation Club. Luke is also in Phi Theta Kappa and Trio Student Support Services. Luke lives on a small farm where he raises livestock and has had an internship at the University of Illinois' Orr Crop Research Center. He is seeking an Associate in Applied Science Degree in Agriculture Business Management and plans to transfer to Western Illinois University to complete his bachelor's degree in Agriculture Business.

**MICHAEL L. ELBE** became John Wood Community College's sixth president in April 2014. Prior to becoming president of the college, he was Vice President for Student Services, where he served as Chief Student Services Officer. He served as Assistant Dean of Students/ Director of Athletics at the University of Dubuque (IA), served on the faculty and was an Academic Advisor at the University of North Carolina at Wilmington. President Elbe has served the college for 20 years starting with his first appointment in 1990 when he was hired as the first Director of Student Life and Athletics to build a student life and athletic program at JWCC. Growing up in Camp Point, Illinois and knowing many people from the nine counties served by the college, he is no stranger to the John Wood Community College district area. Elbe is a doctoral candidate in Educational Leadership at William Woods University and earned an Educational Specialist in Administration (Ed.S.) as part of his doctoral work. He received a Master of Science in Education from the University of South Alabama (M.Ed.) and a Bachelor of Science in Education from Quincy University with a state of Illinois teaching certificate.

# Mission, Vision Statement, Philosophy & Core Values of John Wood Community College

## Mission Statement

John Wood Community College enriches lives through learning by providing accessible educational opportunities and services at an exceptional value.

## Vision Statement

John Wood Community College will be the community's partner and leader in education, workforce training and lifelong learning.

## Core Values

**Excellence:** We will put forth our personal and professional best in all we do.

**Accountability:** We will take ownership of our actions, programs, and services.

**Integrity:** We will be honest and ethical in our work and relationships.

**Servant Leadership:** We will put the needs of others first and help people reach their full potential.

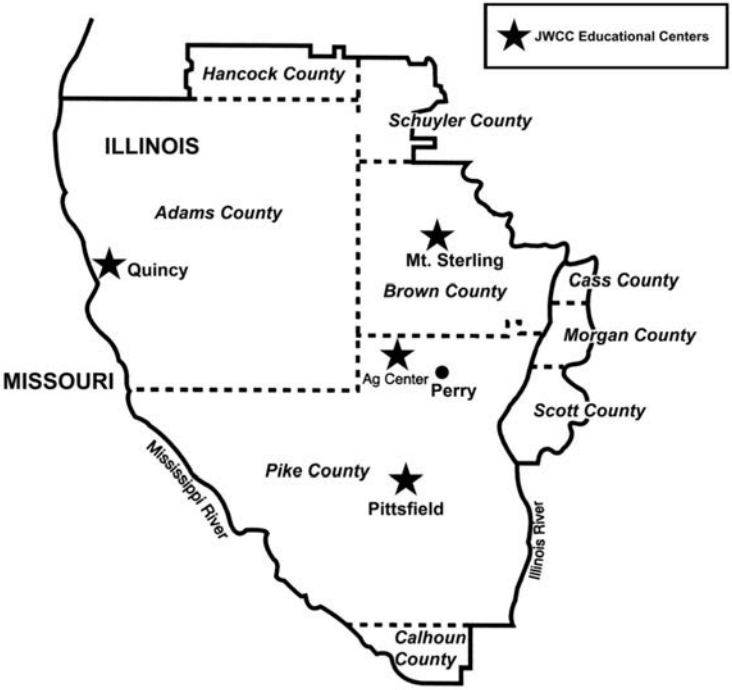
**Lifelong Learning:** We will encourage everyone to continually improve their knowledge and skills.

## Strategic Goals

1. Student Success
2. Excellence In-Programs, Services, and Employees
3. Enrollment Growth and Stability
4. Leadership and Partnerships
5. Responsible Management of Resources

Adopted October, 21, 2015
JWCC Board of Trustees

# JOHN WOOD COMMUNITY COLLEGE (DISTRICT #539) MAP




Copies of the residency policy may be obtained from the Admissions Office. You are a resident of John Wood Community College District 539 if you live in any of the following high school districts: Bluffs, Brown County, Central, Griggsville-Perry, Liberty, Meredosia-Chambersburg, Payson, Pikeland, Pleasant Hill, Quincy, Southeastern*, Unity, or Western.

**Out-of-District Residents:** Persons living outside the JWCC District are welcome to enroll at the out-of-district tuition rate. John Wood Community College makes a special effort to serve all residents of the Tri-State Area. For details on out-of-district tuition, see Tuition and Fees, elsewhere in the catalog.

## Quincy locations:

**Main Campus**
1301 S. 48th Street
217.224.6500

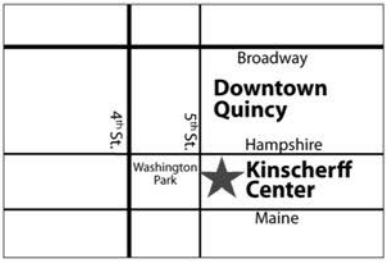
Located at 48th & Harrison

**Workforce Development Center**
4220 Kochs Lane
217.641.4971

Northeastern Quincy at corner of 42nd & Kochs Lane

**Kinscherff Adult Education and Learning Center**
122 N. 5th Street
217.228.9489

Downtown Quincy on east side of Washington Park




## Mt. Sterling location:

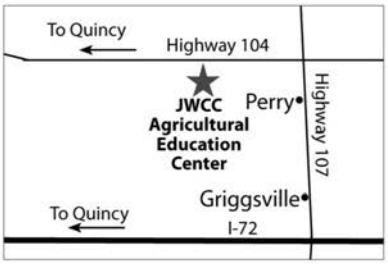
**Mt. Sterling Education Center**
108 N. Capitol
217.773.2002 or 217.641.4144

Located in Uptown Mt. Sterling in the back of Brown County State Bank

## Perry location:

**Agricultural Education Center**
Route 104 northwest of Perry
217.236.4711 or 217.641.4558

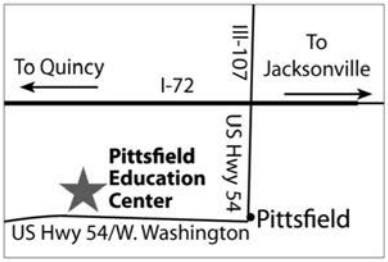
North of I-72, four miles west of Illinois Highway Junction 107 & 104




## Pittsfield location:

**Pittsfield Education Center**
1308 West Washington
217.285.5319 or 217.641.4570

Located four miles west of intersection US Highway 54 and Washington Street



# COLLEGE TERMINOLOGY

**ACT** – a national test used for academic advising and placement.

**Area of Concentration (emphasis)** – the subject matter field of study which a student selects to emphasize. Students declaring an area of concentration must complete courses as described in the appropriate program of study.

**Associate Degree** – a degree offered by community colleges. JWCC offers six degrees: the Associate in Arts (AA), the Associate in Science (AS), the Associate in Engineering Science (AES), the Associate in Fine Arts (AFA), the Associate in Applied Science (AAS), and the Associate in General Studies (AGS).

**BlazerNet** – JWCC's web portal giving single sign-on access to various services including, but not limited to, JWCC Online, Student On-Line Access to Records (SOLAR), email, Smarthinking, and important messages.

**Blended/Hybrid Course** – a course that is delivered using a combination of class meetings and Internet instruction.

**Career/Technical Programs** – programs designed to lead directly to employment.

**Chargeback** – partial tuition support for in-district students wishing to attend Illinois public community colleges other than JWCC to pursue a career/technical program not offered at JWCC, or partial support for out-of-district residents to attend JWCC.

**Class Section** – a group of students meeting to study a particular course at a definite time. Sections are identified by specific section letters and times.

**Course** – a particular portion of a subject selected for study. A course is identified by a course number. For example--Psychology 101.

**Course Description** – statements identifying the content of a course. Course descriptions are found in the college catalog.

**Course Title** – a phrase descriptive of course content. For example, the course Psychology 101 is called Introduction to Psychology.

**Credit (Semester) Hour** – the amount of credit usually earned by attending a non-laboratory class for 50 minutes a week for 16 weeks.

**Currency of Technical Course** – the time that knowledge and skills of a course are current for the job market.

**Curriculum** – a group of courses planned to lead to some specific competence in a field of study and to a certificate or associate degree. For example, the computer science curriculum.

**Degree** – a title conferred by a college or university upon completion of a particular program of academic work. Typical degrees are the Associate in Arts (AA), the Bachelor of Science (BS), and the Master of Arts (MA).

**Elective** – a non-designated course within a curriculum. An elective permits students to select some courses of their choice within their program.

**Grade Point Average** – a weighted numerical average which indicates how well a student has done in college classes. At JWCC, this is based on a four-point scale ranging from 4 (A) to O (F).

**Grant** – an outright award of funds, usually based on need, which does not have to be repaid.

**High School Equivalency** – Achieved by taking a series of examinations approved by a state authorized agency with the result being equal to a high school diploma (i.e. GED and HiSET program).

**HiSET** – Beginning January 2014, HiSET exam, the new alternative to the GED test, can help students achieve state-issued high school equivalency credential. More information can be found at http://hiset.ets.org/test_takers/.

**IAI (Illinois Articulation Initiative)** – statewide transfer program to make transferring easier for students planning to attend college and transfer from one Illinois institution to another. For additional information, see the IAI section in this catalog or go to the IAI web site, www.iTransfer.org.

**Late Registration** – a designated period of time prior to the start of classes (usually the week before) when students may still register but will be required to pay a late registration fee.

**Loan** – a loan may be either federal, private, short-term or emergency awarding of money to students in need of financial assistance; it must be repaid.

**Online Courses** – courses offered via the Internet.

**Open Learning Courses** – individualized, self-paced courses within a designated term.

**PARCC (Partnership for Assessment of Readiness for College and Careers)** – an assessment test given at the secondary level that assesses language arts, mathematics, crtical thinking, problem solving and college and career readiness.

**Placement Testing** – a computer-adapted assessment given to new and developmental students to assist in course placement.

**Prerequisite** – requirements which must be met and/or courses which must be taken before enrolling in a specific course.

**Registration** – the process of selecting courses, completing college forms, and paying fees, all of which must be completed prior to the beginning of classes each term.

**Residency** – classification of students: in-district (a resident of the JWCC district) or out-of-district (a person who resides outside the JWCC district either in Illinois or outside Illinois); tuition rates vary for each group.

**Return to Title IV** – Process to determine the amount of financial aid earned during a term by a given student who has stopped attending.

**Schedule Adjustment Period** – a period at the beginning of each term when an enrolled student may drop or add classes with a full refund of fees for any courses dropped.

**SOLAR (Student On-Line Access to Records)** – Through the BlazerNet portal, students who have completed the admissions process are eligible to view their financial aid information and other records including grades, transcripts and financial accounts.

**Scholarships** – monetary awards given to students in recognition of outstanding academic or leadership achievement and/or financial need.

**Term** – the time period in which the student is enrolled (i.e., fall term, summer term).

**Transcript** – a record of a student's academic progress. It includes a term-by-term listing of courses, grades and degrees/certificates earned.

**Transfer Programs** – programs with courses leading to an Associate in Arts, Associate in Science, Associate in Engineering Science or Associate in Fine Arts degree that are generally accepted in transfer to baccalaureate-degree-granting colleges and universities.

**Tuition** – an amount of money charged to a student for each course. Tuition is subject to change without notice.

**Web Site** – www.jwcc.edu. Please visit the web site for the most up-to-date academic information and announcements.

**Withdrawal Period** – the period between the drop/add period and the point where 75 percent of a course is complete during which a student may withdraw from a course, receive a grade of “W” or “WI” but not receive a refund.

**Work-Study** – a need-based federal program to provide funds for part-time employment on campus.

THE MEANING OF
FFERENCE

# GENERAL INFORMATION

## John Wood—The Man

John Wood was an early pioneer who played a key role in the settlement and development of West Central Illinois. He was born in New York but came west seeking adventure. In 1821, he came to what is now Pike County. He and a friend, Willard Keyes, set up a bachelors lodge near New Canton and made a home for bachelors until they could find brides to aid them in settling the frontier.

In 1822, John Wood headed for the Illinois bulge on the Mississippi now known as Quincy. He built Quincy's first log cabin and widened the Fort Edwards Trail to lower Pike County to help in the settling of his new frontier community. He served as Quincy's mayor several times, served in the General Assembly, and in 1856 was elected Lieutenant Governor. Upon the death of Governor William Bissell in 1860, John Wood became Governor of Illinois, fulfilling a life of adventure and pioneer vision.

It seems appropriate that John Wood Community College, often called a pioneer because of its innovations in education, has been named in honor of John Wood, a pioneer in this area with bold ideas and an innovative mind.

## JWCC—A Pioneer in Education

John Wood Community College was created to provide quality, affordable programs in higher education for District residents. The first meeting of the Board of Trustees was held in November 1974, and the College's initial 668 students began attending classes in August 1975. When the College opened, it relied heavily on an innovative "common market" approach to education to serve District residents. Over the years, the College responded to enrollment demands and community needs by expanding its own curricula and services to provide a full scope of baccalaureate transfer and career/technical programs and student life opportunities. JWCC's early reputation for being a pioneer in higher education, however, set a direction that the College still follows today: that of exploring innovative ways to share resources and partnering with other community entities to serve its constituents.

In another innovative effort to serve residents of the District, the College introduced Open Learning courses, offering individualized, self-paced instruction. In addition, JWCC has developed online associate degrees and courses; an extensive community outreach program; and is a pioneer in efforts to develop cooperative programs with business and industry.

In its efforts to be a comprehensive yet cost-effective community college, John Wood strives to use available community resources as a part of its total educational delivery system wherever and whenever possible. One of the College's most publicized accomplishments in this area has been the cooperative agreement reached with the University of Illinois in 1980, in which the U of I deeded JWCC three acres of land on its Orr Research Center for the construction of John Wood's cooperative Agricultural Education Center. JWCC is the only community college in the country with this kind of agreement with a major land grant university.

This innovative approach to education—with its emphasis on cooperation and collaboration—has been one of the reasons for the College's continued success. In the fall of 2015, more than 2,000 students were enrolled in credit classes. These students ranged in age from 14 to 68, with 29 percent of all students 25 years of age or older. Over one-half of all students were attending part time.

## Facilities

John Wood Community College provides students modern, technologically advanced learning environments at all its sites. The College features 32 different labs, including a Mac lab at the campus in Quincy. Computer technology and software are continuously updated. All JWCC facilities are wireless environments and the College provides a portal system that allows students to access emails, online classes, and student records.

The College's campus at 48th and Harrison in Quincy features several modern buildings that are connected for students' convenience. The Science and Technology Center houses classrooms and labs for natural sciences, health sciences and computer sciences programs as well as faculty offices.

The Learning Center and the Student/Administrative Center are the hub of student learning. The Learning Center houses the Academic Support Center (which combines the library and an open learning area), classrooms and offices. The Student/Administrative Center features a student lounge and cafeteria, bookstore, classrooms, faculty offices, additional administrative offices, and student services.

The Paul Heath Community Education and Fine Arts Center (named in honor of the College's founding president) houses community-based outreach and adult education/literacy programs, fine arts programs, 293 seat theater, and the Advancement Office.

The Student Activity Center includes a 1,800 seat gymnasium, a fitness room, an aerobics room, and locker rooms. The site includes a baseball field, softball field, recreational soccer field and additional parking.

The campus also includes a greenhouse, high tunnels, and vegetable production garden to support the College's Sustainable Local Foods program and other academic programs. The greenhouse serves as a working laboratory. The Spring Valley Trails and Arboretum are located on the southeastern area of the campus and include public hiking/walking trails, an outdoor classroom and butterfly garden.

*Workforce Development Center:* The College opened its Workforce Development Center in 2009 at 4220 Kochs Lane in Quincy. Located on 14 acres, the facility enables the College to meet the training needs of area businesses and industry. Career, Technical, and Workforce Education Programs and Transportation Programs, including Truck Driver Training, electrical technology, computer-aided design, construction technology, industrial maintenance, manufacturing technology, robotics and welding are housed in the center.

*Pittsfield Education Center:* This center offers baccalaureate transfer as well as career/technical programs, with classes available both day and evening. Students can take a combination of traditional, structured and online courses in addition to individualized open learning coursework. The center also offers concurrent enrollment for area high school students, student services, community education and a JDub Academy for K-8 youth. The facility is also the headquarters for the Pike County Retired and Senior Volunteer Program (RSVP).

*Agricultural Education Center:* The JWCC Agricultural Education Center is located on the University of Illinois Orr Agronomy Research Center on Route 104 northwest of Perry. The Agricultural Education Center offers career/technical and transfer agriculture program options, including Ag Business, Ag Transfer and Animal Science. The center also features a welding lab. The Ag Center has been recognized nationally for high quality educational programs. The nearby University of Illinois Animal Science (Beef) Research Unit serves as the laboratory for the JWCC Beef Specialist certificate program and Animal Science degree.

Students may enroll in classroom or online courses and take part in ag-related internships with regional companies.

The center has an active Agriculture Club and Agriculture Alumni Association, which allow students and graduates a superb learning, leadership and growth experience. The center frequently serves as the site for seminars and meetings for local residents, particularly members of the agricultural community. The Agricultural Education Center is also equipped for online courses.

*Mt. Sterling Education Center:* The center located in uptown Mt. Sterling offers lecture-based, open learning and online courses for Brown County area residents. Short-term business classes, personal enrichment offerings, GED preperatory classes and adult education courses and concurrent enrollment courses for high school students are also offered at the center. The center features two smart classrooms, a computer lab, multi-purpose room, and serves as headquarters for the Brown County Retired and Senior Volunteer Program (RSVP) and the University of Illinois Extension.

*Kinscherff Adult Education Learning Center:* Located in the Quincy Historic Business district, this center serves area residents seeking adult education classes and/or tutoring in reading. The center is also the headquarters for the Retired and Senior Volunteer Program. Located at 122 North 5th Street, the building was donated to the College by John E. and Wanda Lee Kinscherff.

Other programs operated by the College demonstrate the cooperative relationship the College has with many other agencies. For example, JWCC's fire science courses are frequently hosted by area fire departments and the College utilizes sites throughout the District to provide cooperative offerings as needed.

## Library Facilities

JWCC's library supports the College's mission by providing information and research services to students, faculty and staff. Located in the Learning Center on the Quincy campus, the library is the central service provided in the Learning Resources Center; other instructional services include testing, tutoring, and Open Learning. The library collects and maintains a variety of print, audiovisual, and electronic materials. The resources support the curricula of the College in both credit and noncredit courses, and most of JWCC's electronic resources are available off campus as well.

The library has more than 90 computers for student use and each workstation provides access to student email and the Internet. In addition, the library is a hot-spot for the campus wi-fi network, providing students with online access. The Microsoft Office Suite is also available for coursework. Working with faculty, the library staff teaches information literacy skills and library usage to students. The Agricultural Education Center and the Pittsfield Education Center maintain program-specific collections that support the curricula at those locations. Students and faculty at outlying centers have access to the traditional print and electronic resources available on the main campus through the College's network.

The JWCC library is a member of CARLI (Consortia of Academic and Research Libraries in Illinois). CARLI uses the Voyager system to provide an online catalog, circulation and cataloging functions to its member libraries. Voyager provides access on and off campus to the JWCC library's collection of materials, as well as access to the collections of over 80 other academic CARLI members.

Services offered in the library include a media center for viewing and listening, reference assistance, interlibrary loan services, as well as quiet study areas. A photocopier and a scanner are also available for student use.

The JWCC library is home to the West Central Illinois Philanthropy Center. The center is a partnership between the Donors Forum, the Foundation Center and JWCC. Its mission is to meet the information needs of nonprofit organizations located in West Central Illinois. Online access to funding sources, as well as management and professional development resources are available in the center staffed by JWCC librarians.

Open to the greater community, the library features public access computers made possible by a grant from Illinois Secretary of State Jesse White through the "Eliminate the Digital Divide Grant" funded by the Illinois Department of Commerce and Economic Opportunity.

## Accreditations and Memberships

John Wood Community College is accredited by The Higher Learning Commission and a member of the North Central Association. For accreditation information contact The Higher Learning Commission at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604 (telephone 312.263.0456 or 800.621.7440). In addition, the College is recognized by the Illinois Community College Board and the Illinois Board of Higher Education; all programs offered by JWCC have been approved by both boards. The College's Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) at 1361 Park St., Clearwater, FL 33756 (telephone 727.210.2350). Numerous organizations assist JWCC in meeting its educational goals.

## JWCC Foundation

The John Wood Community College Foundation was established in 1985 to promote the College throughout the District; to build goodwill and friendships for the College; and to seek financial support for the College, its programs and development from private sources within and beyond the District. The JWCC Foundation is a non-profit 501(c)(3) organization.

The JWCC Foundation Board is committed to advancing the mission of the College and works to secure private contributions, planned gifts and other donations from individuals, foundations and corporations through personal solicitations, grant applications and fundraising events.

Funds raised through the JWCC Foundation are used for student scholarships, program support and many other activities that advance the goals and mission of the college. To make a contribution to the JWCC Foundation, call 217.641.4105 or email foundation@jwcc.edu.

### Retired and Senior Volunteer Program

The College recognizes the special needs of retirees of the District and strives to provide appropriate programs for them. It sponsors the RSVP (Retired and Senior Volunteer Program), for Adams, Pike and Brown counties. The purpose of RSVP is to engage persons ages 55 years and older in volunteer service to meet critical community needs and to provide a high-quality experience that will enrich the lives of volunteers. The program currently has more than 700 active volunteers who serve in over 100 agencies and organizations throughout the JWCC district.

## Educational Opportunities at John Wood

JWCC is a comprehensive community college, offering its students a broad range of educational opportunities in a variety of learning environments.

### College Transfer Programs

College transfer courses, generally courses numbered 100 and higher, parallel the freshman and sophomore courses offered at four-year colleges and universities. Students need to remember in transferring credits that the receiving institution determines whether or not a course will be accepted in transfer. To avoid difficulty in transferring, students should work closely with a JWCC advisor. By working with an advisor and the institution to which the student desires to transfer, a course of study can be planned which will facilitate a smooth transition.

The first two years of college work at most four-year institutions include basic courses that can be taken at JWCC. While students are not required to work on associate degrees, there are a number of advantages in doing so. First of all, a student will have something to show for efforts after two years of college. Second, and more important, the general education requirements for a two-year degree at John Wood are very similar to the requirements at most four-year colleges and universities. Finally, earning an associate degree actually assists the student in transferring to most four-year private and public universities in Illinois and neighboring states.

To assist students who transfer, John Wood Community College participates in the **Illinois Articulation Initiative (IAI)**, a statewide agreement that allows students to transfer general education courses taken at JWCC to four-year public colleges and universities in Illinois. Completion of the IAI General Education Core Curriculum at John Wood Community College assures transferring students that lower-division general education requirements for a bachelor's degree have been satisfied. (Specific majors will have additional requirements.) This agreement is in effect for students entering JWCC and other Illinois Community Colleges. Details about the Illinois Articulation Initiative (IAI), highlighting the general education curriculum, are available at **www.iTransfer.org.**

Even though the Illinois Articulation Initiative (IAI) continues to be the primary statewide vehicle for encouraging transferability among postsecondary institutions in the state of Illinois, the **Transferology web site** is also available to enhance the availability and accuracy of transfer information for an effective and efficient degree

completion. IAI focuses on articulation of general education and foundational coursework at the lower division level, and **Transferology** provides information on all courses and degree completion requirements available to students. **Transferology** is a free service and may be accessed at **www.iTransfer.org** or directly at **Transferology.com.**

Transfer degrees are available in the following programs. For details see an advisor.

| | Areas of Concentration | | | |
|---|---|---|---|---|
| **Program** | **Associate in Arts** | **Associate in Science** | **Associate in Fine Arts** | **Associate in Engineering Science** |
| **Accounting** | | X | | |
| **Agriculture** | | X | | |
| **Art** | X | | | |
| **Biology** | | X | | |
| **Business (Mkt/Mgmt Emphasis)** | | X | | |
| **Chemistry** | | X | | |
| **Communications** | X | | | |
| **Computer Science** | | X | | |
| **Economics** | | X | | |
| **Education** | X | X | | |
| **Engineering** | | | | X |
| **English** | X | | | |
| **Fine Arts: Music Performance** | | | X | |
| **Health/Physical Education/ Recreation** | | X | | |
| **History** | X | | | |
| **Law Enforcement** | X | X | | |
| **Liberal Arts** | X | | | |
| **Mathematics** | | X | | |
| **Physics** | | X | | |
| **Political Science/Pre-law** | X | | | |
| **Psychology** | X | | | |
| **Sociology** | X | | | |
| **Supply Chain Management** | | X | | |
| **Undecided/Transfer** | X | X | | |

## Career, Technical, and Health Education Programs

JWCC offers several career, technical, and health education programs. These courses and programs are intended to prepare students for immediate employment; however, specific courses or programs may successfully transfer to a four-year college or university. The chart below has been prepared as a general reference to types of courses and programs available. For details on the latest offerings, see an advisor.

| Program | AS Degree | AAS Degree | Certificate | Certification Preparation |
|---|---|---|---|---|
| **Accounting** | Accounting | Accounting | Accounting | |
| **Agriculture** | Agriculture | Ag Business Mgmt.<br>Animal Science | Ag Applications<br>Beef Specialist<br>Fruit/Veg. Production<br>Swine Specialist | |
| **Business** | Business (Mkt/ Mgmt. Emphasis)<br>Supply Chain Mgmt. | Computer Info Systems Option<br>Info. Mgmt. Option<br>Logistics & Operations Mgmt.<br>Management Option<br>Mkt/Sales Option | Business Mgmt.<br>Information Mgmt.<br>Logistics | |
| **Computer-Aided Design** | | Computer-Aided Design | Engineering Design-SolidWorks | |
| **Computer Science** | Computer Science | Graphic Design | Computer Network Support<br>Desktop Publishing<br>Web Design | |
| **Construction Technology** | | Construction Technology | Construction Mgmt.<br>Finish Carpentry<br>Rough Frame | |
| **Education** | | Early Childhood Education | | |
| **Electrical Tech.** | | Electrical Tech. | Electrician | |
| **Emergency Services** | Law Enforcement | Law Enforcement<br>Fire Science<br>Paramedicine | Paramedicine | EMT |
| **Health Sciences** | | Assoc. Degree Nursing<br>Medical Lab. Tech.<br>Radiologic Tech.<br>Surgical Tech. | Practical Nursing<br>Nursing Assistant<br>Geriatric Care Specialist<br>Surgical Tech. | RN/LPN<br>CNA<br>CST |
| **Manufacturing** | | Industrial Tech.<br>Manufacturing Tech. | Certified Prod. Tech.<br>Industrial Tech.-Electrical<br>Industrial Tech.-Mechanical<br>Precision Machining Machinist<br>Precision Machining Operator | |
| **Office Technology** | | Office Technology Medical Option | Office Technology Medical Office | MOS |
| **Truck Driver Training** | | | | CDL |
| **Welding** | | | Welding | |

Depending on the program and the student's needs, a student may earn a career/ technical certificate in three to 18 months or an AAS degree in two years. Specific information on each program is given in the program section of this catalog.

## General Studies Program

Offered primarily for students who desire an associate degree but who do not seek to transfer to a four-year institution, the general studies program allows a student to select a variety of courses according to his or her preference. A student must receive preapproval to complete this program. See page 80 for degree requirements.

## Adult Education/GED

The Adult Education/GED preparation program provides free services to eligible adult district residents who lack basic reading, writing, or math skills and/or do not have high school diplomas. The program also provides English as a Second Language (ESL) classes to assist non-native English speakers with learning to read, write, and speak English.

Students enrolled in JWCC's individualized Adult Education/GED program have proven to be highly successful. Participants are assessed for placement and then work at an individualized pace with instructor assistance. Students proceed through various levels until their goals are met. JWCC staff also provides students with services to assist with securing employment or entrance into post-secondary education.

Adult Education/GED classes are offered throughout the district including Pittsfield, Mt. Sterling, and several locations in Quincy. Instructional materials are loaned without charge to students enrolled in the Adult Education program.

## Literacy

Literacy Services matches trained volunteer tutors with nonreading or low-level reading adults and with adults who need to learn English as a Second Language (ESL). Tutors are matched with a student on a one-on-one basis. Direct literacy services are provided to Illinois adult students over the age of 16 who read below the ninth grade level. The program is free to both tutors and students. Times and locations for tutoring are flexible. Privacy and confidentiality are assured as students proceed through lessons designed to help them meet their personal goals.

The goal of Literacy Services is to reduce adult illiteracy within the District by providing effective, nonthreatening, and easily accessible literacy instruction and by building public awareness of the issue of adult illiteracy. Students or tutors may enroll in the program anytime during the year.

## Community-Based Outreach

Consistent with the mission of the comprehensive community college as stated in the Illinois Community College Act, the College offers Community-Based Outreach (noncredit) courses designed to meet the personal, physical, civic and social needs of the District's residents. Topics offered deal with community, family and individual improvement; health and safety; cultural enrichment; and creative use of leisure time. Community-Based Outreach courses and programs are not funded with tax dollars and are self-supporting from fees charged to participants. Community-Based Outreach courses are listed toward the end of this catalog.

The college also provides programs that provide working adults with a variety of ways to keep up to date in their occupations. Seminars, conferences and workshops are designed to provide ample and varied opportunities for training and acquiring new information that will meet the special needs of community interest groups.

*JDub Academy*, offered each summer in Quincy, is designed to be a hands-on educational enrichment program for area children who have completed Kindergarten through 6th grade. The classes provide children with unique and enjoyable educational activities different in form and content from regular classroom activities. In the past, classes have included art, science, mathematics, karate, dance, theater, scrapbooking, crafts, animals, computers, and many special topics.

*Health Professionals' Programs:* These programs are responsive to the educational needs of health professionals and other professionals involved in the delivery of health care. Newly emerging concepts of health care and research findings which will enhance the professionals' knowledge base and enable practice at increasingly higher levels of excellence are presented. Many health professionals are now required to meet mandatory continuing education requirements for relicensure or recertification; Continuing Education Units (CEU's) are granted on a contact-hour basis for all JWCC programs and have approval from appropriate authorizing agencies. Noncredit online healthcare certificate programs' content and materials are provided by Gatlin Education Services, the leader in online certification programs. These programs prepare students for developing expertise in their desired career fields and/or for industry certification exams. Each program has specific learning outcomes related to industry standards.

*Noncredit Online Programs:* JWCC offers noncredit online programs in cooperation with Education to Go, a national provider of personal interest online classes. Students read lessons, complete assignments, and interact with the instructor and other students through any computer that has access to the Internet, any time of the day or night that is convenient for them. Some classes may count as a Continuing Professional Development Unit for teacher recertification.

*Para-Education*: The State Board of Education has endorsed four assessment options for establishing a candidate's qualifications as a paraprofessional educator under the No Child Left Behind Act of 2001 (NCLB). One of the options includes the ACT WorkKeys test of Applied Mathematics, Reading for Information and Writing, and the ACT Instructional Support Inventory. In order to assist paraprofessionals in fulfilling these requirements, JWCC hosts the ACT WorkKeys exam. The exam is administered and timed by a JWCC official. For more information, visit the ACT Web site at www.act.org/workkeys.

## Workforce and Customized Training

JWCC can provide customized training programs designed to meet the unique training needs of area companies. Programs can last from a few hours to several weeks, be offered on the company's site or at JWCC, and use company equipment or the College's. To create a customized training program with JWCC, call the Workforce Development Center at 217.641.4971.

## Experiential Learning

At John Wood Community College, experiential learning opportunities are available to help students decide if an occupation is a good fit, as well as to begin the important networking process for a successful career. At JWCC, experiential learning opportunities are available to students as either internships or practicums. Students can complete approved experiential learning credit hours either during the regular academic year or in the summer. Credit hours earned may vary from 1-5 hours and is based on the actual hours of work experience being completed.

**Types of Experiential Learning Opportunities at JWCC**

- **Internships** are experiences where students or recent graduates undergo supervised practical, on-the-job training. Internships can be paid or unpaid and are supervised by a JWCC faculty or staff advisor. There are two types of internships available to students at JWCC:
    - o Exploratory Internship opportunities are primarily for first-year students. These internships are specifically designed to give students the chance to explore off-campus business and technical options to determine if a particular career field is right for them.
    - o Program-based Internships are typically taken for credit to meet either certificate or degree requirements. Expectations and outcomes for students enrolled in these internships are higher than those associated with Exploratory Internships.
- **Practicums** are typically JWCC courses that are focused on a specialized field of study. They are designed to give students an opportunity for the supervised practical application of previously studied theories and practices. Practicums are typically unpaid and can be required in certain programs for degree completion.

Students should first contact an academic advisor or someone in Career Services to develop an academically appropriate plan for an experiential learning opportunity prior to registering.

# JWCC'S Learning Environments

## Traditional Classroom

JWCC offers a variety of courses in the traditional (lecture/discussion) learning environment. Courses are offered during day and evening hours and students attend classes at regularly scheduled time periods throughout the semester. The average size of structured (traditional) JWCC classes is 16. This smaller class size allows the College to provide an optimum learning experience for the student, with ample opportunities for personal attention from the instructor and for small-group discussion.

John Wood is dedicated to providing area residents with a classroom environment for the courses and programs they need within easy driving distance from their homes. Transfer and career/technical courses are available in Quincy, Perry, Pittsfield and Mt. Sterling.

## Online Learning

John Wood Community College has received approval to grant Associate of Arts, Associate of Science, and Associate of General Studies degrees earned through online coursework. JWCC partners with Moberly Area Community College to offer online courses. JWCC also offers course sharing through Illinois Community Colleges Online (ILCCO). Online learning uses the anytime, anywhere power of the Internet to deliver classes in many disciplines. The online learning environment functions much like a classroom setting but without the travel to campus at a specific time. Class materials and resources are available online 24 hours a day, seven days a week. Access to lecture and course materials, interaction with instructors and classmates, and submission of assignments are accomplished through online class work. Classes run on the same semester schedule as on-campus classes and are very structured and generally are not self-paced. Instructors require regular participation throughout the course.

For more information on JWCC online course offerings, students may check the course schedules on the JWCC web site www.jwcc.edu or email the Instructional Support and Distance Learning Department at connected@jwcc.edu.

Online learning opportunities also exist in hundreds of noncredit and workforce training topics through our partner, www.ed2go.com/jwcc. For additional information, contact the Community-Based Outreach Office at 217.641.4905.

## Open Learning

Open learning courses allow students to create a flexible course schedule while being able to work on their own and still receive individualized assistance from instructors. All open learning courses take place during the regular fall, spring, and summer terms and have the same start and end dates that follow those terms. Courses offered are tailored for the open learning environment while maintaining the same standards as the courses offered in all other learning environments.

JWCC offers a limited number of open learning courses at the Quincy campus as well as the Pittsfield and Mt. Sterling Education Centers. Courses are offered during the week at varying times. Course offerings and schedules vary by location and may include career-technical courses, general education courses, and developmental education courses.

## Hybrid

The College also offers **hybrid** or **blended** courses, which combine face-to-face meetings between the instructor and students with online instruction. The course is typically delivered on campus using a lecture or seminar format and supplemented by online components.

## Concurrent Enrollment Program

At John Wood Community College, a concurrent enrollment course can be either dual credit or dual enrollment in nature.

- A dual credit course is a college course taken by high school students for which they are awarded both college and high school credit.
- A dual enrollment course is a college course in which high school students are awarded only college credit.

Concurrent enrollment is a program that allows qualified high school students the opportunity to earn grades and credit from both high school and JWCC following successful completion of a college-level course. Both future college enrollment options and current high school academic standing will be impacted by concurrent enrollment grades.

Concurrent enrollment courses can either be offered at a high school within the JWCC district or at one of the college's own sites. Concurrent enrollment courses can also be delivered online. The classes are taught by JWCC faculty or qualified high school instructors. They can be transfer courses and/or vocational courses and may increase the range of course options in high school. The courses can also smooth the transition to college or vocational school and shorten the path to a degree or career.

The dual credit enrollment process begins with the area high school and available courses vary from school to school. The high school student must meet all JWCC prerequisites and will pay in-district tuition.

## Cooperative Education Agreements

JWCC and a significant number of other community colleges in Illinois have agreed to waive out-of-district fees for students who enroll in specified programs. The purpose of these cooperative education agreements is to enhance the curricular offerings to the residents of these districts.

Residents of the participating districts may be eligible to attend John Wood Community College as in-district students for any Associate of Applied Science degree or certificate program. The college reserves the right to deny eligibility for programs with enrollment limits or for selective admission programs.

Likewise, residents of the JWCC District may enroll in selected programs at cooperating community colleges. For more information, contact the Dean of Students office.

# ADMISSIONS AND REGISTRATION INFORMATION

## Admissions Policy

JWCC maintains an "open door" admission policy that provides access to programs, courses, and services to anyone who can benefit from them. General admission to the College will be granted to any person 18 years of age or older who possesses either a high school diploma or high school equivalency. Persons not meeting these requirements may still qualify for general admission in one of the following ways:

- APPLICANTS WHO ARE 16 TO 18 YEARS OF AGE AND CURRENTLY ATTENDING HIGH SCHOOL may be admitted to the College by submitting a permission letter from their high school counselor or principal accompanied by a copy of their current high school transcript.
- APPLICANTS WHO ARE UNDER 16 YEARS OF AGE WHO ARE DESIGNATED AS "GIFTED" by their current school of attendance and who places in college level courses through placement testing, may be granted general admission upon completing an Admissions form and by meeting with the Dean of Students or designee.
- APPLICANTS WHO DO NOT HAVE A HIGH SCHOOL DIPLOMA OR HIGH SCHOOL EQUIVALENCY may be admitted and enroll for a maximum of five (5) credit hours. The applicant must demonstrate through assessment testing that he or she has skills substantially equivalent to others enrolling in the program. Students admitted without a high school diploma or high school equivalency are not eligible for financial aid. Students admitted on this basis may not receive a degree or certificate from John Wood, even if they complete all the required course work, until proof of high school equivalency is on file with the JWCC Admissions Office.
- STUDENTS NOT SEEKING A DEGREE OR CERTIFICATE may be allowed to take coursework under the College's "Quick Admit" category. Generally, students in this category are looking to enroll half time or less. Students seeking registration as a "Quick Admit" must provide all biographical, demographic, and contact information in order to become a student. However, official transcripts, both secondary and post-secondary, are not required to be on file in order to register. The College's assessment testing may still be required depending on coursework taken and transcripts may be required for the purpose of placement.

  The College does reserve the right to deny a student's admission under this category. Additional information may also be required before being allowed to register. Non-degree seeking students are not eligible for financial aid.

Admission to the College does not ensure entrance into a particular program of study. Should it become necessary to limit enrollment in any program, the College reserves the right to establish selective admissions procedures and to give preference to residents of the JWCC District.

All decisions made by the Director of Admissions or Registrar are final. Students should self-identify any previous disciplinary records from other post-secondary institutions or criminal history. A review of those records may be required in addition to meeting with the Dean of Students or designee. The College reserves the right to grant or not grant admittance after a thorough review takes place. The Dean of Students office will provide a final decision in writing to the student.

## Admissions Procedures

**STEP 1 - Complete a JWCC Admissions Form.** You are encouraged to complete this step as far in advance of the term in which you wish to enroll as possible. Admissions Forms are available from the high school counselor in your school district, the JWCC Admissions Office (217.641.4337) or by completing an Admission form online at www.jwcc.edu. **There are no costs in applying for admission or in being admitted with the exception of international students.**

**STEP 2 - Have official records of any prior high school or college-level education sent** to the JWCC Admissions Office. These records may include any one or a combination of the following:

High school transcript - Contact the high school from which you graduated or will graduate and request a final transcript. This transcript should show final grades and graduation date.

Home school transcript - The home school administrator must provide a notarized copy of the coursework completed, preferably in transcript format and with date of graduation.

High school equivalency exam scores - Contact the Regional Superintendent of Schools from your school district.

College transcripts - Have an official copy of your academic transcripts sent directly to the Registrar at JWCC from each college you have attended.

Military service or training - Provide a copy of your DD-214 - Copy 4 (separation document), Joint Services transcript, or Community College of the Air Force transcript.

**John Wood Community College reserves the right to review the validity of each high school or college transcript. If the college feels that the validity of a transcript is questionable, they have the right to request additional information, or to deny admission.**

**STEP 3 - Placement testing is required for admittance to the College.** New students who have not successfully completed college-level math and English courses are required to take a placement test. This test is an untimed, computer-based assessment of reading, writing, and math skills. Students should expect to spend three to four hours for a combined testing session.

The first placement test for all new students is free. Students who wish to re-test in an effort to raise their scores will be assessed a fee and should make an individual appointment through the Testing Center.Test scores are good for two years. If registration does not occur within the two year period following testing, a student must re-test or requalify based on one of the following conditions.

Certain conditions allow for placement testing to be waived; one, by the student having completed college-level math and/or English (approval based on transcript review by JWCC Records and Registration) or two, by completing certain sub-scores on the ACT test.

Students who completed the ACT test within three years of their enrollment and scored at particular levels are exempt from placement testing. Students with an ACT English sub-score of 20 or higher are exempt from the writing test; students with an ACT Reading sub-score of 17 or higher are exempt from the reading test; students with an ACT Math sub-score of 23 or higher are exempt from the math test.

Students who have completed PARCC testing at their high schools and seek enrollment within three years of graduation will be allowed to use those

scores to determine if placement testing will be waived. The student must provide documentation from the high school that outlines the scores achieved through the PARCC. Students who scored a 4 or higher in English or Math will be exempt from taking placement testing in those area(s).

**STEP 4 - Upon completing the admissions requirements, students meet with a JWCC Academic Advisor to register for classes.** Students will review placement test results, discuss program of study, and register for classes. Appointments may be made by calling 217.641.4355 or emailing the Advising Office at advising@jwcc.edu

**STEP 5 - Attend Orientation.** Dates are set prior to the start of each term for new student orientation. Students are strongly encouraged to participate. These sessions allow a student to get a student ID, find classrooms, talk to advising, learn about the student portal, view online learning platforms, and ask last minute financial aid questions.



Students interested in admission to either transfer or career/technical programs must demonstrate the ability and interest in succeeding in such programs. Students whose educational backgrounds need strengthening will be encouraged to take courses to prepare them for admission to the programs of their choice.

## International Admission Policy

A. **GENERALLY:** John Wood Community College welcomes qualified students from other countries. Students who are not citizens of the United States must follow the steps listed below to gain admission to the school. More information is available for international students online.

B. **MINIMUM ELIGIBILITY REQUIREMENT:** Each international student admitted to the college must meet the minimum requirements set forth herein. Each applicant must:

1. Have attained the age of eighteen.
2. Complete a JWCC Admissions Form and pay the International Admission Application Fee.
3. Provide official transcripts which document completion of schooling through the equivalent of high school, as well as official transcripts of any colleges or universities previously attended. If original transcripts are not available in English, an official English translation must accompany the original document.
4. Obtain F-1 Student Visa if not already in the country, otherwise must present proper documentation of current visa, legal residency alien or refugee.
   a. International applicants must provide evidence of financial support. An affidavit of support must be filled out and returned to admissions with original bank statements showing adequate funds to cover the estimated costs of attendance and living expenses for one academic year. The funding must be displayed in U.S. dollars. John Wood Community College's affidavit of support is found at www.jwcc.edu/admissions/international.
5. Provide evidence of proficiency in the English language by submitting one of the following:
   a. A equivalent score of 520 or better on the Test of English as a Foreign Language (TOEFL);
   b. Successful completion of the American Consular Office examination of English Proficiency (administered abroad through the U.S. State Department);
   c. Transcript from an American high school showing satisfactory completion of courses in the English language equivalent to three years;

d. Official transcripts from an accredited American college or university showing satisfactory completion of a course in English language, with standards which are equal to or exceed those set forth in first two items.

6. If the student is already in the United States on a B, F, H, J, or other non-immigrant visa, he/she must provide photocopies of valid passport, most recent visa, I-94 card, I-20 document (if on an I-20 visa), or DS-2019 document (if on a J-1 visa), and INS Notice of Action approving extension or change of status application. F-1 Transfer students must submit a Transfer Verification for Non-Immigrant Visa Status Student form. Legal resident alien or refugee must present proper documentation to be admitted.

C. **FULL-TIME:** All international students, to the extent required by law, must be accepted for the course of study determined by their Visa type. International students may not be accepted on a part-time basis.

D. **TRANSFER:** An international student seeking to transfer to the College from an other post-secondary institution must meet the requirements stated above in addition to the general criteria for transfer students established by the Board of Trustees.

E. **OTHER CONDITIONS:** The admission of international students and the participation of international students in College programs shall also be subject to all other applicable laws, rules and regulations.

## Residency Status

Information from the Admissions Form is used to determine an applicant's residency status at JWCC. Every student admitted to JWCC will be classified as an in-district or out-of-district resident. A student's residency classification determines the tuition rate he or she will pay.

"Residence" is defined as the place where a student lives and which he or she intends to be the true permanent home. A student who temporarily moves into the District for the purpose of attending the College at a reduced tuition rate will not be considered as having established a true residence within the District. To be eligible for in-district tuition, a student must have lived at a residence located inside the JWCC District (see the map on page 7) at least thirty days prior to the beginning of that term. Students who change their address during the term or applicants who moved into the JWCC District may be required to complete a Residency Questionnaire and provide non-self-serving documentation of their stated residence. Residency Questionnaires and further information are available from the Admissions Office.

A student is in the John Wood Community College District if he or she resides in one of the following high school districts: Bluffs, Brown County, Central, Griggsville-Perry, Liberty, Meredosia-Chambersburg, Payson, Pikeland, Pleasant Hill, Quincy, South-eastern*, Unity, or Western.

*Students who attend Southeastern High School but live in the former Plymouth School District are residents of the Carl Sandburg College District and should contact Carl Sandburg's Admissions Office.

- APPLICANTS WHO RESIDE IN ILLINOIS BUT OUTSIDE THE JOHN WOOD DISTRICT may be admitted as out-of-district students. Out-of-district students may still qualify for JWCC's in-district tuition rate in one of four ways:

  (A) JWCC and a significant number of other community colleges in Illinois have agreed to waive out-of-district fees for students to attend selected degree or certificate programs via inter-district cooperative agreements. You must complete a one-time application at the community college that serves your district. Apply at least 30 days in advance of the start date for your JWCC classes.

  Programs at JWCC that may be available to out-of-district residents are listed in the Cooperative Education Agreements section of the catalog.

(B) Applicants who reside in another community college district may be admitted via a chargeback from that community college. Application must be made to the college issuing the chargeback a minimum of 30 days prior to enrollment. Students attending JWCC via a chargeback may enroll only in the specific courses required for their approved program of study. For more information, contact the JWCC Admissions Office or the main office of your local community college.

(C) Out-of-district applicants who are employed 35 or more hours per week by a business within the JWCC District may be eligible to attend at the in-district tuition rate. To qualify for admission this way, complete an Employment Verification form that is available from the JWCC Admissions Office. A new Employment Verification form must be completed and on file with Admissions each semester before you enroll in JWCC classes.

(D) Individuals attending another educational institution within the JWCC District will be charged in-district tuition with the approval of the JWCC Admissions Office. Students who wish to reduce their tuition in this manner must provide proof of registration at an eligible institution each semester and documentation of their permanent home address.

Other out-of-district applicants may be admitted to JWCC but will be required to pay a higher out-of-district tuition rate.

- APPLICANTS WHO RESIDE OUTSIDE THE STATE OF ILLINOIS AND STUDENTS FROM FOREIGN COUNTRIES will be admitted at the College's out-of-district tuition rate.

  Applicants whose permanent residence is in a state other than Illinois but who are citizens of the United States may qualify for JWCC's in-district tuition rate if they are employed 35 or more hours per week by a business within the JWCC District.

  To be eligible, applicants must complete an Employment Verification form, which is available from the JWCC Admissions Office. A new Employment Verification form must be completed for each semester you attend JWCC; otherwise tuition will revert to the out-of-district rate.

  Beginning with the 2013-2014 academic year, students who live outside of the JWCC district (in- or out-of-state) and utilize Federal Post 9-11 Benefits under the Veteran's Educational Assistance Act of 2008 will be charged in-district tuition in accordance with House Bill 2353.

## Limited-Enrollment Programs

Certain programs and courses at John Wood Community College are limited in the number of students that can be accepted. These limitations are based on academic background and program/course capacity. Because of these limits, admission is not open to all applicants but is based instead on one or more of the following criteria: program specific criteria sheets or applications, test results from standardized examinations, interviews with program personnel, academic performance in high school or college courses, or other objective criteria as deemed necessary by the College.

JWCC students who were first admitted to a non-restricted enrollment program but later decide to change to a limited-enrollment program are required to notify the Advising and Retention Office and also must meet the same requirements as any other applicant.

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE OR CERTIFICATE PROGRAMS with selected admission processes include associate degree nursing (ADN), medical laboratory technician, nursing assistant, geriatric care specialist, paramedicine, practical nursing (LPN), radiologic technology, and surgical technology. This list may change without notice. For equally qualified applicants, preference will be given to in-district residents.

## Admission of Transfer Students From Other Postsecondary Institutions

Students seeking admission to John Wood Community College from other postsecondary institutions must submit official transcripts of their work at those institutions (faxed copies are not acceptable).

The following policies govern the admission of a transfer applicant whose grade point average is below 2.00 on a four-point scale:

1. A student on academic probation at the most recently attended college is admitted on academic probation and is subject to the same academic policies at John Wood Community College as other students.
2. Except as noted below, a student who has been suspended at the most recently attended college for academic reasons may not register at John Wood for one semester following such suspension.*
3. A student may be required to complete specified course placement assessments in the event additional academic information is required.

*Exceptions to the above are made only with approval of the JWCC Student Issues Committee or through the Dean of Students. Applicants must state their reasons for believing that their academic progress will improve if accepted at John Wood. Evidence of probable student success may be required in individual cases. After consideration of all materials, the committee may deny acceptance for one semester or more, accept the student on probation with restrictions, or accept the student on probation without restrictions.

## Policy on Accepting Credit in Transfer Or Credit for Previous Education

1. Official transcripts are required from each school attended. The institution(s) previously attended must be accredited or be a candidate for accreditation by The Higher Learning Commission of the North Central Association or a comparable regional accrediting association.
2. Students who have attended career/technical programs not accredited by The Higher Learning Commission, North Central Association, or a comparable regional accrediting association must successfully complete a proficiency examination for each course for which the student is seeking credit.
3. No developmental (remedial) credits will be accepted in transfer.

4. Courses in which the student has earned a grade of "D" will be accepted in transfer if the student's cumulative grade point average from the transferring institution at the time of transfer is 2.00 or higher on a 4.00 scale. If the grade point average from the transferring institution at the time of transfer is below 2.00, courses which carry a grade of "D" will not be accepted in transfer. A grade of "C" or better in ENG 101 and ENG 102 is required in all cases.

5. Only credit hours are transferable. Grades associated with the credit are not transferable, nor are they included in the computation of the cumulative grade point average.

6. Upper-division credits are accepted in transfer only if a comparable course is offered by John Wood Community College at the lower-division level.

7. JWCC may waive a student's general education requirements if the student has earned a bachelor's degree or beyond at another accredited institution. This is subject to review by the Registrar's office on a case by case basis and is dependent on the type of credential earned and the package of general education studied. Students may still be required to complete specific course requirements within a degree program as stated in the Programs of Study section of this catalog. Transferred associate degrees are subject to review by the College for fulfillment of general education requirements.

8. Lower-division credits from colleges or universities accredited by The Higher Learning Commission, North Central Association, or a comparable regional accrediting association will be accepted in transfer, regardless of whether a similar class is offered by John Wood Community College.

9. Only credit applying to the student's declared credential will be evaluated and awarded in transfer. An additional evaluation of a student's transcript(s) may be requested by the student if he or she chooses to pursue a different academic program of study.



## Proficiency Examinations

JWCC recognizes that college-level academic competence may be achieved through many means. Four sources of credit by examination are the Proficiency Examination Program (PEP); the College Level Examination Program (CLEP), which may be taken at JWCC; the Defense Activity for Non traditional Education Support (DANTES); and the Advanced Placement (AP) tests. Other proficiency examinations and credit for prior learning are available in some fields.

JWCC is an official computer-based CLEP testing center. Students may choose from 35 different CLEP exams. Students taking the CLEP must pay the CLEP testing fee to the College Board and an administration fee to JWCC.* Students should expect to spend approximately two hours at JWCC for registration and the exam. Arrangements for CLEP testing may be made through the JWCC Admissions Office. For additional information, contact the JWCC Admissions Office or The College Board at www.collegeboard.com.

Credit by examination is not permitted for a course when a student already has acceptable college credit for a more advanced course in the same area.

Any credit earned through proficiency examinations will be designated as proficiency credit on the student's transcript and no letter grade assigned. Hours earned are not included in calculating grade point averages. They are counted toward college degree requirements as evaluated by the College. Credit earned by proficiency examination does not satisfy residency requirements.

## Credit for Veterans

JWCC will grant credit for military service, both active and reserve, based on recommendations of the American Council on Education and the Community College of the Air Force, when the granting of that credit is appropriate to the student's current educational goals. To receive credit for these courses, the student must present a copy of his or her DD 214 (Separation from Military Service), CCAF transcript or Joint Services transcript or other proof deemed to be acceptable by the Registrar. For additional information, go to www.jwcc.edu/military.

## Maximum Credit Allowed for Previous Experience

Maximum credit allowed for previous experience is 30 semester hours. This includes business and industry, CLEP, PEP, DANTES, advanced placement, prior learning assessment credit and institutional proficiency exams. Students with military credit for previous experience may exceed the 30 semester hour policy.

## Registration

First-time students are encouraged to begin the admissions process as early as possible. Students who delay their enrollment until the late registration period may be subject to a late registration fee* and enrollment restrictions.

Registrations for regular term classes are scheduled several months before each term begins. Registering for a single class may take as little as ten minutes, while advising and registration as a full-time student may take up to an hour. Students are encouraged to register early for the best selection of courses and meeting times. Students may not register for credit classes after the term has started. However, for students officially enrolled, schedule adjustments may be made during the first week of classes.

## SOLAR (Student On Line Access to Records)

Web access to student records is available through the student portal, BlazerNet, at www.jwcc.edu. The site allows students immediate access to their information, including mid-term and final grades, unofficial transcripts, financial aid awards and document requirements, and financial accounts. By using a computer's print screen function, any of these reports may be printed. Information provided to students on the SOLAR system is confidential. ***Currently enrolled students with an approved academic plan are encouraged to register for classes using SOLAR.*** Students may contact the Registrar's Office or Information Services for assistance.

## Student E-Mail Accounts

JWCC students who have completed the admissions process are eligible for a student email account. Activating the email account gives students online access to their records. To activate an email account, contact the Help Desk in the Information Services Office (B024). Be prepared to show a photo ID. A student's email account becomes inactive 365 days after the last day of enrollment. A student's JWCC email account serves as the primary contact and should be monitored by the student regularly. To contact the Help Desk, call 217.641.4325.

## Student Identification Cards

Student identification cards are issued through Enrollment Services. The ID card allows students to access JWCC computer labs, athletic events and student activities and serves as a library card. There is no charge for obtaining an initial ID card as a new student. Students who lose their ID cards may obtain a replacement card at a cost*. ID cards may be obtained during regular business hours. Students attending a center outside Quincy may contact personnel at that location for more information.

*Fees are subject to change at any time; please visit **www.jwcc.edu** for the most up-to-date information.

# STUDENT SERVICES

JWCC Student Services provide a supportive and friendly environment outside of the classroom for academic success and individual development of students. We offer a range of support services to help students meet some of the challenges they may experience as a college student.

## Advising and Retention

Prior to initial registration at JWCC, each student should meet with an academic advisor for assistance in developing an academic plan to meet his or her educational goals. An advisor will continue to work with the student during the remainder of the student's career at JWCC, meeting with the student to plan an educational program and to assist with Web or in-person registration.

Advisors work closely with a designated student population and can help students find academic support while seeking to promote student success, communication, campus and community resources, and programs to support success. Advisors also work thoroughly to maintain open communication with faculty, staff, and students about issues and resources pertaining to student retention. Advising also serves as the central point for retention initiatives on campus and works with other college personnel to help students. Students may contact the Advising & Retention office at 217.641.4355.

## Career Services

The JWCC Career Services team is committed to helping students achieve success. The Career Services mission is to provide guidance and support in all areas of career development. This free service is not just for students and alumni, but for anyone at any stage of their career. Available services include assistance with researching career options, completing or refreshing a resume, completing job applications, practicing interview skills, searching for employment and dressing for success.

Feel free to contact the Career Services Office at 217.641.4152 to explore any of the available services or to schedule an appointment with a Career Counselor.

## Support Services

The Support Services Department includes three U.S. Department of Education TRiO grant-funded programs: Student Support Services (for JWCC college students), Educational Talent Search (pre-college students) and Upward Bound (pre-college students). In addition, Support Services houses the JWCC Office of Disability Services. For more information, visit Support Services during regular hours (Monday through Friday from 8:00 a.m. to 5:00 p.m.) in Room C122 of the Quincy campus or call 217.641.4343.

**TRiO-SSS** is an educational support program funded by a grant from the U.S. Department of Education. It provides **FREE** help to 170 qualifying JWCC students who are the first in their families to attend college, who meet income guidelines, or who have a documentable disability according to the Americans with Disabilities Act (ADA), and who have an academic need for support. All participants must be pursuing the completion of an associate's degree or certificate with the goal of transferring to a

college or university for the completion of a baccalaureate degree. The purposes of TRiO-SSS are (1) to improve the academic grade point averages and increase the number of participants in good standing at JWCC, leading to academic success and completion both here and from their chosen transfer college or university; (2) to increase the retention, graduation, and transfer rates of all TRiO-SSS participants; and (3) to foster an institutional climate supporting the success of individuals in this targeted group.

Involvement in TRiO-SSS can improve your academic performance. Many participants were named to the Dean's List, held offices in student government and student organizations, and were scholarship recipients. Professional staff members assess each student's situation and find the best combination of resources from various grant programs, to help participants achieve their academic goals.

Services may include:

- Thorough assessment of academic and personal strengths and weaknesses upon acceptance.
- One-on-one assignment of a TRiO-SSS Retention Advisor for personal and academic support.
- Easy access to advising, career assessments, step-by-step transfer planning, college visits, financial planning, assistance with the FAFSA application and understanding of financial aid and/or loans.
- Accessible walk-in tutoring labs staffed by professionals in the areas of math, English, writing and science, to assist with both individual and group tutoring. Tutoring in other subjects is offered as needed.
- Cultural opportunities both on and off-campus.
- Close coordination with the Office of Disability Services.
- Updates on college events and news designed to support campus involvement.
- Referrals to community resources and service agencies if needed

**Disability Services:** Students with disabilities who may require special assistance should contact Disability Services in Support Services. Disability Services' mission is to provide appropriate resources and support services which will ensure students with disabilities the opportunity to competitively pursue a college education. In addition, Disability Services assists other college departments in providing access to services and programs in the most integrated setting possible. Appointments should be made well in advance of the start of an academic term to allow for the arrangement of services. Student responsibility at the postsecondary level involves disclosing the disability, providing recent documentation for review, and requesting appropriate academic accommodations/adjustment/auxiliary aids which are adequately supported by the documentation.

Support and assistance are individualized according to the needs of the student. Accommodations and/or adjustments may include, but not be limited to, advocacy, training, facility access, adaptive equipment and/or materials, interpreters, instructional and test-taking academic adjustments, and coordination with involved area agencies.

Should a request for disability accommodation, adjustment, or auxiliary aid be denied, the student may appeal by following the established grievance procedure:

1. Discuss the situation with the Coordinator of Disability Services and faculty member to try to reach a resolution;
2. If not resolved, appeals may be submitted in writing to the Director of Support Services/ADA Compliance Officer;

Two **Pre-college Programs** (Educational Talent Search and Upward Bound-Morgan/Pike) are sponsored by JWCC to promote postsecondary education opportunities throughout the district. Staff of these programs inform individuals of the benefits of higher education and assist them in gaining the information and skills necessary to be successful in that pursuit.

**Educational Talent Search** (ETS) is a Department of Education TRiO program. This academic outreach program serves 670 individuals ages 11-27 throughout the JWCC District, two-thirds of whom must meet income and first-generation guidelines. Its mission is to help young people complete their high school education, make appropriate career choices, and pursue further education or training at the post-secondary institution of their choice. ETS advisors work with participants individually or in groups providing many services, including ACT preparation, career advising, job shadowing, help with college selection and campus visits, scholarship searches, help with college applications and financial aid forms, cultural enrichment events, and activities to improve study skills.

**Upward Bound** (UB), also a Department of Education TRIO program, is designed to assist students with developing the skills and motivation necessary for success in education beyond secondary school. Upward Bound-Morgan/Pike serves students in Griggsville/Perry, Meredosia/Chambersburg, Pittsfield High Schools, and Quincy Junior and Senior High Schools. The academic year component of the program offers tutoring, mentoring, academic advising, career advising and exploration, study skills assistance, college planning and cultural programs throughout the school year. The summer program is an intensive, six-week experience that allows students to continue with academics while enhancing their social skills and self-confidence. It consists of a wilderness experience, a mock college experience (including instruction in math, science, English, foreign languages, and computers), and a college tour trip.

## Tutor Services

Tutoring is available at JWCC from several different sources including TRiO-SSS (if qualified by program requirements), the Writing Center, and individual tutoring services. All services feature tutoring by walk-in and by appointment. An online tutoring service, *Smarthinking*, is also available to all students through the JWCC's web portal, BlazerNet.

**Support Services:** Please see the Support Services section in this catalog.

**The Writing Center** is staffed by Language and Literature department faculty. The Writing Center's purpose is to assist students who are writing research papers in all areas of study (e.g., psychology, biology, history). A schedule of hourse is available online.

**Individual Tutoring Services** provides peer or professional tutors in a wide variety of subjects and courses ranging from math to biology to political science. Tutors are knowledgeable in their subject areas. Individual tutoring services are available in the Academic Support Center rooms B118 and B120. A schedule of hours is available online.

## Transferring to Other Colleges

JWCC credits transfer readily to other colleges. Students are highly encouraged to meet with an advisor to develop an academic plan. Questions a student should consider when planning a transfer course of study at JWCC include:

1. What will I major in after I transfer?
2. Where do I want to transfer?
3. Do I want to attend college on a full time basis?
4. Do I have any limitations which will determine when I can take classes? (i.e., a student may work mornings and be able to attend college only in afternoons and evenings.)
5. What other concerns do I have about transferring?

A student who intends to transfer to a senior institution in Illinois should use guidelines toward his or her program established by the Illinois Articulation Initiative (IAI), www.iTransfer.org or www.transferology.com.

Students who are undecided about a major field or a transfer college should work with a John Wood advisor to develop a program which will transfer to a variety of majors and/or colleges.

If students know where they plan to earn a four-year degree, they should contact that school informing them of what they plan to take during their first two years and requesting a reaction to that plan. John Wood advisors will assist students with these contacts. Advisors will also update students on the latest developments concerning the colleges they have chosen and courses required for successful transfer.

## Veterans' Programs

Certification for U.S. Department of Veterans' Affairs programs is provided by the Registrar's Office. The certifying official works with veterans to assist them with the paperwork necessary for federal veterans' benefits as well as the Illinois Veterans Grant (IVG). JWCC is approved as an eligible institution for the instruction of veterans, reservists, and dependents under Title 38, United States Code programs. State IVG applications are available in the Registrar's Office. (See the Financial Aid section of the catalog for more information regarding the IVG; for additional information on veterans' programs, go to www.jwcc.edu/military.)

## Student Records and Transcripts

John Wood Community College maintains official student records and files in the Registrar's Office. Students are entitled to inspect and review their files through a written request submitted to the Registrar. The College maintains academic records in an electronic format. Grades are posted to the student's permanent record at the end of each term.

The transcript of a JWCC student includes the following:

1. The JWCC name and logo
2. Identification of the student, including name, address, and last four digits of the Social Security number (or assigned number upon request)
3. Current academic standing
4. Degree and major
5. Academic honors
6. The extent and quality of all work attempted, including dates attended
7. A key or explanation of policies and terms reflected by the record and pertinent definitions

Transcripts of the student's permanent record may be sent to third parties only upon **WRITTEN REQUEST** by the student. Forms for these requests are available in Enrollment Services, through SOLAR, or may be requested in writing. This request must be personally signed by the student and should include identifying information as well as the name and address where the transcript is to be sent. An exception may be made when the transcript is being forwarded to another accredited college or university and it has been confirmed that the person making the request is the student. These may be requested by phone, over the Internet, in writing or in person.

Unofficial student copies of transcripts are available through Enrollment Services or they may be printed directly from the SOLAR system.

There is generally no charge for normal processing of transcripts.

## Transcript Charges

Official transcript requests will be processed and mailed by the next business day at no charge when the request has been received in Enrollment Services by noon, Monday through Friday. In-person requests for an immediate copy of the official transcript may be accommodated for a "rush" fee (see "Tuition & Fees" section of this catalog). When transcripts need to be received immediately by a third party, students may request overnight service for a cost equivalent to the "rush" processing fee plus the charge to send the document by overnight courier. No transcripts will be provided via fax or email.

Transcripts requested to be mailed outside the continental United States will incur the "rush" transcript fee as well as the applicable postage to send the document(s). All applicable transcript fees must be paid in full before transcripts will be released.

## Statement of Confidentiality and Privacy Rights Of Students in Education Records

Student records at JWCC are considered to be confidential information and the release of any information about a student is governed by The Family Educational Rights and Privacy Act (FERPA) of 1974 (Public Law 93 380, known as the Buckley Amendment). The Act and subsequent amendments outline which student records shall be accessible, who can see the records, and procedures for release of confidential information.

The College will not release recorded information about a student, except for directory information as outlined below, without the express written consent of the student.

Federal law directs that colleges must provide students with access to their own records and an opportunity for scheduling a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate. These laws do not include any right to challenge the appropriateness of a grade as determined by an instructor. The law generally requires that written consent be received before releasing personally identifiable data about a student other than a specified list of exceptions. The campus is authorized to release directory information unless the student has specified in writing information that should not be released.

Directory information includes the student's name, address, telephone number, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received (including scholarships) and the most recent previous educational agency or institution attended by the student. Any item considered to be directory information will be released to any party upon request.

Currently enrolled students may request that the College withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Registrar's Office at John Wood Community College, 1301 South 48th Street, Quincy, IL 62305, within 30 days after the beginning of each term. JWCC assumes that failure on the part of any student to specifically request the withholding of categories of directory information indicates individual approval for disclosure. Further information, including institutional policy, may be obtained from the Registrar's Office.

## Records from Other Institutions

No transcript received from other institutions will be sent to a third party or another institution. The official transcript of John Wood Community College will reflect only the name and number of credits accepted from transfer institutions.

## Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

## Student Life

Consistent with the mission and goals developed by the JWCC Board of Trustees, the college offers opportunities for students to develop leadership skills and experience real-world education through co-curricular activities on campus as well as in the community. A wide variety of student activities are available to students; including clubs, organizations, student government, campus activity programming, interest groups, volunteer opportunities, community service and intramurals.

## Student Government Association

The Student Government Association (SGA) is the over-arching umbrella of all Blazer Student Organizations (BSO). This student-driven group represents the voice of the entire JWCC student body. SGA voting members consist of the Executive Officers, voting members, BSO representatives, Blazer Activity Teams and guests. All students are welcome and encouraged to attend the monthly SGA meetings.

Any student who attends the first SGA meeting of the year is considered an official member of the Student Government Association and is given voting rights. Students who are unable to attend the first meeting must be present at two consecutive SGA meetings to be considered members and acquire voting rights.

## Executive Officer Team

The Executive Team (E-Team) is composed of elected student officers (president, student trustee, vice president, secretary, treasurer, and activities chairperson) and overseen by the Coordinator of Student Life. The Executive Officers are elected by the student body during the spring semester and receive tuition waivers for their service and leadership. The E-Team meets bi-monthly to develop the SGA budget, establish agendas, and discuss student-related issues; they are empowered to act on behalf of the Student Government Association when the SGA is in adjournment.

## Blazer Activity Teams

Blazer Activity Teams (BAT) are groups responsible for planning and promoting student activities that are sponsored by the Student Government Association. Overseen by the Activities Chairperson, all students are welcome to join the initiative to bring diverse programming to our JWCC community. The five teams that make up BAT are: The John Wood Way, Trail Blazers, Live!, Beyond the Classroom, Wood Pile, and Green and Gold Club.

**Beyond the Classroom**

Beyond the Classroom focuses on initiatives to enrich students' lives, provide life skills and assist with bridging the gap between school and life with a close focus on philanthropic programming. Programs include:

- -Suit Up! for Success: Professional Attire Closet
- -Food for Thought: Food pantry available to any student in need
- -AOD (Alcohol & Other Drugs) Programming
- -Health Living Initiatives
- -Safe Trick or Treat

**Green & Gold Club**

If you are looking for a way to continue playing the games you love, maintaining an active lifestyle or simply want to learn a new sport, the Green & Gold Club is just what you are looking for! The Green & Gold Club facilitates all intramural programs as well as creates occasional athletic events. Programs include:

- -Intramural sports including but not limited to: basketball, soccer, whiffle ball, softball
- -Single time activities: extreme dodgeball, ultimate frisbee, mini golf, sand volleyball
- -Other activities as pertaining to the season

**The John Wood Way**

The John Wood Way is a student created and encouraged honor code that embraces the principle of: "A trail blazer is someone who has gone the distance that all others have traveled, then creates his or her own path and goes further." The John Wood Way encourages all members of the JWCC family to strive for excellence in everything they do. Programs include:

- -Post Secret Project
- -SHOW the Way
- -A Week of Reflection

**Trail Blazers, Live!**

Get ready for a good time as we set student life ablaze at JWCC ablaze! Trail Blazers, Live! focuses on creating and improving large campus events that build community, tradition and pride. Programs include:

- -Blazer BBQ
- -Fall Fest
- -Homecoming
- -Community College Month

**Wood Pile**

Where is the place that all John Wood students come together to support Blazer athletics? The Wood Pile! Students that make up the Wood Pile are the heart of the student section at all Blazer athletic events. This group is charged with coming up with their own chants and encouraging others to take an active role in cheering our Blazer athletes to victory!

## Creating a New Blazer Student Organization

The opportunity exists for students to create new clubs and organizations at JWCC as the needs and desires of our students grow. Anyone interested in forming a new club is encouraged to meet with the Coordinator of Student Life to discuss ideas and receive personalized instruction for moving forward.

To form a new club, students must complete a New Blazer Student Organization application which states the club's proposed objectives and has the signature of at least ten student members; this form can be obtained from the Student Life Office located in D104. Once the form is completed, it is presented to the SGA E-Team and presented at the SGA meeting for approval by the Senate. Upon approval of the new club, the student organization is considered active and can follow the appropriate progression for obtaining a budget from SGA.

## Blazer Student Organizations

John Wood Community College recognizes student organizations that complement the mission of the college and enhance the quality of education and social affairs at JWCC. Student Organizations are referred to as "Blazer Student Organizations" or "BSO." Although a BSO is recognized by the Student Government Association, the SGA does not necessarily endorse all of the organizations' activities, nor are the activities held by the student organization always supported by the college. Being an approved and active student organization is a privilege that may be withdrawn for a violation of college rules, policies, or of the code of student conduct. The following Blazer Student Organizations are currently active and students are encouraged to participate:

**Academic Interest**

-Agriculture Club
-Bulls & Bears (Business & Investments)
-Construction Club
-National Association for Music Educators (NAfME)
-Phi Theta Kappa (Honors Society)
-Psychology Club
-Student Nurses Organization
-Students Today, Teachers Tomorrow ($ST_3$)
-STEM (Engineering)

**Personal Interest & Hobbies**

-Blazerettes Dance Team
-Campus Crusade for Christ
-Cultural Diversity Club
-Cheerleading
-John Wood Society of Anime & Gaming (JSAG)
-John Wood Crafters
-Lesbian, Gay, Bisexual, Transgender, Questioning Allies (LGBTQA)
-Livestock Evaluation Club
-N2L8 (Never Too Late: non-traditional students)
-Pep Band
-Publications Club (student newspaper)
-Students Supporting Veterans
-Running Blazers

## Intercollegiate Athletics

JWCC's intercollegiate athletic program is consistent with the College's overall philosophy and objectives. Focusing on the College's four core values (self-development, excellence, accountability, and integrity), the individual programs work toward teaching team members the importance of learning in a competitive environment, striving to reach the highest standards of student-athlete excellence, being part of a team that excels on accountable behavior, and maintaining integrity and respect for the academic and athletic opportunities provided. The college currently offers four competitive intercollegiate sports, including men's basketball, men's baseball, women's basketball and women's softball. Each student-athlete is required to have their own primary insurance plan before using the secondary plan that is offered by the college. There is a nominal, mandated fee for the secondary insurance policy.

## Student House and Insurance

John Wood Community College does not offer on-campus housing or primary insurance programs for students. Student life activities are not covered by College insurance; however, a secondary insurance plan is accessible for student-athletes to cover injuries sustained while participating in intercollegiate athletics. The College can help to answer questions and facilitate with community resources to resolve these needs.

# Student Conduct

## Student Conduct Regulations

Individual students and student organizations are required to observe the policies of the District and the laws of the city, state and federal governments and to conduct their affairs in a manner compatible with the educational objectives of the College except as specified otherwise. Misconduct for which students are subject to discipline falls into the following categories:

1. Students are not to use or provide false information to the College or to the officials of the College in any form, written or verbal. Students are not to misuse, misrepresent or falsify any College record, form, or procedure.
2. Students are to refrain from the unauthorized use, possession or removal from a designated area, of property belonging to the College, its community members, guests, or vendors. Services provided to or by the College, community members or guests may not be used or obtained unless authorized in advance by the appropriate College agent.
3. Possession of or the keeping of any firearm, ammunition, explosive device, or other weapon on College-owned or -controlled property is strictly prohibited.
4. A student shall take no action which damages or tends to damage public or private property, not his or her own without the consent of the owner or person legally responsible.
5. The intentional false report of a bomb, a fire, or other emergency in any College facility or on property controlled by the College in any form (e.g., pull alarm, verbal, written, or otherwise) is strictly prohibited.

6. Students are not to engage in behavior which is so sufficiently severe and pervasive that it threatens, harms, or causes to place in harm any person. Nor may students exhibit behavior which is lewd, indecent, obscene, or disorderly. The type of conduct which this regulation is designed to cover includes, but is not limited to, the following examples:

   a. Intentionally inflicting bodily harm upon any person; taking any action for the purpose of inflicting harm upon any person; taking reckless action which results in harm to another person; taking any action that creates a substantial risk or harm to another person; or threatening by any means of transmission, the use of force to harm or injure another person.

   b. Tampering with or otherwise rendering useless College equipment or property intended for use in preserving or protecting the safety of members of the College community such as exit signs, fire extinguishers, fire alarms, fire boxes, standpipes, first aid equipment or emergency telephones.

   c. Obstructing fire escape routes such as hallways or stairwells.

   d. Physically abusing another person.

   e. Verbally abusing another person, when such abuse is severe, pervasive and objectively offensive.

   f. Committing acts of indecent exposure.

7. Students are subject to discipline for conduct in violation of Board Policy 202 pertaining to sexual, racial or other harassment.

8. Conduct which, by itself or in conjunction with the conduct of others, disrupts or impairs the carrying on of normal College functions is prohibited. Students shall not bring un-enrolled persons into the classroom, lab, or other course-related area, without prior authorization from the instructor. Employees and students shall not leave children unattended anywhere on campus.

9. The College is committed to the principle that all students may use and enjoy its educational and social activities and facilities free from harassment or intimidation on the basis of their sex, race, religion or national origin when that harassment or intimidation is so sever, pervasive, and objectively offensive, and so undermines and detracts from the victims' educational experience, that the victim-students are effectively denied equal access to an institution's resources and opportunities. Students may be directed to desist from behavior which, in the opinion of a College official, is intended to or has the effect of subjecting a fellow student to this type of harassment or intimidation. If they persist in this behavior after being so directed, they also may be charged with failure to follow the reasonable directive of a College official.

10. Forcible or unauthorized entry into any building, structure, facility, or room therein on the premises of College-owned or -controlled property is prohibited. Improper use of designated College exits is also prohibited.

11. Use of, being under the influence of, possession of, sale or distribution of, any alcoholic liquor, drug (including but not limited to, any controlled substance, or any counterfeit or look-alike substance) or intoxicating substance at premises owned, leased or used by the Board of Trustees, District or College,

at College-sponsored or supervised activities, except the lawful consumption of alcoholic liquor at an event and location where such consumption is authorized by the Board of Trustees or President, or except for the lawful use of prescription drugs, in any College-owned, leased or used vehicle, while engaged in or going to or from College activities or business; or at any time when the same endangers the health or safety of any employee, student or others.

12. Any student who violates any state, federal, or municipal law, whether specifically covered in this document or not, while on property owned or controlled by the College shall be subject to College disciplinary action for said offense. The adjudication of such violations may proceed independently of state, federal, or municipal agencies.

13. Students are not to disregard the reasonable directive, verbal or written, of a College official. Students are not to obstruct a College official in the carrying out of his or her assigned duties.

14. Students are not, while on property owned or controlled by the College, to engage in the following: gambling; unlawful or unauthorized use of College telephones; unauthorized canvassing or solicitation; using, possessing, or making or causing to be made, any key(s) for any College building, room, or facility - except as authorized; or production of sound through amplification or other means that unreasonably disputes or disrupts the peace of others.

15. Students are not to post, affix or otherwise attach writing or printed materials (i.e., posters, signs, handouts, brochures, handbills, pamphlets, etc.) on College property or premises, including but not limited to trees, shrubbery, land, buildings, vehicles, etc unless otherwise approved by the Dean of Students office.

16. Students are not to engage in any form of academic dishonesty with respect to examinations, course assignments, plagiarism, alteration of records, or illegal possession of examinations. These shall be considered academic dishonesty. Any student who knowingly assists another student to engage in academic dishonesty is also guilty of academic dishonesty. Plagiarism is the knowing use, without appropriate attribution, of the published ideas, expressions, or work of another, with intent to pass such materials off as one's own. In cases of plagiarism or academic dishonesty:

    a. Instructors should document the incident and the name of offenders using the Academic Dishonesty form.

    b. Students must be given due process and allowed to speak on their own behalf. Instructors and/or department chair will meet with the student to review the incident. At this time, the student may be informed of any consequence resulting from the incident. Subsequently, the appropriate academic dean will meet with the student to ensure that proper due process is provided that the appropriate documentation is produced and completed.

    c. Students may appeal the decision in writing to the Vice President for Instruction within 10 days of meeting with the academic dean.

    d. Copies of the completed Academic Dishonesty forms are sent to the Vice President for Student Services office which serves as a clearinghouse for all student incidents.

17. Students are required to identify themselves and provide identification when requested by the College staff.

18. College-owned or -operated computing resources are provided for use by students to support their academic pursuits. As such, students are expected to use these resources appropriately. Actual or attempted theft or other abuse of computer resources include, but is not limited to:

    a. Unauthorized entry into a file to use, read, or change the contents or for any other purposes.

    b. Unauthorized transfer of a file.

    c. Unauthorized use of another individual's identification and password.

    d. Use of computing facilities to interfere with the work of another student, faculty member or college official.

    e. Use of computing facilities to interfere with normal operation of the college computing system.

    f. Knowingly causing a computer virus to become installed in a computer system or file.

    g. Accessing inappropriate sites as defined in the John Wood Community College Computer Usage Guidelines.

The suspension, expulsion, probation or discipline of students in attendance at a community college campus for personal misconduct on that campus shall be determined after a hearing and a determination that good cause exists for such suspension, probation, expulsion, or discipline. The suspension, expulsion, probation or discipline of students from the community college for personal misconduct, however, shall be determined solely by the College in accordance with its procedures for a hearing and a determination that good cause exists for such suspension, expulsion, probation or discipline. For further information about student conduct, please contact the Vice President for Student Services.



## Campus Police Department

*Reporting Crimes and Emergencies*: To ensure a safe and secure campus environment, all JWCC students and employees are encouraged and expected to report any and all suspected criminal activity or emergencies by calling Campus Police at ext. 4949 or 217.641.4949. If the report requires emergency services (i.e., local police, fire, EMS), also call 911. Emergency phones are placed in several locations around the Quincy campus exterior. A campus police officer will respond promptly to any and all reports of criminal activity and emergencies.

*Web Site*: For more information on Campus Police services and programs, log onto the website at www.jwcc.edu/campus-police or call 217.641.4290.

## Behavioral Intervention Team

The Behavioral Intervention Team (BIT) is a multidisciplinary team that serves five major functions for the college:

1. Provide consultation and support to employees in assisting students who display concerning or disruptive behavior.
2. Gather information to assess situations involving students who display concerning or disruptive behavior.
3. Recommend appropriate intervention strategies or disiplinary sanctions.
4. Connect students with needed campus and community resources.
5. Monitor ongoing behavior of students who have displayed disruptive or concerning behavior.

The overall goal of the BIT is to promote a safe college environment for all students and employees focused on student learning and student success. By encouraging all members of the campus community to report behaviors that are concerning, the BIT will be able to reach out to students to intervene, provide support, and connect them with available resources. As such, the BIT asks that the campus community report concerning, "red flag" behaviors. A "red flag" behavior is a questionable, suspicious, or inappropriate behavior that may be presented through a student's appearance, spoken or written words, or specific actions.

## Parking

The east and south parking lots at the 1301 South 48th Street campus are employee parking only areas Monday through Friday, 7 a.m. to 5 p.m. Visitor parking spaces are reserved for JWCC visitors only and should not be used by current JWCC students.

## Smoking

In accordance with Board of Trustees policy and the Illinois Smoke Free Campus Act, smoking and the use of tobacco products is prohibited on all college property, with the exception that smoking is permitted in non-college, privately owned vehicles that are travelling through or parked on campus property.

## Student Grievances

The College encourages students to bring legitimate grievances or problems to the attention of the administration in order to promote efficiency and contribute to the productive and wholesome educational atmosphere.

1. The first action should be a meeting with College personnel and other persons involved to discuss problems and potential grievances. The Dean of Students should be informed of these discussions.
2. The student then will meet with the Dean of Students to informally present the details of the alleged grievance. After consultation, the Dean of Students may present the student with a resolution to the problem. The student must react in writing within seven (7) days.

3. If informal resolution is rejected by the student, the student may appeal in writing to the John Wood Community College Student Issues Committee through the Administrative Assistant to the Dean of Students.

Questions in reference to educational opportunities may be directed to the following individuals at the College (1301 South 48th Street, Quincy, Illinois 62305): Cody Baggett, Title VI Coordinator and Title IX Coordinator, 217.641.4300; Rob Hodgson, ADA/504 Compliance Officer, 217.641.4110; or Dana Keppner, Affirmative Action Officer/Deputy Coordinator, 217.641.4241.

# FINANCIAL INFORMATION AND FINANCIAL AID

## Tuition and Fees*

Tuition for in-district students for 2015-2016 was $147 per semester credit hour, which includes a universally assessed fee of $13/credit hour for institutional services. This rate is subject to review and change annually by the JWCC Board of Trustees. In-district tuition and fees for a full-time student for nine months usually range from $3,528 to $4,410 depending on how many semester hours a student takes. Additional course fees and program fees may apply.

A student is in the John Wood Community College District if he or she resides in one of the following high school districts: Bluffs, Brown County, Central, Griggsville-Perry, Liberty, Meredosia-Chambersburg, Payson, Pikeland, Pleasant Hill, Quincy, Southeastern+, Unity or Western.

Residents of Illinois who live outside the John Wood Community College District who want to enroll in a program offered by JWCC may be eligible to apply for a chargeback from their local community college district. (See section on "Chargeback Requests.")

**Out-of-District Residents:** The John Wood Community College Board of Trustees has established a tuition rate for out-of-district residents. Tuition for 2015-2016was $257 per semester credit hour, which includes a universally assessed fee of $13/credit hour for institutional services. This rate is subject to review and change annually by the JWCC Board of Trustees. A complete residency policy may be obtained from the Admissions Office.

**Special Rates for Out-of-District Students:** Individuals who are employed at least 35 hours per week by an entity located in the District or who are attending another educational institution within the District will be charged in-district tuition with the approval of the Admissions Office.

**Senior Citizens:** 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 2015-2016 was $58 per semester credit hour, which includes a universally assessed fee of $13/credit hour for institutional services. Additional course fees may apply. This per-credit-hour tuition for any regularly scheduled course is further waived for those persons 60 years of age 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 and Pharmaceutical Assistance Act” provided that available classroom space exists and tuition-paying students constitute the minimum number required for the course. Until it has been determined by the Registrar, or such other person or persons designated by the President, that available classroom space exists and tuition-paying students constitute the minimum number required for the course, the tuition shall be charged, but shall be refunded on application to the Dean of Business Services thereafter made at any time during the academic session when the course is taken. If an application is not made in a timely manner, this waiver shall not apply. Applications for any course shall be processed by the Dean of Business Services in the order filed. No waiver shall be granted or refund made which reduce the number of

tuition-paying students below the minimum required for the course. For purposes of the above waivers, age shall be determined as of the date of the first day of scheduled classes for the courses.

**Blended Courses:** The fee for Internet/face-to-face course (50% of course delivered through lecture/seminar format, supplemented by online components) is $10 per credit hour.

**Internet Courses:** An additional fee for Internet (online) courses for 2015-2016 was $30 per credit hour.

+Residents of the former Plymouth School District reside in the Carl Sandburg College District.

***NOTE: TUITION RATE AND FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE. FOR A CURRENT LIST OF TUITION AND FEES, PLEASE REFER TO THE JWCC WEB PAGE OR CURRENT CLASS SCHEDULE.**

## Institutional and Administrative Fees (2015-2016)

| | |
|---|---|
| ADN Program Fee | Fee assessed each term, ranges from $418-$780 by term |
| CLEP Test | CLEP fee plus $20 admin. fee |
| CNA Program Fee | $105 |
| Placement Testing Fee | $15 |
| Graduation Fee | $35 |
| ID Card Replacement Fee | $10 |
| Institutional Services Fee | $13 per credit hour |
| International Admission Application Fee | $150 |
| Late Payment Fee | $75 |
| Late Registration Fee | $75 |
| Library Fines | Varies; posted in Library |
| LPN Program Fee | Fee assessed each term, ranges from $544-$780 |
| Nursing Program Admission Assessment Exams: | |
| HESI A2 Exam | HESI fee plus $10 admin. fee |
| NACE 1 EXAM | NACE fee plus $10 admin. fee |
| Online Delivery Fee | $30 per credit hour |
| Open Learning Course Fee | $5 per credit hour |
| Parking, Traffic and Smoking Fines | Varies; posted in Campus Police Department |
| Proficiency Exam Fee | $25 per credit hour |
| Returned Check Fee | $25 |
| Surgical Technology Program Fee | $290 per semester |
| Technology Fee (beginning Fall 2016) | $5-$15 per credit hour |
| Transcript Fee (Rush Process or when mailed outside continental U.S.) | $10 plus courier cost |

## Other Costs

In addition to the previous listed costs, students should allow additional funds for books and supplies as well as transportation and housing expenses. Some career/technical programs require additional purchases, such as uniforms, special tools or equipment.

## When Are Fees Due?

Fees are payable on or before the date specified as the fee payment date for each term. Students may pay with cash, check, money order, or credit card (VISA, MasterCard or Discover), or they may inquire about the interest-free monthly payment option available. **Failure to pay registration fees on time may result in AUTOMATIC WITHDRAWAL and will result in a late fee assessment. All fees are subject to change without notice; for a current list of tuition and fees, please refer to the college website or current class schedule.**

## Students in Debt to the College

Students who are in debt to the College will not be permitted to register for additional classes at the College until the debt is cleared. They are not entitled to receive diplomas, official statements, or transcripts of credits until the indebtedness has been paid.

## Refund Policy

***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.

It normally takes three weeks to process refunds.

Anyone wanting more information on credit refund policies may call the Business Office, 217.641.4202.

## Chargeback Requests

**In-District:** JWCC policies regarding chargebacks for in-district students are as follows:

1. In-district students beginning a college program offered by John Wood Community College must attend John Wood or pay their own expenses at another college.
2. In-district students wishing to enroll in a career/technical program not offered by John Wood Community College may apply for a chargeback from JWCC to attend the community college of their choice. If the student's chargeback request is approved by JWCC's Board of Trustees, the student will then be responsible for paying only the in-district fees of that community college.

3. Chargebacks will not be approved for programs that can otherwise be accessed through cooperative education agreements John Wood has with other community colleges.
4. All applications for chargebacks must be received by John Wood Community College on or before 30 calendar days prior to registration for the term for which the student seeks to enroll. **Applications and further information are available from the Dean of Students.**

**Out-of-District:** Illinois residents living outside the JWCC District who wish to enroll in a program offered by JWCC may be eligible for a chargeback from their local community college district if the offering is not available in their district. Applications must be submitted to the local community college 30 days in advance of the term for which the student seeks to enroll; contact that college for applications. If the chargeback request is approved, the student will be responsible for paying only the in-district tuition/fees rate to attend John Wood Community College. **For more information contact JWCC's Admissions Office.**

## Financial Aid

In order to qualify for student financial assistance a student must be officially enrolled. Additionally, a student must be a high school graduate seeking an aid-eligible certificate or associate degree or be enrolled in a baccalaureate transfer program.

The first step in applying for financial aid is to complete and submit an annual Free Application for Federal Student Aid (FAFSA). John Wood Community College will receive the results of the student's application if the student indicated JWCC's code of 012813 in the filing process. In response to this application the student will receive a Student Aid Report (SAR). The SAR should be reviewed for accuracy and retained for the student's records.

Students are encouraged to complete the FAFSA as soon as the application is available.

| FAFSA Application | Attending | Application Open Date | Tax Information |
|---|---|---|---|
| 2016-2017 | fall 2016<br>spring 2017<br>summer 2017 | January 1, 2016 | 2015 Tax Information |
| 2017-2018 | fall 2017<br>spring 2018<br>summer 2018 | October 1, 2016 | 2015 Tax Information |
| 2018-2019 | fall 2018<br>spring 2019<br>summer 2019 | October 1, 2017 | 2016 Tax Information |

The application is available online at www.fafsa.gov. The priority filing date for JWCC students to submit the FAFSA is as soon as the application opens each year but at a minimum eight weeks in advance of the term of enrollment. By checking the student SOLAR account, students will be aware of all outstanding documents needed to complete the FAFSA process. Students and their families are encouraged to contact the Financial Aid Office for assistance.

Payment arrangements for student accounts must be made a week prior to the start of classes. If financial aid is not filed and resolved, the student must make payment

arrangements. Students should contact the Business Office at 217.641.4207 for payment options.

## Student Online Access to Records - Financial Aid

Students with an active SOLAR account can view awards, outstanding document requirements, and Satisfactory Academic Progress standing. Each year, students must accept the "Terms and Conditions" of Financial Aid to receive Title IV or state awards which is done through BlazerNet in a student's SOLAR account.

## Limitations to Eligibility

The following limitations apply to all federal Title IV financial aid programs.

1. Federal aid may be paid only for courses required for the JWCC degree or certificate. Once degree requirements are met, the student is no longer aid eligible.
2. A student may receive federal aid for a maximum of 30 semester credit hours of developmental coursework.
3. Repeated Courses: Financial aid may pay for the repeat of coursework to improve an earned grade of "F". Students repeating a course with an earned grade of "D" will qualify for financial aid for a repeat one time only.
4. Max Hours: The maximum hours for which a student may be aid eligible is 150% of the credits required for his/her program. Please review the Satisfactory Academic Progress (SAP) section of the catalog for more details.

## Financial Aid Programs

*I. Federal Government*

A. **Federal Pell Grant (PELL)**
The Federal Pell Grant is the foundation program of federal student assistance. It is awarded to students on the basis of financial need and does not have to be repaid. Funds received from the Federal Pell Grant may be used for all legitimate educational expenses, including tuition, fees, books and related living costs. Lifetime PELL limit exists of 600%.

B. **Federal Supplemental Educational Opportunity Grant (SEOG)**
This is an additional federal grant administered and awarded by JWCC. The SEOG is awarded to students with exceptional need and the amounts will vary by enrollment status.

C. **Federal Work-Study Program (CWS)**
Part-time jobs are available to JWCC students. These include a limited number of clerical, secretarial and maintenance positions. CWS students typically work eight to ten hours per week.

D. **Federal Stafford Loans (Subsidized and Unsubsidized)**
This is a loan program whereby students may borrow money for educational expenses. The interest rate will change on July 1 of each year. Repayment of principal begins six months after the student either graduates or ceases to be enrolled at least half time (minimum of six credits per term).

To apply for a Federal Stafford Loan, students should follow our online loan process at the financial aid section of the College's Web site. Applicants must have FAFSA results on file in the Financial Aid Office to apply for a Stafford Loan.

The combined amount that dependent students may borrow from both the subsidized and unsubsidized loan programs is $5,500/year ($2,750/semester) for freshmen (0-27 earned hours) and $6,500/year ($3,250/semester) for sophomores (28+ earned hours). These amounts may vary based on the amount of other financial aid and the amount of credit hours the student is taking.

The combined amount that independent students may borrow from both the subsidized and unsubsidized loan programs is $9,500/year ($4,750/semester) for freshmen (0-27 earned hours) and $10,500/year ($5,250/semester) for sophomores (28+ earned hours). These amounts may vary based on the amounts of other financial aid and the amount of credit hours the student is taking.

The maximum for subsidized loans cannot exceed $3,500/year ($1,750/semester) for freshman and $4,500/year ($2,250/semester) for sophomores.

As of July 1, 2013, first-time borrowers will have a time limitation on Direct Subsidized Loan eligibility. In general, a student may not receive Direct Subsidized Loans for more than 150% of the published length of his or her program. Example: For a two-year associate degree program, the maximum period for which a student can receive a Direct Subsidized Loan is three years (150% of 2 years = 3 years).

Since all loans must be repaid, students are urged to approach borrowing with extreme caution. The Federal Stafford Loan program provides an excellent means of obtaining needed funds for educational expenses, but these funds become a debt which must be included in the borrower's future financial planning.

E. **Iraq and Afghanistan Service Grant**
For students who are not Pell-eligible due only to having less financial need than is required to receive Pell funds; whose parent or guardian died as a result of military service in Iraq or Afghanistan after the events of 9/11; and who, at the time of the parent's or guardian's death, were less than 24 years old or were enrolled at least part-time at an institution of higher education. Eligibility is determined by the Department of Education and the school is notified.

**Return of Title IV Financial Aid Funds**

JWCC is required to determine the earned and unearned portions of Title IV aid awarded to students as of the date the student ceased attendance within a period of enrollment (per term). Funds will need to be paid back if the student fails to complete 60% or more of the original enrollment period.

Withdraws may be initiated by a student's instructor. JWCC defines last date of attendance as one of the following:

1. The date that the student began the College's withdrawal process or officially notified the College of his/her intention to withdraw;
2. JWCC will, as a general rule, use the standard 50% of the term as the last date of attendance for unofficial withdrawals (including zero earned credits) unless a later date of withdrawal can be documented by the institution.

The length of term for each calculation is determined by the student's original enrollment. Even if a shorter module (ie: 8-week course) is completed but the original enrollment included a 16-week course, the calculation is based on a 16-week period. JWCC must complete Title IV reviews of unearned funds as soon as possible but no later than 45 days from the determination of a student's withdrawal.

Federal student financial assistance is earned on a per diem basis up to the 60% point in the semester. Title IV funds that are required to be returned are done in the following order: Unsubsidized Direct Loans, Subsidized Direct Loans, Direct Plus Loans, Pell, Supplemental Educational Opportunity Grants (SEOG), and Iraq and Afghanistan Service Grant.

The student is responsible for returning any unearned funds that we disbursed directly to him/her. A copy of the worksheet used to calculate the return of funds to Title IV programs may be obtained from the Financial Aid Office.

If a student did not receive all of the funds earned, the student may be due a post-withdraw disbursement. If the post- withdraw disbursement included loan funds, a student may choose to decline the loan funds so that the student does not incur additional debt. JWCC may automatically use all or a portion of the post-withdraw disbursement (including loan funds, the student accepted for tuition, fees, and books). For all other school charges, JWCC needs the student's permission to use the post-withdraw disbursement to reduce your debt at the school (JWCC ask for permission from the student during the enrollment process). Any additional funds after cost are covered is released to the student if requested.

A student who remains enrolled beyond the 60% point earns 100% of Title IV aid for that semester. A student who owes an overpayment to Title IV is ineligible for additional funding until the overpayment is fully repaid.

*II. State Government*

A. **Monetary Award Program (MAP)**

The Monetary Award Program makes awards to students on the basis of financial need. Applicants must be Illinois residents attending Illinois schools. The awards apply to tuition only, and the funds are paid to the College on the student's behalf. Both full and partial awards are made, depending on need. Application for the MAP is made when completing the FAFSA form by the applicable deadline. It is recommended a student file the FAFSA as soon as the application opens. To learn more about MAP, visit www.isac.org where a student can view Rights and Responsibilities of accepting funds.

B. **Silas Purnell Illinois Incentive for Access (IIA) Grant**
Pending State of Illinois funding renewal, the Silas Purnell Illinois Incentive for Access program offers a one-time grant to first-year students who are Illinois residents with limited ability to pay for college. This grant was established by the Illinois Student Assistance Commission (ISAC) to improve access to higher education.

*III. Awards for Veterans*

A. **Federal Veterans' Benefits**
JWCC is approved as an eligible institution for the instruction of veterans, reservists and dependents under Title 38, United States Code programs by the Illinois State Approving Agency. Anyone who thinks he or she may be eligible for benefits may obtain information and application forms through Records and Registration. To be eligible for benefits, students must be enrolled in an eligible program, attend classes regularly and make satisfactory progress toward their educational goal. This means that a satisfactory GPA must be maintained and that the courses in which the student is enrolled will "reduce the number of credits needed to graduate or complete the program."

B. **Illinois Veterans' Grant**
This award will pay the full in-district tuition for Illinois veterans attending JWCC part time or full time. Any veteran who entered the armed forces as an Illinois resident and who served at least 12 months and returned to the State of Illinois within six months of separation may qualify for the Illinois Veterans' Grant. A copy of the discharge papers, DD-214, and proof of state residency must accompany the application for the award. Full information and application forms may be obtained from Records & Registration.

C. **Illinois National Guard Grant**
This award applies to tuition charged for attending JWCC part time or full time. Eligibility requires that the recipient must be a member of the Illinois National Guard for at least one year and must continue to be a member for the duration of the grant. Veterans must go online to complete an application at www.isac.org.

D. **VS Post-9/11 Bill (P911)**
The Post-9/11 Bill provides financial support for education and housing to veterans with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 Bill. Contact Records and Registration for information and application process.

Beginning with the 2013-2014 academic year, students who live outside of the JWCC district (in- or out-of-state) and utilize Federal Post 9-11 benefits under the Veteran's Education Assistance Act of 2008 will be charged in-district tuition in accordance with Illinois House Bill 2353.

E. **VA Workstudy**
A limited number of part-time positions is available on campus to students who are using VA programs. This program is not affiliated with campus or Federal Work Study programs.

*IV. Local Financial Aid*

A. **Waivers**

JWCC offers full and partial waivers to students who have demonstrated excellence in one of five categories. These waivers can pay the entire or partial cost of in-district tuition and institutional services fees for qualified students. Students may enroll in up to 34 credit hours in an academic (17 credit hours per academic semester) with the waiver based on offering. Waivers are for one year or term and renewal is based on performance outcomes (ie: grade point average or participation). Each waiver has other pertaining requirements that are outlined at the time of offer and acceptance.

Students receiving these waivers are required to complete a FAFSA (Free Application for Federal Student Aid) as soon as possible. The waivers are not based upon eligibility for student aid.

The categories and criteria are as follows: **Academic** (high ACT/SAT score, class rank, high school GPA), **Leadership** (offices held in clubs and organizations, volunteer experience), and **Non-traditional** (adult or minority students possessing strong academic skills, financial need or other special circumstances), all awarded by the Admissions Office; **Fine Arts** (involvement with vocal or instrumental music, audition), selected by fine arts faculty; and **Athletics** (participation in intercollegiate athletics at JWCC), selected by the coach of each respective sport.

B. **General Scholarships and Awards**

JWCC provides a number of opportunities for students interested in obtaining scholarships for specific program areas. Some of these awards, which are contingent upon various criteria, include assistance in agriculture, computer science, and health. Other scholarships are also available but may vary from year to year in terms of level of awards, academic achievement, and area of residency. For more information, contact the JWCC Advancement Office, Enrollment Services, or the appropriate program director.

C. **Area Scholarships, Grants and Loans**

Several business, professional and service organizations award scholarships to qualifying students. Some of these are awarded on the basis of academic ability, some on need only, and some on a combination of both. Examples are the Quincy Service League and Altrusa International. The amounts of these scholarships vary, as do the application procedures.



## Statement of Satisfactory Academic Progress

The federal government requires that the Financial Aid Office of John Wood Community College (JWCC) monitor the academic progress of all applicants for student financial aid. This regulation requires that the College establish a Satisfactory Academic Progress policy that includes both a pace (quantitative) and a qualitative measure of progress. In compliance with these regulations, the College has adopted the following policy in regard to all state and federal financial aid eligibility. Satisfactory academic progress is evaluated at the end of each structured semester.

*Pace (Quantitative) Measures*

Consistent progress toward the degree or certificate shall require that no less than 67% of all attempted coursework be successfully completed. This is a cumulative requirement and will be checked at the end of every term of enrollment. Students failing to meet this 67% cumulative threshold will be placed on financial aid warning. If student is already on warning then they will be placed on suspension.

EXAMPLE: To meet the minimum completion rate of 67%, a student who has attempted 28 cumulative credit hours at JWCC must have successfully completed (earned) a minimum of 19 of those 28 hours (all calculations are rounded up).

*Qualitative Measure*

All students are required to meet a minimum cumulative grade point average as determined by the following chart:

A. Up to 19.5 hours of coursework attempted .....1.51
B. 20.0 – 29.5 hours of coursework attempted.....1.60
C. 30.0 – 39.5 hours of coursework attempted.....1.75
D. 40.0 – 49.5 hours of coursework attempted .....1.85
E. 50.0 or more hours of coursework attempted .....2.00

The **maximum attempted hours** for which a student may be aid eligible is 150% of the credits required in his/her program. In determining credit hour limits, it is important to note the following:

Credit hours transferred from other schools that are accepted toward completion of your JWCC program count as hours attempted and hours completed. However, transfer credit hours are not included in the calculation of your grade point average; If you change majors, the credit hours taken under all majors will be included in the calculation of the attempted credit hours total, the GPA calculation and the maximum timeframe for degree completion.

*Pace and Qualitative Considerations*

Attempted credit hours include the following whether or not paid for with financial aid: Earned Hours (Grades of A-D), Withdrawal (W, WI, WA, WB), Failure (not a passing grade)(F), Incomplete (I, RD), and Pass/Fail (P/F).

**Withdrawal from Courses** – If you withdraw ("W/WI" "WA/WB") from a course during the semester, after the census date, the course credit hours will be added to your attempted credit hours total.

**Incomplete Courses** – Credit hours for incomplete courses ("I" (incomplete), "RD" (in progress)) are included in the calculation of your attempted credit hours total, but not in the calculation of your GPA. Until updated with grade change they count as 0 points in GPA. When a grade change is submitted through the Registrar's Office the GPA calculation is updated.

**Pass/Fail Courses** – Credit hours for pass/fail courses are included in the calculation of your attempted credit hours total, but not in the calculation of your GPA.

**Remedial Coursework** – Credit hours for remedial classes are counted as attempted hours in determining pace. Remedial courses are included in the calculation of GPA. Non-credit remedial courses are considered transferred in and are counted in attempted hours

**Repeat Coursework** – A student who has received a grade of less than a "C" in a course and is repeating that course will have those hours added to the attempted credit hours total. However, for GPA purposes if the second grade is higher than first then the first is excluded in GPA calculation and the second replaces. Additional repeats are counted in attempted hours and GPA calculations.

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

## Evaluation of Academic Records

Evaluation of academic records will take place at the end of each structured semester. Any student not meeting the minimum satisfactory academic progress standards at that time will be placed on financial aid warning. A student is eligible for qualified funding while on warning. If minimum standards of satisfactory progress are not met by the end of the warning term, the student will be placed on financial aid suspension and no further federal or state student assistance will be available.

A student placed on financial aid suspension is expected to provide for their own educational expenses. Any student placed on financial aid suspension may appeal to the Director of Financial Aid if any of the following apply: death of a relative, an injury or illness of the student, or other special circumstances. All appeals must be put in writing on the Satisfactory Academic Progress (SAP) Appeal form. These forms are available in the Financial Aid Office or online at http://www.jwcc.edu/students/financial_aid/.

Suspension appeals approved in which a student may potentially meet SAP standard the following term of attendance will result in the student being placed on financial aid probation for the subsequent semester. Probation is for one term only and the student is eligible for qualified financial aid. At the end of the probationary term the student must meet SAP requirements or go back to suspension status.

Suspension appeals approved in which a student will not meet SAP standard the following term of attendance will have an individual academic plan developed. An academic plan will require the student to fulfill certain terms and conditions. He/she will be eligible for qualified funding for that term/semester. He/she will retain eligibility for funding as long as the academic plan is followed. Specific academic advising for all students is provided by the Advising Office. Any changes to the academic plan must be approved in advance by the Director of Financial Aid.

If an exception is not granted under the appeal process, a student may request reconsideration of financial aid eligibility after the student has taken (at his or her own expense) no less than six credit hours and passed all attempted credit hours with a grade of "C" or better. If the student attempts more than six hours, the student will be evaluated on all attempted credit hours within that term. All coursework involved in the reconsideration request must be taken at John Wood Community College.

Exceptions to the SAP policy will be considered by the Director of Financial Aid on an as-needed basis. The decision of the Director is final.

# ACADEMIC INFORMATION

## Unit of Credit

A *semester hour* is the amount of credit usually earned by attending a non-laboratory class for fifty minutes a week for 15 weeks. In laboratory courses, one semester hour of credit is granted for every two or three hours of laboratory work. Classes which meet for fewer than 15 weeks will meet more minutes per week for the same amount of credit.

## Classification of Students as Freshmen or Sophomores

Students are classified according to the number of semester credit hours or equivalent they have earned. Developmental coursework and on-level coursework taken for credit is included.

| | |
|---|---|
| Freshman | A student who has earned fewer than 28 semester hours of credit |
| Sophomore | A student who has earned 28 or more semester hours of credit but who has not received an associate degree |
| Special | A student who has earned 70 semester hours or more of college credit or has already received a degree |

## Classification of Students as Full-time or Part-time

For classification purposes, a student will be designated as a full-time student for a given semester if he or she is enrolled for 12 or more semester hours in the semester.

A student is designated as full-time for the summer term if he or she is enrolled for 6 or more semester hours in the summer term. A student who is not full-time is considered part-time.

**NOTE:** Regardless of the term, Financial Aid calculations are based on the number of approved financial aid hours for the term. Awards are pro-rated based on the enrolled hours. Federal financial aid credit hour classifications are as follows for each term: full-time (12+), three-quarter (9-11), half (6-8), and less than (5 or <).

## Grading System

A grade represents an instructor's evaluation of a student's academic performance in a course and is determined by examinations and other criteria as established by the instructor. Some courses are based on the student's acquiring certain skills or proficiencies. These courses, in which the mastery of the material is paramount, are competency-based and may use a grading scale of A through C, or they, like the College's other courses, may use the grading system below. In either case, each instructor's course syllabus clarifies his/her grading process and student requirements.

| Grade | Explanation | Grade Points Awarded Per Credit Hour |
|---|---|---|
| A | Excellent | 4 |
| B | Above Average | 3 |
| C | Average | 2 |
| D | Below Average | 1 |
| F | Fail | 0 |
| P | Pass | 0 |
| W | Withdraw | 0 |
| WI | Withdraw after midterm | 0 |
| WV | Course waived | 0 |
| AU | Audit | 0 |
| I | Incomplete | 0 |

No grade points are given for W or WB (used only up to midterm), WI or WA (used after midterm), F, P, AU, and I. A student's grade point average is not lowered for grades of W, WI, AU, I, or P.

## Pass/Fail Grading Option

A student may take a course "pass/fail" by receiving permission in advance from the instructor and notifying the Registrar. This option means that, rather than being assigned A, B, C, or D, the student will receive either a "P" (Pass) or "F" (Fail). A course taken on a pass/fail option will not affect the student's grade point average if the student receives a "P"; however, an "F" will affect the student's grade point average the same as an "F" received for a course taken on a non-pass/fail option. The decision to take a course pass/fail must be made at registration and cannot be changed after the drop-add period. NOTE: No more than 10 percent of program requirements in degree or certificate programs should be taken on pass/fail basis.

## Determining the Grade Point Average

To determine the grade point average (GPA), multiply the number of grade points for each grade received by the number of semester hours for that course. Then divide the total number of points by the total number of semester hours attempted, excluding courses with W, WI, P, I, and AU grades.

## Academic Honors

JWCC issues a Dean's List after each fall, spring, and summer term. The list indicates (1) those students who were enrolled for nine or more hours who earned a grade point average of 3.5 or higher and (2) part-time students who have accumulated at least fifteen semester hours but have taken less than nine semester hours the present term and have a cumulative grade point average of 3.5, as well as a term GPA of 3.5 or higher.

Associate degrees will be granted with the distinction of Honors, High Honors or Highest Honors to candidates of superior academic achievement. A student with a cumulative grade point average of at least 3.85 in all his or her college courses will be graduated with Highest Honors; a student with an average of at least 3.50 but less than 3.85 will be graduated with High Honors; a student with an average of at least 3.25 but less than 3.50 will be graduated with Honors. In certificate programs all students with at least a 3.50 grade point average will be graduated with Excellence.

## Academic Honor Societies

JWCC also has active chapters of the Phi Theta Kappa (PTK) and Psi Beta honors organizations. PTK, an international honors organization with more than 900 chapters, recognizes academic achievement at community college campuses. The Alpha Tau Gamma chapter of John Wood was chartered in 1991. At JWCC, PTK has the following membership requirements: A student must have completed twelve semester hours of associate degree work, maintain a minimum cumulative GPA of 3.5, and be currently enrolled in classes at JWCC. Students are inducted at ceremonies held semi-annually. For more information, contact the advisor at PTK@jwcc.edu.

Psi Beta is the national honor society in psychology for community colleges. The mission of this organization is professional development of psychology students through promotion and recognition or excellence in scholarship, leadership, research and community service. At JWCC, Psi Beta has the following membership requirements: A student must have completed twelve semester hours of associate degree work including at least one college-level psychology course, maintain a minimum cumulative GPA of 3.0 including a "B" average in psychology, and be currently enrolled in classes at JWCC.

## Auditing Courses

With approval of the instructor and the Registrar, a person may audit a course. The decision to audit a course must be made at registration and cannot be changed after the drop/add period. No credit is recorded for an audited class. A student auditing a course is subject to availability in that course. Students taking the course for a grade will be given preference in terms of availability.

## Release of Transcripts

Transcripts will be withheld for any student who has not fulfilled his or her financial commitments to the College.

## Appeal of Final Grade

1. A student who wishes to appeal a final grade must do so within 30 days after the grade is posted. The student is encouraged to first meet with the faculty member. Every attempt should be made to resolve the grade concern with the faculty member.
2. If the student is not satisfied after consulting with the faculty member, he or she may next appeal to the appropriate academic dean. The dean will meet with the faculty member and the department chair to review the appeal. The dean will notify the student in writing of the dean's decision.
3. If the student still is not satisfied with the grade assigned, he or she may appeal the decision to the Vice President for Instruction for further review. The Vice President for Instruction will review the appeal and communicate the decision to the student in writing. The action of the Vice President for Instruction is final.

4. This process will be accomplished in a timely manner and within one semester of the posting of the grade.
5. Final decisions as outlined above will be communicated to the Registrar to be included on the student's permanent academic record.

## Student Withdrawal from Courses

In general, a student who enrolls for, pays for and attends a course remains officially enrolled for that course and is entitled to a final grade unless the student withdraws from the course. At this time, total withdrawals using the SOLAR system are not available. Withdrawal from a credit course is allowed until seventy-five percent of the course is completed. Students who wish to withdraw should first visit with their academic advisor.

Withdrawal from a credit course can be processed with the Advising Office or through a student's SOLAR account. It is appropriate to confirm your withdrawal with the Advising Office and Financial Aid Office prior to the last day to withdraw if you have any question about your withdrawal. Students who fail to withdraw officially from a course may receive the final grade they have earned, perhaps an "F".

If students withdraw from a course during the first 10 days of the semester, for courses lasting longer than eight weeks, that course does not appear on their permanent academic record. For terms eight weeks or less, this drop period is only five days. (NOTE: The College issues tuition and fee refunds per the refund policy outlined in the Financial Information section.) Students who withdraw after the tenth day of the semester but **before** the midterm will receive a W (withdrawn) recorded on their permanent records for that course. Those who withdraw after the midterm date for the course but before the last day to withdraw (see Last Day to Withdraw, below), receive a WI designation (withdrawn after midterm) on their record. The W and WI designations are not figured into the student's grade point average.

## Last Day to Withdraw

Students may withdraw from a class any time before seventy-five percent of the term has been completed. The specific days to withdraw are available through the Advising and Registrar's offices. The student is responsible for knowing his or her last day to withdraw for each course. After the last day to withdraw, students are not permitted to drop the course and will receive the final grade they earn.

## Administrative Withdrawal

The College itself may withdraw students from a course for which they have enrolled:

1. The College will withdraw students who have enrolled but have failed to pay their tuition and fees by the payment due date. In this event, the course does not appear on the permanent record after withdrawal.
2. The College may withdraw students who have enrolled for a course but who have not attended during the first 10 days of the term, or the first two class meetings for classes that meet once a week, as notified by the instructor. The College issues tuition and fee refunds if appropriate. Again, the course does not appear on the permanent record.
3. For purposes of certifying actual course attendance as required by the Illinois Community College Board and in accordance with JWCC Board Policy, instructors may recommend that the College withdraw students for lack of engagement.

4. The Dean of Students office retains the right to withdraw a student from a course for emergencies or for the purpose of discipline under established rules of procedure. The Dean of Students will deam the type of withdrawal necessary in each case.

The Records and Registration Office notifies students of their administrative withdrawal from a course and also notifies the Financial Aid Office. (NOTE: In some cases, a student's withdrawal from a course may result in a significant decrease or loss of the student's financial aid or in that student being placed on Financial Aid Warning or Suspension.)

Students who have been administratively withdrawn but who wish to continue with the course may be reinstated at the discretion of the instructor in consultation with the Registrar. Students may appeal denials of reinstatement following the normal appeal process. Depending on circumstances, reinstatement requires an additional $75 fee. (Please visit www.jwcc.edu for the most up-to-date information.)

## Incomplete (I) Grades

A grade of "I" (incomplete) may be given by an instructor if, in his or her judgment, circumstances well beyond the student's control prevent the student's completion of required course work during the semester. When an instructor grants an "I" grade, the instructor will complete a contract (Incomplete Report Form) with the student, specifying the date by which the student will complete the course and indicating the course material that needs to be completed. No such contract may be written with a completion day beyond the end of the immediately following term or 16 weeks after the end of the term in which the "I" was granted, whichever comes later. If the student does not complete the course by the contract completion date, the "I" will be changed to the grade the student would earn without having all the course work completed.

## Repeating of Courses

A student who has received a grade of less than a "C" in a course may repeat the course one time without being penalized by having the course counted as additional hours attempted. The student will be given the grade earned in the course when it is repeated, as long as that grade is an A, B, C, D, or F (W, WI, AU, or I will not count as repeats under this policy).

Repeating a course will affect the student's transcript as follows: The course and the grade received for that initial course remain on the transcript, with a notation that the course is excluded from counting toward the GPA. The repeated course and grade are also listed. Only the repeated grade is counted when the GPA is determined.

Financial aid eligibility for course repeats may be limited. Specific information is given in the Financial Information-Statement of Satisfactory Academic Progress section of this catalog.

## Academic Probation, Suspension and Readmission

A student whose progress falls below minimum requirements is placed on academic probation. If the student has not removed the probation at the end of the following semester, he or she will be suspended for one semester. The student has the privilege of appealing to the Chair of the Student Issues Committee for immediate reinstatement. The petition should include descriptions of any extenuating circumstances and a statement of reasons for expecting immediate improvement in the quality of academic achievement. The petition will then be reviewed by the Student Issues Committee. The

student will be expected to appear before the committee to ask for reinstatement. The committee, after considering all of the information presented, will then reach a decision as to whether the student will be allowed to continue. If the committee decides the student may not continue, the student may appeal to the Dean of Students.

A student on academic suspension who wishes to apply for readmission after the lapse of one or more semesters must then follow the procedure described above; however, the petition will not be forwarded to the Student Issues Committee but will be acted upon by the Dean of Students. The petition for reinstatement must be submitted to the Dean of Students at least two weeks before the late registration period for the semester in which the student wishes to be readmitted. The Dean of Students may readmit a student on such terms and conditions as the Dean of Students requires; however, petitions may also be denied.

## Minimum Requirements

Each student is expected to make reasonable progress toward his or her academic goal. A student is considered to be making minimum progress if he or she has grade point averages as follows:

| | |
|---|---|
| After 9 hours of course work have been attempted | 1.51 |
| After 20 hours of course work have been attempted | 1.60 |
| After 30 hours of course work have been attempted | 1.75 |
| After 40 hours of course work have been attempted | 1.85 |
| After 50 hours of course work have been attempted | 2.00 |

## Course Load

The maximum credit hour load for which a student may enroll is 18 in a given semester, exclusive of physical education activity, music activity, and guidance courses. Any course repeated for the purpose of an improved grade must count as part of the course load. Individuals considering course loads containing courses scheduled for less than a full semester (e.g., 8-weeks courses, etc.) should consider the expanded weekly time commitment before registering and may be restricted to fewer credit hours. Exceptions to the above must be approved by the Registrar.

A student claiming USDVA benefits must be enrolled in 12 credits per semester or its equivalent in an accelerated term to be considered full time. The VA will pay for enrollment of half-time or greater under Chapters 30, 31, 32 and 35; one-fourth time or greater under Chapter 1106. Veterans eligible for Chapter 33 benefits should contact the College's Veterans Coordinator. Students receiving federal financial aid must be enrolled in 12 credit hours to be eligible for a full-time award.

## Attendance Policy

Students are expected to attend all meetings of classes in which they are enrolled. Tardies may be considered as absences by the instructor. A student should report any absence to the instructor, who will decide whether the work missed should be made up and determine what credit, if any, should be allowed for work submitted late. Verified absences due to college business, illness of student, or death in the family will be recorded as absences by an instructor; however, the instructor may or may not count such absences toward excessive absence totals.

Pursuant to the Volunteer Emergency Worker Higher Education Protection Act (public Act 94-957), the College will reasonably accommodate the absence of a student who is a volunteer emergency worker when that absence is caused by the performance of his or her duties as a volunteer emergency worker. An absence generally will be treated as an excused absence. Students entitled to this accommodation are required to notify the Dean of Students that he or she is a volunteer emergency worker as defined by the Volunteer Emergency Worker Protection Act (50 ILCS 748/3) and also the specific emergency agency with which he or she is associated.

Excessive absence may be sufficient cause for dismissal from class by the instructor. The final decision as to what constitutes excessive absence from a class is left to the instructor and JWCC personnel.

JWCC also makes reasonable accommodations for students who are members of the active military. Student who are deployed during the middle of a term or who need JWCC assistance in order to fulfill their military obligations should contact the veteran's coordinator at 217.641.4330. Students are highly encouraged to inform the appropriate college personnel of their need for assistance as early as possible so that appropriate accommodations can be made. All notifications of deployment or training are the responsibility of the student to appropriate college personnel as outlined. Because trainings are known in advance, students should take these into account when registering. Trainings may or may not receive accommodations.

The University Religious Observances Act (110 ILCS 110) prohibits public institutions of higher education from discriminating against students for observing religious holidays in regard to admissions, class attendance, scheduling of examinations and work. Absence from classes or examinations for religious observance does not relieve students from responsibility of any part of the course work required during the period of absence. To request accommodation, students who expect to miss classes, examinations or other assignments as a consequence of their religious observance shall provide instructors with reasonable notice of the date or dates they will be absent. Students who believe that they may not have been reasonably accommodated should contact the instructor of the class or the department chair. If the issue is not resolved at the department level, students may petition through the Academic Appeal procedure.

# DEGREES/CERTIFICATES AND REQUIREMENTS FOR GRADUATION

**Degree requirements are listed in this section of the catalog. Up-to-date information is available at www.jwcc.edu. Suggested and required courses for each degree are listed in the program description section of the catalog. Since graduation requirements at universities and colleges vary, the courses of study listed in the catalog are suggested guidelines only. To avoid difficulty in transferring credits to the institution at which the student plans to complete studies, the student should work closely with a JWCC advisor as well as the department at the college or university to which the student plans to transfer.**

This section of the catalog has a two-fold purpose: to provide limited information about careers that can begin at JWCC and to outline requirements for JWCC degrees and certificates. The description may include opportunities in the field along with a suggested set of courses which will prepare a person for a position of further study in that field. Course descriptions of all JWCC courses are contained in the last section of the catalog.

> The career information included in this catalog is based on the "Occupational Outlook Handbook" published by the U.S. Department of Labor, Bureau of Labor Statistics; the information provided in the handbook reflects a national picture concerning the nature of the work, places of employment, employment outlook, and working conditions of each occupation. Supplemental data was taken from the Coordinated Occupational Information Network (COIN). While the staff feels comfortable with the materials used concerning JWCC programs, students should be aware that employment profiles vary from community to community.

If a student is interested in a major field which does not appear to be offered at JWCC, that does not mean that the first two years of a four-year degree program cannot be taken at JWCC. For information on other major fields, contact the Director of Advising and Retention.

## Planning the Degree Proposal

Each student should complete a degree plan with his or her advisor prior to the first semester at John Wood Community College. This should outline an academic plan which will meet all of the requirements for the degree toward which the student is working. Also, this academic plan should include the first two years of work in an area of concentration required by a specific four-year institution to which the student plans to transfer (associate in arts, associate in science, associate in fine arts, or associate in engineering science degree) or should include all the courses required for a major in a technical field of study (associate in applied science degree).

## Program Requirements

Although academic program requirements may change with each edition of the college catalog, **a student may graduate under the current program requirements or any program requirements in effect since the student's first enrollment so long as it is continuous**. However, no student may graduate under program requirements more than five years old without special permission from the program coordinator/director and the Vice President for Instruction. The College automatically exempts from this "five-year" rule only those students who have been continuously enrolled in their programs. (In this context, a student is defined as continuously enrolled in a program when that student successfully completes at least six (6) semester hours applicable to that program per calendar year.)

A student whose enrollment has been interrupted for one year or more must follow the program requirements in effect at the time of re-enrollment or those of any catalog published after re-enrollment.

## Currency of Technical Courses

Students who completed technical courses more than four years in the past may find the information and skills from such courses to be obsolete. In order for technical program graduates to possess current knowledge and skills applicable to the job market, students are required to repeat any technical course for certificate/degree completion which was completed more than four years prior to the current term. Exceptions to this standard can be requested by the student to the appropriate instructional department chair. Approval of exceptions can be granted only by the respective department chair based on documented evidence provided by the student. The department chair shall formally notify the Registrar of approved exceptions.

## Earning More than One Associate Degree

Students desiring to receive more than one associate degree must complete a minimum of an additional 12 credit hours for each successive degree and fulfill all degree requirements of each credential. Students should remember that areas of concentration do not constitute a different degree. This primarily affects the degrees of associate of arts and associate of science.

## Graduation Application

Students who are nearing the completion of their program are required to file a Graduation Application form prior to or during registration for their final term. This will ensure an early evaluation and reduce the possibility of a deficiency in graduation requirements. **The deadline to submit the form and be eligible to participate in the May graduation exercise is February 15.**

Meeting graduation requirements is ultimately the responsibility of the student. Students are encouraged to be familiar with the catalog and program requirements and to work with their academic advisor in selecting courses.

## Graduation Ceremonies

Graduation ceremonies are the celebration of a student completing a field of study. Each spring JWCC conducts a graduation ceremony in which faculty, staff, family, friends, and students come together to recognize and honor academic achievements. All eligible degree and certificate recipients are encouraged to participate in graduation ceremonies.

Everyone who has filed a Graduation Application form and who has successfully planned or completed the program during the year will be invited to participate in ceremonies. A fee is assessed to cover student related expenses associated with graduation. This fee is payable in the Business Office. (See Tuition and Fees section.)

Participation in ceremonies is allowed prior to verification of completion of final courses. The actual degree or certificate is posted to the official transcript and the certificate or diploma is released when all requirements have been met and verified by the Registrar.

## Diplomas, Certificates, Degrees

Information regarding completion of degrees and certificates is posted to the official academic transcript. Verification of a degree or certificate can be made by ordering a transcript. A diploma or certificate may be ordered through the Dean of Students Office. You may pick up an order form in the Dean of Students Office. (Fees are subject to change at any time; please visit **www.jwcc.edu** for the most up-to-date information.)

## Degrees and Certificates Available

John Wood Community College offers a number of degree and certificate options to meet the diverse needs of the residents of its district. The associate in arts (AA), the associate in engineering science (AES), the associate in fine arts (AFA) and the associate in science (AS) degrees are designed to serve students desiring to transfer to four-year colleges and universities. The associate in applied science (AAS) degree is offered for students interested in specialized career/technical training and preparation for full-time employment. The College also offers the associate in general studies (AGS) degree for students who wish to design a course of study to meet their individual needs. John Wood Community College has received approval to grant associate of arts, associate of science, and associate of general studies degrees earned through online coursework.

Certificates, which require fewer credit hours than the degree and are generally highly specialized and structured courses of study, are available in most of the College's career/technical program areas. Students desiring less structured and more flexible programs of study may pursue a certificate in general studies.

## Associate Degrees (AA, AES, AFA, AS, AAS)

The associate in arts (AA), the associate in engineering science (AES), the associate in fine arts (AFA) and associate in science (AS) degrees are designed for students planning to transfer to a four-year college or university for a baccalaureate degree. The AA degree provides emphasis in the social sciences, humanities, communications, and the arts. Students who wish to major in math, engineering, agriculture, the natural sciences, and similar fields that require heavy undergraduate requirements in mathematics and science should pursue the AS degree. The AES degree is available for those students seeking a degree in engineering science. The AFA degree is available to those students seeking a degree in music performance. For the AA, AES, AFA or AS degree, the candidate must complete at least 64 credit hours (65 credit hours for AES and AFA) in courses numbered 100 or above, including courses in the following three areas: general education, the area of concentration (if declared for the AA/AS), and electives.

The associate in applied science (AAS) degree is available to students seeking the advantage of specialized training in preparation for full-time employment. Students who complete prescribed requirements of a specific career program will receive the AAS degree. Students pursuing the AAS degree should understand that career/technical programs are designed to make a student job-ready and not all such programs can be assured of college transfer. The College encourages these students to consult a JWCC advisor.

## General Education Goals
## Associate Degree

JWCC believes general education is a vital and basic part of a student's education. General education is defined as education which promotes a common base of knowledge intended to provide students with the skills necessary to participate in a wide range of activities which enhance the overall quality of life in the community. Specific goals have been devised which reflect essential areas of general education competence. In addition to learning the skills and mastering the knowledge of their specific program(s), students will be able to:

| General Education Goals | Minimum Student Learning Outcomes (Student will be able to:) |
|---|---|
| 1. Demonstrate an awareness of human values and diverse cultures. | 1.1 describe attributes of a culture different from one's own. |
| 2. Explain economics and politics from local, national and world perspectives. | 2.1 explain the function of an economic system.<br>2.2 explain the function of a political system. |
| 3. Demonstrate interpersonal skills and behaviors to promote the achievement of personal and group goals in the workplace and society. | 3.1 work in groups effectively. |
| 4. Use critical thinking. | 4.1 make rational decisions and solve problems. |
| 5. Communicate effectively using verbal, nonverbal, listening and written skills. | 5.1 write clearly.<br>5.2 deliver an oral presentation. |
| 6. Demonstrate the ability to evaluate and apply information technology. | 6.1 utilize current computer software.<br>6.2 demonstrate information seeking skills. |
| 7. Explain the importance of facilitating and adapting to change. | 7.1 explain the importance of adapting to change. |
| 8. Demonstrate an awareness of humanities and fine arts.* | 8.1 demonstrate an awareness of the humanities.<br>8.2 demonstrate an awareness of the fine arts. |

***Goal applies only to the associate in arts and associate in science degrees.**

## Graduation Requirements

### A. General Education Course Requirements

The specific requirements needed to fulfill the general education component of the degrees are outlined as follows:

| | AA Hrs. | AFA Hrs. | AS Hrs. | AAS Hrs. | AES Hrs. |
|---|---|---|---|---|---|
| 1. Communication Skills: | | | | | |
| a. Written[3] | 6 | 6 | 6 | 3 | 6 |
| b. Oral | 3 | 3 | 3 | 3 | -- |
| 2. Humanities & Fine Arts | 12 | 6 | 9 | 3 | 3 |
| | | | | OR | |
| 3. Social & Behavioral Sciences | 12 | 3 | 12 | 3 | 6 |
| 4. Mathematics & Natural Science | | | | | |
| a. Mathematics | 3 | 3 | 6 | 3 | 12 |
| b. Life Science | 4 | 3-4 | 4 | -- | -- |
| c. Physical Science | 4 | 3-4 | 4 | -- | 4 |
| 5. First Year Experience | 1 | 1 | 1 | 1 | 1 |
| 6. General Education Course (from approved list of communications, natural science, mathematics, humanities, social & behavioral science) | -- | -- | -- | 3-4 | -- |
| 7. Elective (any course) | 1 | -- | 1 | -- | 4 |
| TOTAL HRS. | 46 | 29 | 46 | 16-17 | 36 |

The required general education hours for associate degrees must be selected from the following courses grouped by general education category. Additional courses which meet general education requirements may be added from time to time. **NOTE:** Illinois Articulation Initiative (IAI) course code follows course title where applicable.

1. **Communication Skills**

All associate degree-seeking students must have hours in both written and oral communication with the exception of AES degree-seeking students who are only required to have hours in written communication.

| | AA Hrs. | AFA Hrs. | AS Hrs. | AAS Hrs. | AES Hrs. |
|---|---|---|---|---|---|
| Written[3] | 6 | 6 | 6 | 3 | 6 |
| Oral | 3 | 3 | 3 | 3 | -- |

a. Written Communication

ENG 101 Rhetoric and Composition I[3]; C1 900
ENG 102 Rhetoric and Composition II[1 3]; C1 901R
ENG 191 Business Communication[2 4]

b. Oral Communication

CMN 101 Introduction to Speech I; C2 900
CMN 104 Interpersonal Communication[2 4]
(NOTE: may be chosen by AAS degree-seeking students who do not plan on receiving a bachelor's degree from a four-year institution.)

[1] Prerequisite required
[2] Does not meet IAI GECC
[3] Effective May 1999, the Illinois Articulation Initiative requires a "C" grade or higher in order for transfer Students to get general education credit for the writing courses.
[4] AAS degree only

2. **Humanities and Fine Arts**

AA degree-seeking students choose 12 credits (four courses) with at least one course from each list and from at least three different subject areas. AFA degree-seeking students must select at least one course from the humanities area. AS degree-seeking students choose 9 credits (three courses) with at least one course from each list. AAS degree-seeking students desiring a humanities or fine arts course may choose any course from either list.

| | AA Hrs. | AFA Hrs. | AS Hrs. | AAS Hrs. | AES Hrs. |
|---|---|---|---|---|---|
| Humanities | 12 | 6 | 9 | 3* | 3 |

a. Humanities:

CHN 101 Elementary Chinese I[2 5]
CHN 102 Elementary Chinese II[1 2 5]
ENG 114 Fiction[1]; H3 901
ENG 130 Introduction to Film[2]
ENG 231 American Literature I[1]; H3 914
ENG 232 American Literature II[1]; H3 915
ENG 241 English Literature I[1 5]; H3 912
ENG 242 English Literature II[1 5]; H3 913
ENG 251 World Literature[1 5]; H3 906
GER 101 German I[2]
GER 102 German II[1 2]
HUM 101 Introduction to Humanities; HF 900
HUM 200 The Art of Being Human[5]; HF 901
PHL 101 Introduction to Philosophy; H4 900
PHL 111 Introduction to Logic/Critical Thinking; H4 906
PHL 121 Ethics; H4 904
PHL 201 Major World Religions[5]; H5 904N
PHL 211 Philosophy of Religion; H4 905
RST 101 Introduction to the Bible; H5 901
RST 111 Introduction to the Old Testament; H5 901
RST 112 Introduction to the New Testament; H5 901
RST 175 Foundational Religious Texts; H5 901
SPN 101 Elementary Spanish I[2]
SPN 102 Elementary Spanish II[1 2]

b. Fine Arts

ART 115 Art Appreciation; F2 900
ART 120 Art Survey and Appreciation II[2]
DRA 103 Introduction to Drama; F1 907
ENG 130 Introduction to Film[2]
HUM 101 Introduction to Humanities; HF 900
HUM 200 The Art of Being Human[5]; HF 901
MUS 102 Music Appreciation; F1 900
MUS 121 Introduction to Music Literature; F1 901

*Or 3 hrs. Social & Behavioral Sciences
[1] Prerequisite required
[2] Does not meet IAI GECC
[5] Meets international awareness requirement

3. **Social and Behavioral Sciences**

AA and AS degree-seeking students choose 12 credits (four courses) with at least one course from each list. AAS degree-seeking students desiring a social and behavioral science course may choose any course from this list. AFA degree-seeking students in music performance select from the general education core list.

| | AA Hrs. | AFA Hrs. | AS Hrs. | AAS Hrs. | AES Hrs. |
|---|---|---|---|---|---|
| Social & Behavioral Sciences | 12 | 3 | 12 | 3* | 6 |

a. Psychology/Sociology

PSY 101 Introduction to Psychology; S6 900
PSY 145 Human Relations in the Workplace[2] [4]
PSY 221 Social Psychology[1]; S8 900
PSY 202 Child Psychology[1] [6]; S6 903
PSY 203 Adolescent Psychology[1] [6]; S6 904
PSY 233 Developmental Psychology[1] [6]; S6 902
PSY 250 Psychology of Personality[1] [2]
SOC 101 Introduction to Sociology; S7 900
SOC 111 Social Problems[1]; S7 901
SOC 221 Social Psychology[1]; S8 900
SOC 222 Sociology of Diversity[5]; S7 903D
SOC 224 Marriage and the Family[1]; S7 902

Only one of these three may be used as general education

b. History

HIS 101 Western Civilization I[5]; S2 902
HIS 102 Western Civilization II[5]; S2 903
HIS 111 World History I[5]; S2 912N
HIS 112 World History II[5]; S2 913N
HIS 121 U.S. History I; S2 900
HIS 122 U.S. History II; S2 901
HIS 222 U.S. History Since 1945[10]

c. Economics/Political Science

AGR 203 Agriculture Economics for Consumers[2]
ECO 101 Principles of Economics I; S3 901
ECO 102 Principles of Economics II; S3 902
PSC 101 American Government; S5 900
PSC 110 Introduction to Political Science; S5 903
PSC 131 State and Local Government; S5 902

d. Choose any course from any of the above lists.

*Or 3 hrs. Humanities & Fine Arts
[1] Prerequisite required
[2] Does not meet IAI GECC
[4] AAS degree only
[5] Meets international awareness requirement
[6] Only one of these courses may be used to meet general education requirements
[10] Pending IAI GECC Approval

4. **Mathematics**

| | AA Hrs. | AFA Hrs. | AS Hrs. | AAS Hrs. | AES Hrs. |
|---|---|---|---|---|---|
| Mathematics | 3 | 3 | 6 | 3 | 12 |

a. AA and AS degree-seeking students must select at least one course (for the AA) or two courses (for the AS) from the following list. AFA degree-seeking students select one course from the general education core below.

MAT 105 Finite Mathematics[1] [2]
MAT 109 Elementary Statistics[1]; M1 902
MAT 111 Math for Elementary Teachers II[1] [8]; M1 903
MAT 113 College Algebra[1] [2] [9]
MAT 220 Analytic Geometry & Calculus I[1]; M1 900-1
MAT 221 Analytic Geometry & Calculus II[1]; M1 900-2
MAT 222 Analytic Geometry & Calculus III[1]; M1 900-3
MAT 234 Calculus for Social Scientists[1]; M1 900

b. AAS degree-seeking students must select at least one course from the following list:

MAT 100 Technical Mathematics[2]
MAT 103 Business Computations I[2]
MAT 104 Business Computations II[1] [2]
MAT 105 Finite Mathematics[1] [2]
MAT 109 Elementary Statistics[1]; M1 902
MAT 113 College Algebra[1] [2]
MAT 114 Trigonometry[1] [2]
MAT 220 Analytic Geometry & Calculus I[1]; M1 900-1
MAT 234 Calculus for Social Scientists[1]; M1 900

**Natural Science**

AA, AS, and AFA degree-seeking students must choose one course from the list below of courses in the life sciences and one course from the list of courses in the physical sciences; at least one course must include a laboratory. AAS students desiring a natural science course may choose any course on either list as an elective.

| | AA Hrs. | AFA Hrs. | AS Hrs. | AAS Hrs. | AES Hrs. |
|---|---|---|---|---|---|
| a. Life Science | 4 | 3-4 | 4 | -- | -- |

AGR 202 Introduction to Animal Science[2] [7]
AGR 204 Principles of Plant Science[2] [7]
BIO 101 General Biology I[7]; L1 900L
BIO 103 Environmental Conservation[2]
BIO 105 Human Biology; L1 904
BIO 111 General Botany[1] [7]; L1 901L
BIO 120 Ocean Ecology[2] [7]
BIO 221 General Zoology[1] [7]; L1 902L
BIO 275 Human Anatomy & Physiology I[1] [7]; L1 904L
BIO 293 Microbiology[1] [2] [7]

[1] Prerequisite required
[2] Does not meet IAI GECC
[7] Includes a laboratory
[8] Meets IAI only when both MAT 110 and MAT 111 are taken
[9] May be used only as the 2nd math course in the AS degree

| **Natural Science** | **AA** | **AFA** | **AS** | **AAS** | **AES** |
|---|---|---|---|---|---|
| | Hrs. | Hrs. | Hrs. | Hrs. | Hrs. |
| b. Physical Science | 4 | 3-4 | 4 | -- | 4 |

| | | |
|---|---|---|
| AGR | 200 | Introduction to Soil Science[1 2 7] |
| AST | 101 | Elementary Astronomy; P1 906 |
| CHM | 100 | General Chemistry[1 7]; P1 902L |
| CHM | 103 | Principles of Chemistry I[1 7]; P1 902L |
| CHM | 104 | Principles of Chemistry II[1 2 7] |
| PHY | 103 | Fundamentals of Physics I[1 7]; P1 900L |
| SCI | 100 | Environmental Geology[7]; P1 905L |
| SCI | 105 | Weather & Climate[2 7] |

[1] Prerequisite required
[2] Does not meet IAI GECC
[7] Includes a laboratory

5. **First Year Experience**
   FYE 101, Blazing Your Trail, is a required one-credit hour general education course which is typically delivered in the first half of the semester. It is designed to help students build stronger relationships within their college experience, to learn how to learn at the college level, to improve both their soft skills and academic skills, and to establish a stronger foundation upon which to complete their college education.

**B. The Area of Concentration Requirements**

For students seeking the AA or AS degree, JWCC does not offer a "major" as typically found at a four-year institution. However, the College does provide Area of Concentration courses which must be completed in the appropriate program of study.

For students seeking the AES degree, there is a list of required courses on the Engineering page later in this catalog.

For students seeking the AFA degree, there is a list of required courses totaling 36 semester hours that students must complete. See Fine Arts later in this catalog.

Students who wish to declare an Area of Concentration must complete a minimum of 12 semester hours within that Area of Concentration. Students should be aware that other courses may be required for the completion of their "area of concentration" at four-year institutions. Not all Areas of Concentration are listed. If a specific area which is not listed is desired, contact an advisor for assistance in determining courses to meet the Area of Concentration requirement. In special situations, students may have legitimate reasons for deviating from the Area of Concentration courses listed in the catalog. Before deciding upon an Area of Concentration, each student planning to transfer to a baccalaureate program should meet with an advisor and seek to learn what the two-year requirements are for the four-year major discipline.

For students seeking the AAS degree, the required curriculum directly supports learning in the technical field. The number of hours required in a given career/technical field varies by program. Each student planning to acquire the AAS degree must complete the specific courses required. A minimum of 35 semester credit hours is needed to satisfy the requirements.

**C. Elective Requirements**

Some programs require elective semester hours that bring the total program hours to 64.

**D. Other Requirements**

1. A minimum of 64 semester hours is required for graduation. Not more than four of the 64 credit hours may be taken through activity programs (band, choir, physical education, etc.).
2. At least 15 semester hours of the last 30 semester hours of a degree must be earned through JWCC.
3. A cumulative grade point average of 2.0 on a 4.0 scale. Exceptions to the GPA requirement for graduation must be made by the Dean of Students.
4. Up to 30 semester hours of credit will be accepted through proficiency examinations or prior learning credits.
5. Credit for pre-college developmental course work will not be accepted toward graduation.
6. A working knowledge and understanding of computer literacy (AA, AS, AES, AFA) or of computers and their application (AAS) is required. This requirement may be fulfilled by one of the following:
   a. passing any computer science or selected career/technical or non-career/technical course in which computer literacy (AA, AS, AES, AFA) or computer application (AAS) has been determined by the Faculty Senate Committee on Curriculum to be one of the primary objectives of the course.
   b. demonstrating competency or proficiency by successfully passing the CSC 100 proficiency examination (AA, AS, AES, AFA, AAS).
7. For students seeking the AA and AS degrees, 3 credit hours of course work are required to further the student's knowledge of international awareness. Students may choose from the following list of courses: CHN 101, CHN 102, ENG 241, ENG 242, ENG 251, HIS 101, HIS 102, HIS 111, HIS 112, HUM 200, PHL 201, SOC 222. Some of these courses may also be used to meet appropriate humanities and social and behavioral science requirements.
8. A limit of four (4) hours from activities in art, physical education, music, and theater production may be applied toward graduation.
9. Students who completed technical courses more than four years in the past may find the information and skills from such courses to be obsolete. In order for technical program graduates to possess current knowledge and skills applicable to the job market, students are required to repeat any technical course for certificate/degree completion which was completed more than four years prior to the current term. Exceptions to this standard can be requested by the student to the appropriate instructional department chair. Approval of exceptions can only granted by the respective department chair based on documented evidence provided by the student. The department chair shall formally notify the Registrar of approved exceptions.

10. There can be no exceptions to the above academic requirements unless approved by the Vice President for Instruction.

**TOTAL CREDIT HOURS REQUIRED FOR ALL DEGREES (minimum) .....64 HRS.**

## Associate Degree Requirements (AGS)

The associate in general studies degree (AGS) is a flexible and personalized degree intended for students whose interests and educational objectives do not fall within either a traditional transfer or career/technical program. This degree is NOT recommended for students who wish to continue their formal education at a four-year institution, nor is it recommended for the student in a regular career/technical program. Transfer students are advised to pursue either the associate in arts or associate in science degree, while regular career/technical students should pursue the associate in applied science degree. Degree requirements for the AGS include:

1. A written plan of study submitted to and approved by the Dean of Arts and Sciences or the Dean of Careers and Technology prior to completing the last 12 hours of coursework.
2. A minimum of a 2.0 grade point average on a 4.0 scale. Exceptions to the GPA requirement for graduation must be made by the Dean of Students.
3. At least 12 hours in one area of concentration.
4. General education: A total of 20 hours is required, with at least 3 hours in each of the following areas: humanities, social and behavioral science, natural science, math, written communication, and oral communication.
5. At least 15 semester hours of the last 30 semester hours of a degree must be earned through JWCC.
6. No more than 6 hours of developmental course credit.
7. A minimum of 64 semester hours of passing coursework.
8. A working knowledge and understanding of computers. This requirement may be fulfilled by one of the following:
   a. Passing any computer science course or selected career/technical or non-career/technical course in which computer literacy has been determined by the Faculty Senate Committee on Curriculum to be one of the primary objectives of the course;
   b. Demonstrating competency or proficiency by successfully passing the CSC 100 proficiency examination.
9. Three credit hours of course work are required to further the student's knowledge of international awareness. Students may choose from the following list of courses: CHN 101, CHN 102, ENG 241, ENG 242, ENG 251, HIS 101, HIS 102, HIS 111, HIS 112, HUM 200, PHL 201, SOC 222. Some of these courses may also be used to meet appropriate humanities and social and behavioral science requirements.

Any exceptions to the above must be approved by the Vice President for Instruction.

## Certificates -- Career/Technical Programs

The certificate program at JWCC is available in most of the career/technical program areas. The majority of the programs are highly specialized and structured with an employment objective. Depending on the employer and labor needs, the certificate will provide sufficient preparation for direct entry into many skilled jobs. If the student should decide to obtain an associate degree at some future date, some of the courses taken as part of the certificate program may be applied toward the appropriate AAS degree. A grade point average of 2.0 or higher on a 4.0 scale in coursework applicable to the certificate or degree must be achieved. In the catalog, certificate course requirements are individually listed under the appropriate area of study.

Students who completed technical courses more than four years in the past may find the information and skills from such courses to be obsolete. In order for technical program graduates to possess current knowledge and skills applicable to the job market, students are required to repeat any technical course for certificate/degree completion which was completed more than four years prior to the current term. Exceptions to this standard can be requested by the student to the appropriate instructional department chair. Approval of exceptions can be granted only by the respective department chair based on documented evidence provided by the student. The department chair shall formally notify the Registrar of approved exceptions.

**Information in this publication was accurate at the time of printing and is subject to change at any time; visit www.jwcc.edu for the most up-to-date information.**

# PROGRAMS OF STUDY

## Associate in Arts and Associate in Science Degrees--Model

Students pursuing an associate in arts (AA) or an associate in science (AS) degree are encouraged to follow the general education sequence model outlined below:

NOTE: Only students who do not need additional coursework and who take the number of credits or courses as listed each semester can complete the program in the time given. Others will take longer to complete. Students majoring in the hard sciences or engineering or preparing for medicine or pharmacy will be unable to graduate in two years taking 16 credit hours per semester. These students will most likely take a minimum of 18 credit hours per semester or graduate in three years.

### SUGGESTED AA/AS DEGREE PLAN

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| ENG | 101 | Rhet & Comp I | 3 |
| FYE | 101 | Blazing Your Trail | 1 |
| Humanities | | | 3 |
| Math | | | 3 |
| Social/Behavioral Science | | | 3 |
| Area of Concentration or Elective | | | 3 |
| | | | 16 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| CSC | 100 | Computer Literacy | 1 |
| ENG | 102 | Rhet & Comp II | 3 |
| Humanities or Math* | | | 3 |
| Life or Physical Science | | | 4 |
| Social/Behavioral Science | | | 3 |
| Area of Concentration or Elective | | | 3 |
| | | | 17 |

**THIRD SEMESTER**

| | | | |
|---|---|---|---|
| CMN | 101 | Intro to Speech I | 3 |
| Humanities | | | 3 |
| Social/Behavioral Science | | | 3 |
| Physical or Life Science | | | 4 |
| Area of Concentration or Elective | | | 3 |
| | | | 16 |

**FOURTH SEMESTER**

| | |
|---|---|
| Humanities | 3 |
| Social/Behavioral Science | 3 |
| Area of Concentration or Elective | 3 |
| Electives | 6 |
| | 15 |

*For an AA Degree take humanities; for an AS Degree take math

Students who declare an Area of Concentration must complete at least 12 semester hours in the area. Undeclared students may take elective courses.

A list of approved courses that qualify as social/behavioral sciences, humanities, natural sciences, and mathematics appears under General Education Requirements: Associate in Arts and Associate in Science Degrees, pages 74-78. Please visit www.jwcc.edu for the most up-to-date catalog and information.

Since graduation requirements vary at four-year colleges and universities, the above courses are suggested guidelines. For further information, contact a JWCC advisor.

## Associate in Engineering Science Degree

Students pursuing an associate in engineering science degree (AES) are encouraged to follow the general education sequence model outlined below:

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| CHM | 103 | Princ of Chem I | 4 |
| ENG | 101 | Rhet & Comp I | 3 |
| FYE | 101 | Blazing Your Trail | 1 |
| MAT | 220 | Analytic Geometry/Calc I | 4 |
| PHL | 111 | Logic/Critical Thinking | 3 |
| | | | 15 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| CHM | 104 | Princ of Chem II | 4 |
| ENG | 102 | Rhet & Comp II | 3 |
| MAT | 221 | Analytic Geometry/Calc II | 4 |
| PHY | 227 | Princ of Physics I | 5 |
| | | | 16 |

**THIRD SEMESTER**

| | | | |
|---|---|---|---|
| CAD | 114 | Intro to Parametric Modeling | 3 |
| ECO | 101 | Princ of Economics I | 3 |
| EGR | 203 | Egr Mechanics: Statics | 3 |
| MAT | 222 | Analytic Geometry/Calc III | 4 |
| PHY | 228 | Princ of Physics II | 5 |
| | | | 18 |

**FOURTH SEMESTER**

| | | | |
|---|---|---|---|
| CSC | 119 | Programming I | 3 |
| ECO | 102 | Princ of Economics II | 3 |
| EGR | 204 | Egr Mechanics: Dynamics | 3 |
| EGR | 221 | Elect Circ Analysis I | 4 |
| MAT | 251 | Differential Equations | 3 |
| | | | 16 |

## Associate in Fine Arts Degree (Music Performance)

Students pursuing an associate in fine arts degree (AFA) in music performance are encouraged to follow the general education sequence model outlined below:

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| CSC | 100 | Computer Literacy | 1 |
| ENG | 101 | Rhet & Comp I | 3 |
| FYE | 101 | Blazing Your Trail | 1 |
| MUS | 131 | Music Theory/Ear Train I | 4 |
| MUS | 151-168 | Music Ensemble Act | 1 |
| MUS | 170-180 | Applied Lessons | 2 |
| MUS | 188 | Class Piano I | 1 |
| Social/Behavioral Science | | | 3 |
| | | | 16 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| ENG | 102 | Rhet & Comp II | 3 |
| HUM | | Gen Ed Requirement | 3 |
| MUS | 121 | Intro to Music Lit | 3 |
| MUS | 132 | Music Theory/Ear Train II | 4 |
| MUS | 151-168 | Music Ensemble Act | 1 |
| MUS | 170-180 | Applied Lessons | 2 |
| MUS | 189 | Class Piano II | 1 |
| | | | 17 |

**THIRD SEMESTER**

| | | | |
|---|---|---|---|
| CMN | 101 | Intro to Speech | 3 |
| MUS | 151-168 | Music Ensemble Act | 1 |
| MUS | 213 | Music Theory/Ear Train III | 4 |
| MUS | 270-280 | Applied Lessons | 2 |
| MUS | 288 | Class Piano III | 1 |
| Physical or Life Science | | | 3-4 |
| | | | 14-15 |

**FOURTH SEMESTER**

| | | | |
|---|---|---|---|
| HUM | | Gen Ed Requirement | 3 |
| MAT | | Gen Ed Requirement | 3 |
| MUS | 151-168 | Music Ensemble Act | 1 |
| MUS | 214 | Music Theory/Ear Train IV | 4 |
| MUS | 270-280 | Applied Lessons | 2 |
| MUS | 289 | Class Piano IV | 1 |
| Physical or Life Science | | | 3-4 |
| | | | 17-18 |

## Associate in Applied Science Degree

John Wood Community College has prepared a two-year plan of courses leading to the associate in applied science degree (AAS) for each program. The various program plans are listed throughout this section of the catalog. In developing these plans JWCC has assumed that students will attend full time, they will begin in the fall, and the semester they begin at JWCC will be the first semester of their college experience. However, because students progress at different rates, begin at different times, and may transfer existing credits to JWCC, students are required to meet with an academic advisor during their first semester at JWCC and are highly encouraged to meet with an advisor each semester to create a customized course plan to fit their individual needs. Students are encouraged to take their "major" courses in the sequence in which they are listed.

## Accounting

Accounting is the process of collecting, measuring, interpreting, and communicating financial information to enable others to make decisions inside and outside the organization. There are three major fields in accounting. Public accountants have their own businesses or work for independent accounting firms, assisting in the preparation and analysis of financial statements. Management accountants, also called industrial or private accountants, are responsible for the preparation of the financial records of the company. Government accountants prepare and examine the financial statements of government agencies; they also may audit private businesses and individuals whose dealings are subject to government regulations.

Because of the wide range of job opportunities existing in the field of accounting, John Wood offers both transfer and career/technical programs in the accounting program. The accounting certificate program is a highly specialized program which provides sufficient preparation for direct entry into a clerical accounting position. Should a student decide to obtain an associate degree at some future date, this program may be used as a stepping stone to the associate in applied science degree in accounting. The associate in applied science degree in accounting is designed for the student interested in entry-level bookkeeping and paraprofessional accounting work. The associate in science degree in accounting is designed for students interested in completing the first two years of a four-year degree and/or certified public accountant licensure. For assistance in determining which program is appropriate for you, contact a JWCC advisor.

## Accounting
## Associate in Science Degree (Transfer)

*64 Semester Hours*

Students completing the transfer program in accounting at John Wood Community College typically choose to attend a four-year college or university to complete their bachelor's degree in accounting. Some students later choose to pursue advanced degrees and licensure, such as the MBA degree or the CPA license. For more information, contact a JWCC advisor.

**Area of Concentration Courses**
Any student declaring an Area of Concentration must take a minimum of 12 credit hours from the list below.

| | | | |
|---|---|---|---|
| ACC | 101 | Principles of Accounting I | 3 hrs. |
| ACC | 102 | Principles of Accounting II | 3 hrs. |
| ACC | 200 | Managerial Accounting | 3 hrs. |
| ECO | 101 | Principles of Economics I | 3 hrs. |
| ECO | 102 | Principles of Economics II | 3 hrs. |

**General Education AA/AS/AES/AFA Degree**
A general suggested model for the AA/AS/AES/AFA degree for a full-time student is available on page 83. The minimum total number of credit hours required for the AA or AS degree is 64.

## Accounting
## Associate in Applied Science

*64 Semester Hours*

The AAS in Accounting program is intended to prepare students for immediate entry-level positions in bookkeeping, where employees record and classify incoming transactions, and more advanced positions in public, managerial, and governmental accounting. For more information, contact a JWCC advisor.

NOTE: Only students who do not need additional coursework and who take the number of credits or courses as listed each semester can complete the program in the time given. Others will take longer to complete.

### REQUIRED CURRICULUM

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| ACC | 101 | Prin of Accounting I | 3 |
| CSC | 104 | Spreadsheets-Core Level | 2 |
| CSC | 106 | Intro to Computers | 3 |
| ECO | 101 | Prin of Economics I | 3 |
| FYE | 101 | Blazing Your Trail | 1 |
| MAT | 109 | Elementary Statistics | 3 |
| | | | 15 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| ACC | 102 | Prin of Accounting II | 3 |
| ACC | 200 | Managerial Accounting | 3 |
| CMN | 101 | Intro to Speech | 3 |
| CSC | 143 | Intro to Desktop Infor Mgmt | 1 |
| ECO | 102 | Prin of Economics II | 3 |
| Written Communication Requirement | | | 3 |
| | | | 16 |

**THIRD SEMESTER**

| | | | |
|---|---|---|---|
| ACC | 114 | Payroll Accounting | 2 |
| ACC | 125 | Computerized Accounting | 3 |
| ACC | 221 | Inter Accounting I | 3 |
| BUS | 101 | Intro to Business | 3 |
| BUS | 199 | Business Internship OR | |
| BUS | Elective | | 3 |
| CSC | 107 | Word Processing-Core Level | 2 |
| | | | 16 |

**FOURTH SEMESTER**

| | | | |
|---|---|---|---|
| ACC | 222 | Inter Accounting II | 3 |
| ACC | 240 | Tax Accounting | 3 |
| BUS | 121 | Prin of Org & Mgmt | 3 |
| BUS | 161 | Business Law | 3 |
| CSC | 116 | Database-Core Level | 2 |
| PSY | 101 | Intro to Psychology | 3 |
| | | | 17 |

## Accounting
## Certificate

*29 Semester Hours*

The Accounting Certificate is intended for persons seeking immediate employment in a clerical accounting position or wishing to upgrade from an existing position to a higher one. This certificate includes courses that deal directly with the skill areas of accounting, as well as a limited number of general education support courses.

NOTE: Only students who do not need additional coursework and who take the number of credits or courses as listed each semester can complete the program in the time given. Others will take longer to complete.

### REQUIRED CURRICULUM

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| ACC | 101 | Prin of Accounting I | 3 |
| BUS | 101 | Intro to Business | 3 |
| CSC | 104 | Spreadsheet-Core Level | 2 |
| CSC | 106 | Intro to Computers | 3 |
| FYE | 101 | Blazing Your Trail | 1 |
| MAT | 109 | Elementary Statistics | 3 |
| | | | 15 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| ACC | 102 | Prin of Accounting II | 3 |
| ACC | 114 | Payroll Accounting | 2 |
| ACC | 125 | Computerized Accounting | 3 |
| ACC | 200 | Managerial Accounting | 3 |
| CSC | 107 | Word Processing-Core Level | 2 |
| CSC | 143 | Intro to Desktop Infor Mgmt | 1 |
| | | | 14 |

## Requirements for the Illinois CPA Exam

Educational requirements for the CPA exam are outlined on the Illinois Board of Examiners web page (www.ilboe.org).

John Wood Community College offers a number of accounting courses that may help a candidate meet the required semester hours of accounting for the CPA examination. These include:

| | | |
|---|---|---|
| ACC 101 | Principles of Accounting I | 3 hrs. |
| ACC 102 | Principles of Accounting II | 3 hrs. |
| ACC 200 | Managerial Accounting | 3 hrs. |
| ACC 221 | Intermediate Accounting I | 3 hrs. |
| ACC 222 | Intermediate Accounting II | 3 hrs. |
| ACC 223 | Intermediate Accounting III | 3 hrs. |
| ACC 240 | Tax Accounting | 3 hrs. |
| ACC 270 | Principles of Auditing | 3 hrs. |
| *TOTAL* | | *24 HRS.* |

Additional information may be obtained from the Illinois Board of Examiners web site (www.ilboa.org).

## Agricultural Sciences

Today's agriculture provides promise for a growing and environmentally challenged world. Those involved in agriculture are decision makers who possess extensive knowledge of production technology and marketing effectiveness. United States and world agriculture will become even more competitive. Agricultural products, throughout the food chain, continue to be the foundation for providing a low-cost, safe and wholesome food supply. The balance of trade, in terms of our ability to profitably export to overseas markets, continually encourages expansion for U.S. agriculture. Today's emphasis on expanding uses of renewable fuels from crops, plus a growing livestock industry, will continue to create expanding employment opportunities for individuals interested in agriculture and related occupations.

Careers in agriculture business, plus crop and livestock production, include opportunities in sales, finance, marketing, production, communications, and management. These careers will require more skills and education than ever before. As the economy and society become more of a global community, employment opportunities in agriculture on a world-wide basis will continue to expand.

## Agriculture Emphasis
## Associate in Science Degree (Transfer)

*64 Semester Hours*

The Agriculture transfer program provides an opportunity for students to complete the first two years of study leading to a baccalaureate degree. The third and fourth years of study will be completed at a four-year college or university to which the student transfers after completion of the program at John Wood Community College.

**Area of Concentration Courses**

Any student declaring an Area of Concentration must take a minimum of 12 credit hours from the list below.

| | | |
|---|---|---|
| AGR 150 | Agriculture and Consumer Related Occupations | 1 hr. |
| AGR 200 | Introduction to Soil Science | 4 hrs. |
| AGR 202 | Introduction to Animal Science | 4 hrs. |
| AGR 203 | Agriculture Economics for Consumers | 3 hrs. |
| AGR 204 | Principles of Crop Science | 4 hrs. |

**General Education AA/AS/AES/AFA Degree**

A general suggested model for the AA/AS/AES/AFA degree for a full-time student is available on page 83. The minimum total number of credit hours required for the AA or AS degree is 64.

## Agriculture Business Management
## Associate in Applied Science

*64 Semester Hours*

Good management is the key to success in modern agribusiness. Employees today need a much higher level of knowledge, skill and management ability than did their predecessors. Scientific, business, and technical skills and knowledge are needed in agronomy, economics, marketing, accounting, and the use and application of the computer. Each skill is a necessary tool for the successful owner or employee in an agribusiness. Employment opportunities in agribusiness professions are expanding rapidly.

NOTE: Only students who do not need additional coursework and who take the number of credits or courses as listed each semester can complete the program in the time given. Others will take longer to complete.

### REQUIRED CURRICULUM

**FIRST YEAR - FALL**

| | | | |
|---|---|---|---|
| AGR | 200 | Intro to Soil Science | 4 |
| AGR | 202 | Intro to Animal Science | 4 |
| CMN | 101 | Intro to Speech I | 3 |
| FYE | 101 | Blazing Your Trail | 1 |
| MAT | 100 | Technical Mathetmatics OR any general education math course | 3 |
| Approved Elective* | | | 2 |
| | | | 15-17 |

**SPRING**

| | | | |
|---|---|---|---|
| AGR | 150 | Ag/Consumer Related Occup I | 1 |
| AGR | 171 | Intro to Electricity OR | |
| AGR | 172 | Intro to Welding OR | |
| AGR | 173 | Advanced Welding | 2 |
| AGR | 175 | Computer Appl in Agribus | 3 |
| AGR | 189 | Ag Finance & Records | 3 |
| ENG | 101 | Rhet & Comp I | 3 |
| Approved Elective* | | | 2 |
| | | | 12-14 |

**SUMMER**

| | | | |
|---|---|---|---|
| AGR | 199 | Occupational Internship I | 4 |

**SECOND YEAR - FALL**

| | | | |
|---|---|---|---|
| AGR | 204 | Princ of Crop Science | 4 |
| ENG | 102 | Rhet & Comp II | 3 |
| HIS | 122 | US History II | 3 |
| Approved Elective* | | | 5 |
| | | | 10-15 |

**SPRING**

| | | | |
|---|---|---|---|
| AGR | 186 | Ag Business Mgmt | 3 |
| AGR | 188 | Ag Sales & Marketing | 3 |
| AGR | 193 | Ag/Consumer Rel Occup II | 1 |
| AGR | 203 | Ag Economics for Consumers | 3 |
| Approved Electives* | | | 7 |
| | | | 10-17 |

**SUMMER**

| | | | |
|---|---|---|---|
| AGR | 299 | Occupational Internship II | 4 |

*Approved Electives: AGR 152-Natural Resource Management, AGR 155-Crop Technology Management, AGR 161-Animal Evaluation & Selection I, AGR 162-Animal Evaluation and Selection II, AGR 163-Advanced Animal Evaluation and Selection AGR 164-Animal Nutrition & Health, AGR 165-Beef Management – Breed to Wean, AGR 166-Beef Management – Wean to Finish, AGR 167-Applied Beef Production Skills, AGR 169-Artificial Insemination – Cattle, AGR 171-Introduction to Electricity, AGR 172-Introduction to Welding, AGR 173-Advanced Welding, AGR 174-Artificial Insemination-Swine, AGR 177-Equine Science, AGR 180-Swine Management – Breeding & Genetics, AGR 181-Swine Management – Farrow to Market, and AGR 182-Applied Pork Production Skills, SLF 112-Integrated Pest Management, SLF 114-Introduction to Organic Practices, SLF 120-Introduction to Small Farm Viability, SLF 155-Small Farm Maintenance and Operations, SLF 160-Plant Propogation, VET 101-Veterinary Assistant I, VET 102-Veterinary Assistant II

## Agriculture Applications Certificate

*28 Semester Hours*

The Agriculture Applications certificate is designed to provide a basic, broad based technical knowledge of agriculture and the many hands-on skills desired by individuals employed in the agriculture labor force. Students are able to select their particular area(s) of interest and customize their curriculum based on skillsets in specialty area, such as animal production, crop production, agribusiness, or machinery and facility maintenance skills.

NOTE: Only students who do not need additional coursework and who take the number of credits or courses as listed each semester can complete the program in the time given. Others will take longer to complete.

### REQUIRED CURRICULUM

**FALL**

| | | | |
|---|---|---|---|
| AGR | 202 | Intro to Animal Science OR | |
| AGR | 204 | Princ of Crop Science | 4 |
| AGR Mechanics Elective** | | | 2 |
| FYE | 101 | Blazing Your Trail | 1 |
| Approved Elective* | | | 2-4 |
| Approved Elective* | | | 2-4 |
| Approved Elective* | | | 1-4 |
| | | | 12-19 |

**SPRING**

| | | | |
|---|---|---|---|
| AGR | 150 | Ag/Consumer Related Occup I | 1 |
| AGR | 175 | Comp Appl in Agribus | 3 |
| AGR | 189 | Ag Finance & Records | 3 |
| Approved Elective* (Choose one 3 or 4 cr. hr. course) | | | 3-4 |
| Approved Elective* | | | 2-4 |
| | | | 12-15 |

**SUMMER**

| | | | |
|---|---|---|---|
| AGR | 199 | Occupational Internship I | 4 |

*Approved Electives: AGR 152-Natural Resource Management, AGR 155-Crop Technology Management, AGR 161-Animal Evaluation & Selection I, AGR 162-Animal Evaluation and Selection II, AGR 164-Animal Nutrition & Health, AGR 165-Beef Management – Breed to Wean, AGR 166-Beef Management – Wean to Finish, AGR 167-Applied Beef Production Skills, AGR 169-Artificial Insemination – Cattle, AGR 174-Artificial Insemination – Swine, AGR 177-Equine I, AGR 180-Swine Management – Breeding & Genetics, AGR 181-Swine Management – Farrow to Market, AGR 182-Applied Pork Production Skills, AGR 188-Agriculture Sales and Marketing, AGR 200-Intro to Soil Science, AGR 202-Intro to Animal Science, AGR 203-Ag Economics for Consumers, AGR 204-Principles of Crop Science, CMN 101-Intro to Speech, ENG 101-Rhet & Comp I, ENG 191-Business Writing, MAT 100-Technical Mathematics, SLF 112-Integrated Pest Management, SLF 114-Introduction to Organic Practices, SLF 120-Introduction to Small Farm Viability, SLF 155-Small Farm Maintenance and Operations, SLF 160-Plant Propogation, VET 101-Veterinary Assistant I, VET 102-Veterinary Assistant II

**AGR Mechanics Electives: AGR 171-Intro to Electricity, AGR 172-Intro to Welding, AGR 173-Advanced Welding

# Animal Science
# Associate in Applied Science

*64 Semester Hours*

The Animal Science Degree is designed to prepare individuals for a career in the world of animal agriculture. The growing area of animal care requires a strong background in the sciences of behavior, genetics, breeding, reproduction, nutrition and health. This degree will provide the student with tools for success in the field of animal sciences.

NOTE: Only students who do not need additional coursework and who take the number of credits or courses as listed each semester can complete the program in the time given. Others will take longer to complete.

## REQUIRED CURRICULUM

**FIRST YEAR - FALL**

| | | | |
|---|---|---|---|
| AGR | 161 | Animal Eval/Selection I | 2 |
| AGR | 202 | Intro to Animal Science | 4 |
| CMN | 101 | Intro to Speech I | 3 |
| FYE | 101 | Blazing Your Trail | 1 |
| MAT | 100 | Technical Math or any general education math course | 3 |
| Approved Elective* | | | 2 |
| | | | 13-15 |

**SPRING**

| | | | |
|---|---|---|---|
| AGR | 150 | Ag/Consumer Related Occup I | 1 |
| AGR | 167 | Applied Beef Prod Skills | 2 |
| AGR | 169 | Artificial Insemination-Cattle | 1 |
| AGR | 175 | Computer Appl in Agribus | 3 |
| AGR | 189 | Ag Finance & Records | 3 |
| AGR Beef/Swine Mgmt Elective(s)** | | | 2-4 |
| ENG | 101 | Rhet & Comp I | 3 |
| Approved Elective* | | | 2 |
| | | | 17-19 |

**SUMMER**

| | | | |
|---|---|---|---|
| AGR | 199 | Occupational Internship I | 4 |

**SECOND YEAR - FALL**

| | | | |
|---|---|---|---|
| AGR | 174 | Artificial Insemination-Swine | 1 |
| AGR | 182 | Applied Pork Prod Skills | 2 |
| AGR | 200 | Intro to Soil Science OR | |
| AGR | 204 | Princ of Crop Science | 4 |
| ENG | 102 | Rhet & Comp II | 3 |
| HIS | 122 | U.S. History II | 3 |
| | | | 13 |

**SPRING**

| | | | |
|---|---|---|---|
| AGR | 164 | Animal Nutrition & Health | 3 |
| AGR | 186 | Ag Business Mgmt | 3 |
| AGR | 193 | Ag/Consumer Related Occup I | 1 |
| AGR Beef/Swine Mgmt Elective(s)** | | | 2-4 |
| Approved Elective(s)* | | | 4-8 |
| | | | 13-19 |

**SUMMER**

| | | | |
|---|---|---|---|
| AGR | 299 | Occupational Internship II | 4 |

*Approved Electives: AGR 162-Animal Evaluation & Selection II, AGR 163-Advanced Animal Evaluation and Selection, AGR 171-Intro to Electricity, AGR 172-Intro to Welding, AGR 173-Advanced Welding, AGR 177-Intro to Equine Science, AGR 188-Ag Sales & Marketing, AGR 200-Introduction to Soil Science, AGR 203-Agriculture Economics for Consumers, AGR 204-Principles of Crop Science, VET 101-Veterinary Assistant I, VET 102-Veterinary Assistant II

**AGR Beef/Swine Management Electives (three of the four courses required): AGR 165-Beef Management – Breed to Wean, AGR 166-Beef Management – Wean to Finish, AGR 180-Swine Management – Breeding & Genetics, AGR 181-Swine Management – Farrow to Market

# Beef Specialist
# Certificate

*32 Semester Hours*

The Beef Specialist Certificate is designed to provide students with the practical skills and knowledge needed to be successful in the beef industry. Emphasis is placed on technical knowledge and practical hands on training by working with the beef cattle at the University of Illinois Animal Science Beef Research Center, adjacent to the JWCC Agricultural Education Center.

NOTE: Only students who do not need additional coursework and who take the number of credits or courses as listed each semester can complete the program in the time given. Others will take longer to complete.

## REQUIRED COURSES

**FALL**

| | | | |
|---|---|---|---|
| AGR | 161 | Animal Eval & Sel I | 2 |
| AGR | 202 | Intro to Animal Science | 4 |
| FYE | 101 | Blazing Your Trail | 1 |
| Approved Elective(s)* | | | 4-6 |
| | | | 11-13 |

**SPRING**

| | | | |
|---|---|---|---|
| AGR | 150 | Ag/Consumer Related Occup I | 1 |
| AGR | 164 | Animal Nutrition & Health | 3 |
| AGR | 165 | Beef Mgmt-Breed to Wean OR | |
| AGR | 166 | Beef Mgmt-Wean to Finish** | 2 |
| AGR | 167 | Applied Beef Prod Skills | 2 |
| AGR | 175 | Computer App in Agribus | 3 |
| AGR | 186 | Ag Business Mgmt | 3 |
| Approved Elective(s)* | | | 3-5 |
| | | | 17-19 |

**SUMMER**

| | | | |
|---|---|---|---|
| AGR | 199 | Occupational Internship I | 4 |

*Approved Electives: AGR 152-Natural Resource Management, AGR 162-Animal Evaluation and Selection II, AGR 169-Artificial Insemination – Cattle, AGR 189-Agricultural Finance & Records, VET 101-Veterinary Assistant I, VET 102-Veterinary Assistant II

**AGR 165 available during odd years; AGR 166 available during even years

# Swine Specialist Certificate

*30 Semester Hours*

Swine management is a scientific and business-oriented field of animal care and husbandry requiring extensive knowledge of efficient swine production practices. Swine production is becoming a highly specialized field with outstanding career opportunities.

The student in this program will develop swine industry skills and management techniques relative to developing knowledge in all phases of swine production.

Even for those who do not have farm experience but like the idea of working with animals, the JWCC Swine Specialist Certificate provides the student opportunity to gain needed experience to be successful in the swine industry.

This certificate provides guided “real world” knowledge and skill development associated specifically with pork production.

NOTE: Only students who do not need additional coursework and who take the number of credits or courses as listed each semester can complete the program in the time given. Others will take longer to complete.

## REQUIRED COURSES

**FALL**

| | | | |
|---|---|---|---|
| AGR | 161 | Animal Eval & Sel I | 2 |
| AGR | 176 | Pork Production Practicum | 2 |
| AGR | 202 | Intro to Animal Science | 4 |
| AGR Mechanics Elective** | | | 2 |
| FYE | 101 | Blazing Your Trail | 1 |
| Approved Elective(s)* | | | 1-4 |
| | | | 12-15 |

**SPRING**

| | | | |
|---|---|---|---|
| AGR | 164 | Animal Nutrition & Health | 3 |
| AGR | 174 | Artifical Insemination-Swine | 1 |
| AGR | 175 | Computer Appl in Agribus | 3 |
| AGR | 180 | Swine Mgmt-Breed & Gen OR | |
| AGR | 181 | Swine Mgmt-Farrow to Mkt# | 2 |
| AGR | 182 | Applied Pork Prod Skills | 2 |
| AGR Mechanics Elective** | | | 2 |
| Approved Elective(s)* | | | 1-4 |
| | | | 14-17 |

**SUMMER**

| | | | |
|---|---|---|---|
| AGR | 199 | Occupational Internship I | 4 |

*Approved Electives: AGR 152-Natural Resource Mgmt, AGR 162-Animal Evaluation & Selection II, AGR 189-Agribusiness Finance & Records, VET 101-Veterinary Assistant I, VET 102-Veterinary Assistant II

**AGR Mechanics Electives: AGR 171-Intro to Electricity, AGR 172-Intro to Welding, AGR 173-Advanced Welding

#AGR 180 available during odd years; AGR 181 available during even years

## Fruit and Vegetable Production Certificate

*31 Semester Hours*

This certificate is designed to provide students with the practical skills and knowledge needed to be successful in the fruit and vegetable industry. Emphasis is placed on production practices and business practices suited to self-employed fruit and vegetable producers.

**REQUIRED COURSES**

**FALL**

| | | | |
|---|---|---|---|
| ENG | 191 | Business Writing | 3 |
| FYE | 101 | Blazing Your Trail | 1 |
| SLF | 120 | Small Farm Viability | 2 |
| SLF | 125 | Business Planning & Start-Up | 2 |
| SLF | 130 | Mkting for the Small Bus | 2 |
| SLF | 135 | Fruit Production | 2 |
| SLF | 140 | Vegetable Production | 2 |
| SLF | 145 | Practical Soil Mgmt | 2 |
| | | | 16 |

**SPRING**

| | | | |
|---|---|---|---|
| AGR | 199 | Occupational Internship I | 1 |
| AGR | 203 | Ag Economics for Consumers | 3 |
| SLF | 127 | Fiscal Mgmt for Small Bus | 2 |
| SLF | 129 | Legal Risk Mgmt for Small Bus | 2 |
| SLF | 155 | Small Farm Maint & Oper | 2 |
| SLF | 160 | Plant Propagation | 3 |
| SLF | Elective* | | 2 |
| | | | 15 |

*Approved Electives: SLF 110-Computer Apps for the Small Business, SLF 112-Integrated Pest Management, SLF 114-Introduction to Organic Practices, SLF 116-Sanitation & Post-Harvest Handling, SLF 118-Season Extension

## Art

Students planning to major in art may choose from two areas of study. Those pursuing a career in art education should follow the associate in arts degree curriculum. Those interested in pursuing professional/commercial art may major in studio art with courses completed for transfer credit into a professional art program or can complete the Graphic Design AAS degree as described on page 101 in the catalog. The program of study at JWCC provides a solid foundation that prepares a student for several opportunities. These areas range from fine arts to applied arts and include Art instruction, Communications, Graphic Design and other areas that require critical thinking, project management skills and an understanding of human nature. Fundamental artistic development includes the development of perception and the knowledge and application of design elements and principles, as well as specific marketable skills including the ability to give and take criticism and direction.

**Area of Concentration Courses**

Any student declaring an Area of Concentration must take all courses from the list below.

| | | | |
|---|---|---|---|
| ART | 100 | Drawing I: Fundamentals | 3 hrs. |
| ART | 121 | Drawing II | 3 hrs. |
| ART | 126 | 2-D Design and Color | 3 hrs. |
| ART | 240 | Painting I | 3 hrs. |

**General Education AA/AS/AES/AFA Degree**

A general suggested model for the AA/AS/AES/AFA degree for a full-time student is available on page 83. The minimum total number of credit hours required for the AA or AS degree is 64.

## Biological Sciences

Scientists study all aspects of living organisms, emphasizing the relationship of animals and plants to their environment. Many scientists enter the field of research and development, while others teach in college or university settings.

The curriculum for the associate in science degree with an emphasis in the biological sciences is designed to prepare the student with a broad background in biology.

Biology is the scientific study of all living organisms. Students transferring to a four-year institution may specialize further in any one of the following areas: anatomical sciences, bioengineering, biology, biophysics, botany, ecology, ethology and evolution, genetics and developmental biology, microbiology, physiology or zoology.

**Area of Concentration Courses**
Any student declaring an Area of Concentration in Biology must take a minimum of 12 credit hours of Biology/Chemistry/Physics electives.

**General Education AA/AS/AES/AFA Degree**
A general suggested model for the AA/AS/AES/AFA degree for a full-time student is available on page 83. The minimum total number of credit hours required for the AA or AS degree is 64.

## Business

Skillful management and a customer-oriented approach are critical to the success of a business. Successful managers must understand what customers want, create products or services that meet those needs, and manage the people and processes involved.

The function of a manager is to plan for the future, provide leadership and motivation, organize work to promote efficiency, and operate a system of managerial control. Managers with education in these skill areas frequently start at higher levels in an organization and achieve promotions more rapidly.

Marketing revolves around the customer. Workers involved in marketing assist in identifying opportunities; selecting product or service features; developing pricing, promotion, and distribution strategies; selling the product or service; and following up to be sure the customer is satisfied. Marketers who understand the principles involved in successful marketing are more likely to be successful in the long run.

Managing information is an increasingly important function within businesses. Managers need accurate and timely information to make decisions. It is important that businesses store, organize, manipulate, and retrieve data efficiently and effectively.

## Marketing or Management Emphasis
## Associate in Science Degree (Transfer)

*64 Semester Hours*

**Area of Concentration Courses**
Any student declaring an Area of Concentration must take all courses from the list below.

| | | | |
|---|---|---|---|
| ACC | 101 | Principles of Accounting I | 3 hrs. |
| ACC | 102 | Principles of Accounting II | 3 hrs. |
| ACC | 200 | Managerial Accounting | 3 hrs. |
| BUS | 161 | Business Law I | 3 hrs. |

## Supply Chain Management Emphasis
## Associate in Science Degree (Transfer)

*64 Semester Hours*

**Area of Concentration Courses**

Any student declaring an Area of Concentration must take all courses from the list below.

| | | | |
|---|---|---|---|
| ACC | 102 | Principles of Accounting II | 3 hrs. |
| ACC | 200 | Managerial Accounting | 3 hrs. |
| BUS | 101 | Introduction to Business | 3 hrs. |
| MAT | 234 | Calculus for Social Scientists | 4 hrs. |

**General Education AA/AS/AES/AFA Degree**

A general suggested model for the AA/AS/AES/AFA degree for a full-time student is available on page 83. The minimum total number of credit hours required for the AA or AS degree is 64.

## Business: Computer Information Systems Option
## Associate in Applied Science

*64 Semester Hours*

Computer information systems is concerned with education and training designed to reflect the leading edge of technology while being tempered by the practical demands of the business/industrial world. The CIS graduate will have a basic technical knowledge of computer hardware and software systems and will have an understanding of the information needs, procedures, and delivery systems required in small and medium-sized business organizations.

NOTE: Only students who do not need additional coursework and who take the number of credits or courses as listed each semester can complete the program in the time given. Others will take longer to complete.

### REQUIRED CURRICULUM

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| BUS | 101 | Intro to Business | 3 |
| CSC | 106 | Intro to Computers | 3 |
| CSC | 141 | Intro to Internet | 1 |
| ENG | 191 | Business Writing | 3 |
| FYE | 101 | Blazing Your Trail | 1 |
| MAT | | Gen Ed Requirement | 3 |
| OFT | 101 | Beg Keyboarding | 2 |
| | | | 16 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| BUS | 121 | Prin of Org & Mgmt | 3 |
| CMN | 101 | Intro to Speech I OR | |
| CMN | 104 | Interpersonal Comm | 3 |
| CSC | 110 | Bus Appl of Micro I | 3 |
| CSC | 155 | Micro Operating Systems | 1 |
| ECO | 101 | Prin of Econ I | 3 |
| BUS/CSC/OFT Electives | | | 4 |
| | | | 17 |

**THIRD SEMESTER**

| | | | |
|---|---|---|---|
| ACC | 101 | Prin of Accounting I | 3 |
| CSC | 104 | Spreadsheets-Core Level | 2 |
| CSC | 125 | Intro to Desktop Pub | 1 |
| CSC | 146 | Intro to Webpage Design | 2 |
| BUS/CSC/OFT Electives | | | 5 |
| General Education Requirement | | | 3 |
| | | | 16 |

**FOURTH SEMESTER**

| | | | |
|---|---|---|---|
| ACC | 102 | Prin of Accounting II | 3 |
| CSC | 116 | Database-Core Level | 2 |
| CSC | 143 | Intro to Desktop Info Mgmt | 1 |
| CSC | 186 | Desktop Pub with InDesign | 3 |
| CSC | 190 | Portable Document Format | 1 |
| BUS/CSC/OFT Electives | | | 5 |
| | | | 15 |

## Business: Information Management Option Associate in Applied Science

*64 Semester Hours*

The Information Management Option is intended for individuals seeking entry and mid level positions in an automated office environment. The information management option also serves those presently employed who are seeking additional training in managing the flow of information in an office setting.

NOTE: Only students who do not need additional coursework and who take the number of credits or courses as listed each semester can complete the program in the time given. Others will take longer to complete.

### REQUIRED CURRICULUM

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| ACC | 101 | Prin of Accounting I | 3 |
| CSC | 104 | Spreadsheets-Core Level | 2 |
| CSC | 106 | Intro to Computers | 3 |
| CSC | 107 | Word Processing-Core Level | 2 |
| CSC | 116 | Database-Core Level | 2 |
| CSC | 141 | Intro to Internet | 1 |
| CSC | 143 | Intro to Desktop Info Mgmt | 1 |
| CSC | 155 | Micro Operating Sys | 1 |
| FYE | 101 | Blazing Your Trail | 1 |
| | | | 16 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| ACC | 125 | Computerized Accounting | 3 |
| BUS | 101 | Intro to Business | 3 |
| CSC | 122 | Presentation Software | 2 |
| CSC | 146 | Intro to Web Page Design | 2 |
| ENG | 191 | Business Writing | 3 |
| BUS/CSC/OFT Electives | | | 4 |
| | | | 17 |

**THIRD SEMESTER**

| | | | |
|---|---|---|---|
| CMN | 101 | Intro to Speech | 3 |
| CSC | 112 | Computer-Based Prob Solv | 3 |
| CSC | 190 | Port Doc Format | 1 |
| CSC | 216 | Database-Expert Level | 2 |
| MAT | | Gen Ed Requirement | 3 |
| Hum/Soc/Behav Science Requirement | | | 3 |
| | | | 15 |

**FOURTH SEMESTER**

| | | | |
|---|---|---|---|
| CSC | 115 | Intro to Comp Prog | 3 |
| CSC | 185 | Desktop Pub with QuarkXpress | 3 |
| CSC | 204 | Spreadsheet-Expert Level | 2 |
| CSC | 207 | Word Processing-Expert Level | 2 |
| CSC | 280 | Office Automation | 3 |
| General Education Elective | | | 3 |
| | | | 16 |

## Business: Information Management Certificate

*33 Semester Hours*

The Information Management Certificate is intended for individuals seeking immediate entry-level employment in an electronic office setting where the storing, retrieval, and manipulation of data are required. This certificate includes only those courses that deal directly with the skill area of information management.

NOTE: Only students who do not need additional coursework and who take the number of credits or courses as listed each semester can complete the program in the time given. Others will take longer to complete.

### REQUIRED COURSES

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| ACC | 101 | Prin of Accounting I | 3 |
| CSC | 104 | Spreadsheets-Core Level | 2 |
| CSC | 106 | Intro to Computers | 3 |
| CSC | 107 | Word Processing-Core Level | 2 |
| CSC | 116 | Database-Core Level | 2 |
| CSC | 141 | Intro to Internet | 1 |
| CSC | 143 | Intro to Desktop Info Mgmt | 1 |
| CSC | 155 | Micro Operating Systems | 1 |
| FYE | 101 | Blazing Your Trail | 1 |
| | | | 16 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| ACC | 125 | Computerized Accounting | 3 |
| BUS | 101 | Intro to Business | 3 |
| CSC | 122 | Presentation Software | 2 |
| CSC | 146 | Intro to Web Page Design | 2 |
| ENG | 191 | Business Writing | 3 |
| BUS/CSC/OFT Electives | | | 4 |
| | | | 17 |

## Business: Management Option
## Associate in Applied Science

*64 Semester Hours*

The Management Option is intended for individuals seeking immediate employment into entry and some middle-level management positions in business and industry. The option is also intended for individuals presently employed who are seeking advancement.

NOTE: Only students who do not need additional coursework and who take the number of credits or courses as listed each semester can complete the program in the time given. Others will take longer to complete.

### REQUIRED COURSES

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| BUS | 101 | Intro to Business | 3 |
| CSC | 106 | Intro to Computers | 3 |
| ECO | 101 | Prin of Econ I | 3 |
| FYE | 101 | Blazing Your Trail | 1 |
| MAT | 109 | Elementary Statistics | 3 |
| Approved Elective(s)* | | | 3 |
| | | | 16 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| ACC | 101 | Prin of Accounting I | 3 |
| BUS | 125 | Supervisory Management | 3 |
| CSC | 104 | Spreadsheets-Core Level | 2 |
| CSC | 107 | Word Processing-Core Level | 2 |
| ECO | 102 | Prin of Econ II | 3 |
| Approved Elective(s)* | | | 3 |
| | | | 16 |

**THIRD SEMESTER**

| | | | |
|---|---|---|---|
| ACC | 102 | Prin of Accounting II | 3 |
| BUS | 121 | Prin of Org & Mgmt | 3 |
| CSC | 143 | Intro to Desktop Infor Mgmt | 1 |
| PSY | 101 | Intro to Psychology | 3 |
| Written Communication Requirement | | | 3 |
| Approved Elective(s)* | | | 3 |
| | | | 16 |

**FOURTH SEMESTER**

| | | | |
|---|---|---|---|
| ACC | 200 | Managerial Accounting | 3 |
| BUS | 161 | Business Law | 3 |
| CMN | 101 | Intro to Speech I | 3 |
| CSC | 116 | Database-Core Level | 2 |
| Approved Elective(s)* | | | 5 |
| | | | 16 |

*Approved Electives: BUS 110-Entrepreneurship, BUS 122-Principles of Sales I, BUS 131-Principles of Marketing, BUS 141-Principles of Finance, BUS 199-Business Internship, CSC 122-Presentation Software, PSY 145-Human Relations in the Workplace

## Business Management
## Certificate

*30 Semester Hours*

The Business Management Certificate is intended for persons seeking immediate entry-level employment in the field of management or seeking to upgrade from an existing position to a higher one. The Business Management Certificate includes only those courses that deal directly with the skill areas of management.

NOTE: Only students who do not need additional coursework and who take the number of credits or courses as listed each semester can complete the program in the time given. Others will take longer to complete.

### REQUIRED COURSES

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| BUS | 101 | Intro to Business | 3 |
| CSC | 106 | Intro to Computers | 3 |
| ECO | 102 | Prin of Econ II | 3 |
| FYE | 101 | Blazing Your Trail | 1 |
| MAT | 109 | Elementary Statistics | 3 |
| Written Communication Requirement | | | 3 |
| | | | 16 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| ACC | 101 | Prin of Accounting I | 3 |
| BUS | 121 | Prin of Org & Mgmt | 3 |
| BUS | 125 | Supervisory Management | 3 |
| CSC | 104 | Spreadsheets-Core Level | 2 |
| CSC | 107 | Word Processing-Core Level | 2 |
| CSC | 143 | Intro to Desktop Infor Mgmt | 1 |
| | | | 14 |

## Business: Marketing and Sales Option
## Associate in Applied Science

*64 Semester Hours*

The Marketing and Sales Option is intended to prepare individuals for entry and mid level positions in sales and marketing. It is also intended for employed individuals seeking formal training.

NOTE: Only students who do not need additional coursework and who take the number of credits or courses as listed each semester can complete the program in the time given. Others will take longer to complete.

### REQUIRED COURSES

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| BUS | 101 | Intro to Business | 3 |
| BUS | 131 | Prin of Marketing | 3 |
| CSC | 106 | Intro to Computers | 3 |
| ECO | 101 | Prin of Econ I | 3 |
| FYE | 101 | Blazing Your Trail | 1 |
| MAT | 109 | Elementary Statistics | 3 |
| | | | 16 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| ACC | 101 | Prin of Accounting I | 3 |
| BUS | 125 | Supervisory Management | 3 |
| CSC | 104 | Spreadsheets-Core Level | 2 |
| CSC | 107 | Word Processing-Core Level | 2 |
| ECO | 102 | Prin of Econ II | 3 |
| Approved Elective(s)* | | | 3 |
| | | | 16 |

**THIRD SEMESTER**

| | | | |
|---|---|---|---|
| ACC | 102 | Prin of Accounting II | 3 |
| BUS | 121 | Prin of Org & Mgmt | 3 |
| CMN | 101 | Intro to Speech | 3 |
| CSC | 143 | Intro to Desktop Infor Mgmt | 1 |
| PSY | 101 | Intro to Psychology | 3 |
| Approved Elective(s)* | | | 3 |
| | | | 16 |

**FOURTH SEMESTER**

| | | | |
|---|---|---|---|
| ACC | 200 | Managerial Accounting | 3 |
| BUS | 122 | Prin of Sales I | 3 |
| CSC | 122 | Presentation Software | 2 |
| Written Communication Requirement | | | 3 |
| Approved Elective(s)* | | | 5 |
| | | | 16 |

*Approved Electives: BUS 110-Entrepreneurship, BUS 141-Principles of Finance, BUS 161-Business Law, BUS 199-Business Internship, CSC 116-Database-Core Level, PSY 145-Human Relations in the Workplace

## Chemistry

Chemists investigate the properties and composition of matter and the laws that govern the combination of elements. Chemists often specialize in one of the subfields of the vocation, including analytical, organic, inorganic and physical chemistry. The program of study at JWCC provides sufficient courses for the preparation of those students planning to engage in any of the subfields. The courses that are offered in this area are intended to develop an appreciation and understanding of the scientific method of inquiry. Further, the program is designed to give the student basic training for advanced or specialized work. This experience will be enhanced through interactive computer technology in the laboratory.

**Area of Concentration Courses**

Any student declaring an Area of Concentration in Chemistry must take a minimum of 12 credit hours of Chemistry/Mathematics/Physics electives.

**General Education AA/AS/AES/AFA Degree**

A general suggested model for the AA/AS/AES/AFA degree for a full-time student is available on page 83. The minimum total number of credit hours required for the AA or AS degree is 64.

## Communications

Investigation into the theories and techniques of communications are essential components within the program area. Areas of specialization may include technical writing, reporting, and radio and television announcing. The program of study is intended to introduce the student to the various principles of communications that lead to more advanced application skills, techniques, and practices. Specific areas of involvement will include mastery of oral and nonverbal communications, fundamentals of interviewing, introduction to broadcasting, and techniques and strategies of reporting.

**Area of Concentration Courses**

Any student declaring an Area of Concentration in Communications must take the courses prescribed below.

| | | |
|---|---|---|
| CMN 101 | Introduction to Speech | 3 hrs. |
| CMN 104 | Interpersonal Communication | 3 hrs. |
| CMN 220 | Mass Media | 3 hrs. |
| AND one of the following: | | |
| BUS 131 | Principles of Marketing | 3 hrs. |
| CMN 151 | Practicum in Publication | 3 hrs. |
| ENG 191 | Business Communication | 3 hrs. |

**General Education AA/AS/AES/AFA Degree**

A general suggested model for the AA/AS/AES/AFA degree for a full-time student is available on page 83. The minimum total number of credit hours required for the AA or AS degree is 64.

## Computer-Aided Design (CAD)

Computer technology has revolutionized the processes used in drafting and design. Processes that were formerly performed by hand can now be done using computers and is referred to as CAD (computer-aided design). The advances in technology in this area allow CAD technicians to generate precise drawings with more efficiency than ever before. CAD technicians are able to harness computer technology to give engineers, architects, manufacturers, and others a different perspective and understanding of the design process. CAD is projected to be a profession with excellent job growth potential in the coming years.

CAD technicians need to be skilled in several areas. First they must understand the principles, techniques, and terminology associated with a traditional drafting and design process. CAD technicians must also be able to understand computer concepts and techniques. Finally, CAD technicians learn to apply drafting principles to a computer based drafting environment.

## Computer-Aided Design
## Associate in Applied Science

*64 Semester Hours*

The intention of the AAS -Computer-Aided Design program is to prepare students for immediate employment as CAD technicians. The program is also suited to individuals currently employed in the field of drafting who are seeking training in computer-aided design.

NOTE: Only students who do not need additional coursework and who take the number of credits or courses as listed each semester can complete the program in the time given. Others will take longer to complete.

**REQUIRED COURSES**

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| CAD | 101 | Intro to Dft & Blueprint Reading for CAD | 3 |
| CAD | 104 | Intro to CAD | 3 |
| CAD | 114 | Intro to Parametric Modeling | 3 |
| CSC | 106 | Intro to Computers | 3 |
| ENG | 101 | Rhet & Comp I OR | |
| ENG | 191 | Business Writing | 3 |
| FYE | 101 | Blazing Your Trail | 1 |
| | | | 16 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| CAD | 102 | Drafting Term for CAD | 3 |
| CAD | 106 | CAD Applications I | 3 |
| CMN | 101 | Intro to Speech I OR | |
| CMN | 104 | Interpersonal Comm | 3 |
| MAT | 109 | Elementary Statistics | 3 |
| QAL | 210 | Intro to Quality Assurance | 3 |
| Approved Technical Elective* | | | 3 |
| | | | 18 |

**THIRD SEMESTER**

| | | | |
|---|---|---|---|
| CAD | 200 | CAD Applications II | 3 |
| CAD | 204 | 3D Applications | 3 |
| CAD | 230 | Intro to Manufacturing | 3 |
| PSY | 145 | Human Rel/Workplace | 3 |
| Approved Technical Elective* | | | 3 |
| | | | 15 |

**FOURTH SEMESTER**

| | | | |
|---|---|---|---|
| CAD | 202 | CAD Applications III | 3 |
| CAD | 214 | Adv 3D Applications | 3 |
| CAD | 231 | Tool Design | 3 |
| MAT | 114 | Trigonometry | 3 |
| Approved Technical Elective* | | | 3 |
| | | | 15 |

*Approved Technical Electives: All courses with CAD, ELE, MFG, and WLD prefixes and SAF 110-Occupational Health & Safety

## Engineering Design-SolidWorks Certificate

*16 Semester Hours*

The Engineering Design-SolidWorks certificate is designed to prepare students for immediate employment as CAD technicians or designers. The program is also suited to individuals currently employed in the field of drafting who are seeking training in computer-aided design. This certificate was also designed to serve as a path into an AAS degree in Computer-Aided Design or Manufacturing Technology.

**REQUIRED COURSES**

| | | | |
|---|---|---|---|
| CAD | 101 | Intro to Dft & Blueprint Reading for CAD | 3 |
| CAD | 104 | Intro to CAD | 3 |
| CAD | 114 | Intro to Parametric Modeling | 3 |
| CAD | 204 | 3D Applications | 3 |
| CAD | 214 | Adv 3D Applications | 3 |
| Approved Technical Elective* | | | 1 |
| | | | 16 |

*Approved Technical Electives: All courses with CAD, ELE, MFG, and WLD prefixes

## Computer Science

Computer systems are an integral part of everyday life. Today these machines bill customers, pay employees, record airline and hotel reservations, and monitor factory production processes. Scientific and engineering research relies on computer systems to solve complex equations as well as to collect, store and sort vast amounts of data.

Workers in computer and related occupations design data processing systems, write instructions and translate data into machine-readable language, and operate computers and peripheral equipment.

Most computer careers require some type of specialized training. Although not a universal requirement, a college degree is increasingly important for systems analysts and programmers, especially for those who work in scientific and technical research operations. In addition to possessing technical knowledge and skills, computer personnel must be able to concentrate on their work and should enjoy working with details. Those who operate equipment must have manual dexterity and some mechanical aptitude. Programmers and systems analysts must be able to think logically and enjoy solving problems.

Because of the wide range of abilities and training needed for computer science careers in West Central Illinois, JWCC offers both transfer and career/technical programs in computer science. The program a student should pursue depends on the student's interests, abilities and extent of education preferred before obtaining a job.

## Computer Science
## Associate in Science Degree (Transfer)

**Area of Concentration Courses**

Any student declaring an Area of Concentration must take a minimum of 12 credit hours from the list below.

| | | | |
|---|---|---|---|
| CSC | 106 | Introduction to Computers | 3 hrs. |
| CSC | 112 | Computer-Based Problem Solving | 3 hrs. |
| CSC | 115 | Introduction to Computer Programming OR | |
| CSC | 274 | Language Survey | 3 hrs. |
| MAT | 109 | Elementary Statistics | 3 hrs. |

**General Education AA/AS/AFA Degree**

A general suggested model for the AA/AS/AFA degree for a full-time student is available on page 83. The minimum total number of credit hours required for the AA, AS or AFA degree is 64.

NOTE: See the **Computer Information Systems option** listed under Business Programs. Computer Information Systems is concerned with the education and training of persons who will enter the information processing profession. The CIS graduate will have a basic technical knowledge of computer hardware and software systems and will have an understanding of the information needs, procedures, and delivery systems required in business.

## Computer Network Support
## Associate in Applied Science

*17 Semester Hours*

The Computer Network Support certificate is intended for persons seeking immediate entry-level employment. The demand for information in the global economy requires consistent and robust network connectivity. Networking professionals provide this ever-increasing need. Classes within the program will prepare the student for the widely recognized A+ certification, Linux+ certification, and C++ certification.

**REQUIRED COURSES**

| | | | |
|---|---|---|---|
| CSC | 106 | Intro to Computers | 3 |
| CSC | 112 | Computer-Based Prob Solving | 3 |
| CSC | 119 | Programming I | 3 |
| CSC | 136 | Linux Operating System | 3 |
| CSC | 152 | Computer Hardware Essentials | 3 |
| CSC | 163 | Fundamentals of Networking | 2 |
| | | | 17 |

## Graphic Design
## Associate in Applied Science

*64 Semester Hours*

Graphic design can be described as the art of visualizing ideas. Graphic design is a dynamic field that requires a mixture of creativity and technical expertise. It demands fresh thinking, creative problem solving, imaginative vision and a firm grasp of current design trends. This two-year program is an intensive course of study that teaches students to create effective designs that communicate visually in both print and multimedia environments. The combination of technical and general education courses in the program helps students develop skills in critical thinking, creative problem solving, and effective communication.

The primary components of the program include foundation in general education courses, training in basic design and composition, technical training in the highest standard of industry-based software and equipment, understanding of the design process from start to finish, and understanding of the role design plays in the business world.

NOTE: Only students who do not need additional coursework and who take the number of credits or courses as listed each semester can complete the program in the time given. Others will take longer to complete.

**REQUIRED COURSES**

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| ART | 100 | Drawing I-Fundamentals | 3 |
| ART | 126 | 2D Design & Color | 3 |
| CSC | 106 | Intro to Computers | 3 |
| CSC | 141 | Intro to Internet | 1 |
| CSC | 143 | Intro to Desktop Infor Mgmt | 1 |
| CSC | 155 | Microcomputer Op Systems | 1 |
| ENG | 101 | Rhet & Comp I | 3 |
| FYE | 101 | Blazing Your Trail | 1 |
| | | | 16 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| ART | 136 | Graphic Design I | 3 |
| CMN | 101 | Intro to Speech I OR | |
| CMN | 104 | Interpersonal Comm | 3 |
| CSC | 186 | Desktop with InDesign | 3 |
| CSC | 190 | Portable Document Format | 1 |
| CSC | 220 | Graphic & Photo Manip | 3 |
| MAT | 103 | Business Computations I | 3 |
| | | | 16 |

**THIRD SEMESTER**

| | | | |
|---|---|---|---|
| ART | 137 | Graphic Design II | 3 |
| BUS | 131 | Prin of Marketing | 3 |
| CSC | 146 | Intro to Web Page Design | 2 |
| CSC | 248 | Computerized Illustration | 3 |
| CSC | 249 | Adv Graphic Applications | 3 |
| PSY | 101 | Intro to Psych OR | |
| SOC | 101 | Intro to Sociology | 3 |
| | | | 17 |

**FOURTH SEMESTER**

| | | | |
|---|---|---|---|
| ART | 226 | Graphic Design III | 3 |
| CSC | 246 | Advanced Web Page Design | 3 |
| CSC | 247 | Web Graphics & Interactivity | 3 |
| ENG | 191 | Business Writing | 3 |
| Approved Elective* | | | 3 |
| | | | 15 |

*Approved Electives: ART 121-Drawing II, ART 245-Photography, ART 227-Graphic Design IV Internship, BUS 122-Principles of Sales I, CSC 110-Business Applications of Microcomputer I, OFT 101-Beginning Keyboarding, OFT 265-Clerical Procedures

## Desktop Publishing Certificate

*27 Semester Hours*

This certificate will provide students with skills to create professional documents for a variety of business needs. Students will obtain experience in industry-standard desktop publishing, graphic and photo manipulation, and illustration software. Students will become familiar with a variety of output formats, including print and portable document formats.

**REQUIRED COURSES**

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| CSC | 106 | Intro to Computers | 3 |
| CSC | 155 | Microcomputer Op Systems | 1 |
| CSC | 185 | Desktop Publ-QuarkXPress | 3 |
| CSC | 220 | Graphic/Photo Manipulation | 3 |
| CSC | 248 | Computerized Illustration | 3 |
| FYE | 101 | Blazing Your Trail | 1 |
| | | | 14 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| BUS | 131 | Prin of Marketing | 3 |
| CSC | 186 | Desktop with InDesign | 3 |
| CSC | 190 | Portable Document Format | 1 |
| CSC | 249 | Adv Graphic Applications | 3 |
| ENG | 101 | Rhet & Comp I OR | |
| ENG | 191 | Business Writing | 3 |
| | | | 13 |

## Web Design Certificate

*29 Semester Hours*

The Web Design Certificate will provide students with skills to create and maintain Web sites. Students will develop a basic understanding of the importance of computers and computer graphics in the Web design process. Students will be exposed to the Web design process from conception to building Web pages, using text and graphics effectively, creating links, and adding animation.

**REQUIRED COURSES**

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| CSC | 106 | Intro to Computers | 3 |
| CSC | 141 | Intro to the Internet | 1 |
| CSC | 146 | Intro to Web Page Design | 2 |
| CSC | 155 | Microcomputer Op Systems | 1 |
| CSC | 220 | Graphic/Photo Manipulation | 3 |
| CSC | 248 | Computerized Illustration | 3 |
| FYE | 101 | Blazing Your Trail | 1 |
| | | | 14 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| BUS | 131 | Princ of Marketing | 3 |
| CSC | 246 | Advanced Web Page Design | 3 |
| CSC | 247 | Web Graphics & Interactivity | 3 |
| CSC | 249 | Adv Graphic Applications | 3 |
| ENG | 101 | Rhet & Comp I OR | |
| ENG | 191 | Business Writing | 3 |
| | | | 15 |

## Construction Technology Associate in Applied Science

*64 Semester Hours*

This degree is designed to give students an opportunity to explore and understand the many facets of work encompassed in the building trades industry, focusing on carpentry. Beginning with safety and an understanding of materials and tools, students will learn the development of plans from site and layout work, through the construction of footings, foundations, floors, walls, roofs, ceilings, and finishing work. The complex world of construction operations and scheduling will be examined in detail through the various courses of study.

## REQUIRED COURSES

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| CST | 100 | Fund of Construction Practices | 2 |
| CST | 105 | Site Work & Layout | 4 |
| CST | 110 | Rough Frame Construction I | 4 |
| CST | 115 | Print Reading | 2 |
| FYE | 101 | Blazing Your Trail | 1 |
| MAT | 100 | Technical Math OR | |
| MAT | 113 | College Algebra | 3 |
| | | | 16 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| CST | 120 | Roofing Fundamentals | 3 |
| CST | 125 | Siding & Exterior Trim | 4 |
| CST | 130 | Finish Carpentry | 4 |
| CST | 135 | Project Mgmt & Scheduling | 4 |
| | | | 15 |

**THIRD SEMESTER**

| | | | |
|---|---|---|---|
| CAD | 101 | Intro to Dft & Blueprint Reading for CAD | 3 |
| CST | 200 | Rough Frame Construction II | 3 |
| CST | 220 | Concrete | 3 |
| CST | 299 | Carpentry Internship | 4 |
| PSY | 145 | Human Rel in the Workplace* | 3 |
| | | | 16 |

**FOURTH SEMESTER**

| | | | |
|---|---|---|---|
| BUS | 101 | Intro to Business | 3 |
| CMN | 101 | Intro to Speech I | 3 |
| CSC | 100 | Computer Literacy | 1 |
| CST | 215 | Remodeling | 3 |
| ENG | 101 | Rhet & Comp I OR | |
| ENG | 191 | Business Writing | 3 |
| PHL | 121 | Ethics | 3 |
| Approved Elective | | | 1 |
| | | | 17 |

*Approved as general education elective for this program only.

# Construction Management Certificate

*29 Semester Hours*

This certificate prepares the student for a management position within a construction company. Students are prepared with the basic skills necessary to start and finish a construction project. Skill sets will include site layout and staking, surveying, basic blue print reading, floor plan layout, project management, project scheduling, and project punch lists.

## REQUIRED COURSES

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| CST | 100 | Fund of Construction Practices | 2 |
| CST | 105 | Site Work & Layout | 4 |
| CST | 115 | Print Reading | 2 |
| CAD | 101 | Intro to Dft & Blueprint Reading for CAD | 3 |
| FYE | 101 | Blazing Your Trail | 1 |
| PSY | 145 | Human Rel in the Workplace | 3 |
| | | | 15 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| BUS | 101 | Intro to Business | 3 |
| CST | 135 | Project Mgmt & Scheduling | 4 |
| CST | 299 | Carpentry Internship | 4 |
| PHL | 121 | Ethics | 3 |
| | | | 14 |

# Finish Carpentry Certificate

*26 Semester Hours*

This certificate prepares students for finish work at a jobsite. Curriculum will focus on installing basic trims, interior door, window treatments, and kitchen and bath cabinetry. Students will also learn how to install different flooring types as well as exterior siding and trims.

## REQUIRED COURSES

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| CST | 100 | Fund of Construction Practices | 2 |
| CST | 220 | Concrete | 3 |
| ENG | 101 | Rhetoric & Composition I | 3 |
| FYE | 101 | Blazing Your Trail | 1 |
| Approved Elective | | | 3 |
| | | | 12 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| CMN | 101 | Intro to Speech I | 3 |
| CST | 125 | Siding & Exterior Trim | 4 |
| CST | 130 | Finish Carpentry I | 4 |
| CST | 215 | Remodeling | 3 |
| | | | 14 |

## Rough Frame Carpentry Certificate

*26 Semester Hours*

This certificate prepares students for the basic structural building of a house. Coursework focuses on foundations, dimensional lumber framing and roofing. Topics included are subfloor framing, wall framing, roof framing and roofing applications.

**REQUIRED COURSES**

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| CST | 100 | Fund of Construction Practices | 2 |
| CST | 105 | Site Work & Layout | 4 |
| CST | 110 | Rough Frame Construction I | 4 |
| FYE | 101 | Blazing Your Trail | 1 |
| MAT | 100 | Technical Math OR | |
| MAT | 113 | College Algebra | 3 |
| | | | 14 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| CSC | 100 | Computer Literacy | 1 |
| CST | 120 | Roofing Fundamentals | 3 |
| CST | 200 | Rough Frame Construction II | 3 |
| CST | 299 | Carpentry Internship | 4 |
| Approved Elective | | | 1 |
| | | | 12 |

## Developmental Education

Developmental education provides instruction and services to help students develop the basic academic skills necessary to become successful learners. Whether students are recent high school graduates or returning adults, developmental education can provide appropriate preparation for success.

First-time students take an assessment test to determine their skills in reading, writing, and mathematics. This assessment helps the College place students in courses best suited to their skills. Students enrolled in developmental math or writing courses may take them in a classroom section or through open learning.

**Developmental Education Courses**

Credit for these courses does not count towards any certificates or degrees.

| | | |
|---|---|---|
| CMN 005 | Written Communications for Developmental Education | 3 hrs. |
| CMN 080 | Understanding Written Communication | 3 hrs. |
| CMN 090 | Interpreting Written Communications | 3 hrs. |
| ENG 005 | English for Developmental Education | 3 hrs. |
| ENG 080 | Basic Writing | 3 hrs. |
| ENG 099 | Writing Skills | 3 hrs. |
| MAT 010 | Basic Arithmetic and Prealgebra | 3 hrs. |
| MAT 020 | Elementary and Intermediate Algebra | 3 hrs. |
| MAT 095 | Special Topics in Developmental Education | variable 1-4 hrs. |

## Early Childhood Education Associate in Applied Science

*65 Semester Hours*

The associate in applied science degree in early childhood education is designed to prepare students for employment as child care workers and teachers. The JWCC Early Childhood Education program is an Illinois Gateways Entitled program* for Early Childhood Education and for Infants and Toddlers. Through the JWCC program, students can earn credentials from Illinois Gateways credentials to meet statewide standards and improve their opportunities for employment. Entitlement also facilitates transfers to Illinois four-year colleges.

Students learn the fundamentals of caring for children and organizing activities for children. Activities are designed for children from infancy through age 12. Child care workers and teachers are employed in daycare centers, preschools, family daycare homes, and before-/after-school programs. Child care workers must be able to plan, organize, and implement activites to help the child develop academically, socially, and physically. They must be able to create a warm, consistent and nurturing environment that encourages the development of each child.

Qualified applicants will be admitted into the program based on the date of the applications. Students will be placed into mathematics and English classes based upon assessment scores.

An internship, integrating classroom instruction is required for all students. Before starting the internship, students are required to submit a current record of a physical examination, indicating good physical and mental health. According to regulations of the Department of Children and Family Services, a background check is completed for each student and satisfactory clearance must be met.

NOTE: Only students who do not need additional coursework and who take the number of credits or courses as listed each semester can complete the program in the time given. Others will take longer to complete.

## REQUIRED COURSES

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| EDU | 100 | Intro to Education | 3 |
| EDU | 102 | Intro to Early Childhood Educ | 3 |
| EDU | 124 | Health & Safety for Young Children | 3 |
| ENG | 101 | Rhet & Comp I | 3 |
| FYE | 101 | Blazing Your Trail | 1 |
| PSY | 101 | Intro to Psychology | 3 |
| | | | 16 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| CMN | 101 | Intro to Speech | 3 |
| EDU | 150 | Caring for Infants & Toddlers | 3 |
| EDU | 202 | Child Growth & Development | 3 |
| EDU | 210 | Lang & Lit for Young Child | 3 |
| EDU | 220 | Guidance for Young Child | 3 |
| EDU | 240 | Science for Young Child | 3 |
| | | | 18 |

**THIRD SEMESTER**

| | | | |
|---|---|---|---|
| EDU | 230 | Math for Young Children | 3 |
| EDU | 260 | Curriculum for Early Childhood Programs | 3 |
| EDU | 271 | Working with Families & the Community | 3 |
| Early Childhood Education Elective* | | | 2 |
| Early Childhood Education Elective* | | | 2 |
| Mathematics Requirement | | | 3 |
| | | | 16 |

**FOURTH SEMESTER**

| | | | |
|---|---|---|---|
| EDU | 204 | Intro to Technology in Education | 3 |
| EDU | 205 | Intro to Special Education | 3 |
| EDU | 215 | Assessment & Evaluation | 3 |
| EDU | 299 | Early Childhood Education Internship | 3 |
| General Education Elective | | | 3 |
| | | | 15 |

*Early Childhood Education Electives: EDU 160-Art & the Young Child, EDU 171-Play & Motor Activities for Young Children, EDU 180-Music & the Young Child, EDU 201-Educational Psychology, EDU 251-Child Care Administration, SOC 221-Social Psychology, SOC 224-Marriage and the Family

# Economics
# Associate in Science Degree (Transfer)

*64 Semester Hours*

Economists are concerned with how to utilize scarce resources such as land, raw materials and human resources to provide goods and services for society. Economists analyze the relationship between the supply of goods and services on the one hand and demand for them on the other. Economists also examine how goods and services are produced, distributed and consumed. Some economists are concerned with specific fields such as farm, wage, tax, and tariff problems and policies. Others develop theories to explain the causes of employment and unemployment or inflation. Most economists analyze and interpret a wide variety of economic data in the course of their work.

Economists who work in colleges and universities teach the theories, principles, and methods of economics and conduct or direct research; they frequently write and act as consultants. Economists in government collect and analyze data and prepare studies to assess economic conditions and the need for changes in government policy. Economists who work for business firms provide management with information to make decisions on marketing and pricing of company products, the effect of government policies on business and international trade, or the advisability of business.

Students completing the transfer program in economics at John Wood Community College typically choose to attend a four-year college or university to complete their bachelor's degree and possibly pursue advanced degrees. For more information, contact a JWCC advisor.

**Associate in Science Degree (Transfer)**
**Area of Concentration Courses**
Any student declaring an Area of Concentration must take a minimum of 12 credit hours from the list below.

| | | | |
|---|---|---|---|
| BUS | 161 | Business Law I | 3 hrs. |
| ECO | 101 | Principles of Economics I | 3 hrs. |
| ECO | 102 | Principles of Economics II | 3 hrs. |
| MAT | 109 | Elementary Statistics | 3 hrs. |

**General Education AA/AS/AES/AFA Degree**
A general suggested model for the AA/AS/AES/AFA degree for a full-time student is available on page 83. The minimum total number of credit hours required for the AA or AS degree is 64.

## Education

Students planning to major in education should follow the associate in science or associate in arts degree curriculum. This prepares the student to attain proficiency in several areas within the profession, including elementary, secondary, and special education. The program provides a general orientation to each of the teaching specialties. The topics include an investigation of organization principles and foundations of education, child development and psychology, and factors affecting learning. Students interested in a career in education must consult with an advisor to develop their program of study.

**Area of Concentration Courses**
Any student declaring an Area of Concentration must take a minimum of 13 credit hours from the list below.

| | | | |
|---|---|---|---|
| EDU | 100 | Introduction to Education | 3 hrs. |
| EDU | 201 | Educational Psychology | 3 hrs. |
| EDU | 205 | Introduction to Special Education | 3 hrs. |
| EDU | 290 | Clinical Experience in Education | 1 hr. |

**AND 3 credit hours from the following list:**

| | | | |
|---|---|---|---|
| ECO | 101 | Principles of Economics | 3 hrs. |
| EDU | 202 | Child Growth and Development | 3 hrs. |
| PSY | 233 | Developmental Psychology | 3 hrs. |
| EDU | 204 | Introduction to Technology in Education | 3 hrs. |

**General Education AA/AS/AES/AFA Degree**

A general suggested model for the AA/AS/AES/AFA degree for a full-time student is available on page 83. The minimum total number of credit hours required for the AA or AS degree is 64.

## Electrical Technology

Employment opportunities in the electrical fields continue to expand. Recent data projects significant increases in local vacancies through the creation of new jobs and the availability of replacement positions.

Employers in the JWCC service region have needs for electricians who possess a variety of electrical skills. These include skills in the use and care of measuring tools, the identification and use of materials of the trade, the analysis of AC/DC circuits, blueprint reading, the application of codes and specifications, safety and the safe operation of equipment, residential wiring, wiring of 3-phase and high voltage circuits, and the programming and repair of programmable logic controllers. The electrical technology program addresses these skills and prepares students for such jobs as electrical and electronic technicians, electrical installers and repairers, and electricians.

## Electrical Technology
## Associate in Applied Science

*64 Semester Hours*

The AAS in Electrical Technology prepares graduates to enter the job market as either residential, commercial, or industrial electricians. Employment opportunities are not limited to a particular type of business or industry as most all companies require electrical service maintenance. The program is extensively hands-on and provides opportunities for work-based training.

NOTE: Only students who do not need additional coursework and who take the number of credits or courses as listed each semester can complete the program in the time given. Others will take longer to complete.

### REQUIRED CURRICULUM

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| CSC | 100 | Computer Literacy | 1 |
| ELE | 100 | Survey of Electrical Trade | 2 |
| ELE | 101 | Blueprint Reading for Electricians | 3 |
| ELE | 110 | Intro to Electricity | 3 |
| ELE | 120 | Intro to National Elec Code | 3 |
| FYE | 101 | Blazing Your Trail | 1 |
| Mathematics Requirement | | | 3 |
| | | | 16 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| ELE | 125 | Electrical Applications I | 3 |
| ELE | 130 | Residential Electricity | 3 |
| ELE | 215 | Electric Motors & Control | 3 |
| MFG | 113 | Intro to Manu/Indu Safety | 3 |
| Hum/Soc/Behav Science Requirement | | | 3 |
| Written Communication Requirement | | | 3 |
| | | | 18 |

**THIRD SEMESTER**

| | | | |
|---|---|---|---|
| CAD | 230 | Intro to Mfg Processes | 3 |
| ELE | 135 | Programmable Control | 3 |
| ELE | 205 | Commercial Electricity | 3 |
| ELE | 220 | Electrical Applications II | 3 |
| Oral Communication Requirement | | | 3 |
| | | | 15 |

**FOURTH SEMESTER**

| | | | |
|---|---|---|---|
| ELE | 225 | Industrial Electricity | 3 |
| ELE | 230 | Specialized Electrical Circuits | 3 |
| ELE | 235 | Electrical Systems Analysis | 3 |
| QAL | 210 | Intro to Quality Assurance | 3 |
| General Education Requirement | | | 3 |
| | | | 15 |

## Electrician
## Certificate

*30 Semester Hours*

The Electrician Certificate program is designed for students who are interested in acquiring basic skills for immediate entry into the job market. Because of the scheduling of courses, it is possible for students to maintain employment while attending classes. Classes are also paced to allow the student to make a smooth transition into college-level study. The successful certificate graduate has the option of entering the workplace or continuing with the pursuit of the AAS degree in electrical technology.

NOTE: Only students who do not need additional coursework and who take the number of credits or courses as listed each semester can complete the program in the time given. Others will take longer to complete.

### REQUIRED COURSES

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| ELE | 100 | Survey of Electrical Trade | 2 |
| ELE | 110 | Intro to Electricity | 3 |
| ELE | 120 | Intro to National Elec Code | 3 |
| FYE | 101 | Blazing Your Trail | 1 |
| Any general education MAT class | | | 3 |
| Electives | | | 3 |
| | | | 15 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| ELE | 125 | Electrical Applications I | 3 |
| ELE | 130 | Residential Electricity | 3 |
| ELE | 215 | Electric Motors & Control | 3 |
| MFG | 113 | Intro to Manu/Indu Safety | 3 |
| Written Communication Requirement | | | 3 |
| | | | 15 |

## Emergency Medical Technician (See Paramedicine)

## Engineering
## Associate in Engineering Science

*65 Semester Hours*

The Associate in Engineering Science (AES) degree provides students with the first two years of study toward a baccalaureate degree in engineering for transfer to a four-year college or university. As part of the AES degree, students take fundamental courses common to most engineering disciplines and continue their studies in specialized areas (mechanical/civil or electrical) after transferring. To complete the AES in two years, the calculus sequence (starting with MAT 220) should begin in the first semester. Students should be aware that the AES may take more than two years to complete if they find themselves unprepared for MAT 220. AES students may need to complete their general education requirements after transferring to a four-year college or university.

Transfer admission is competitive. Completion does not guarantee admission to a baccalaureate program or to upper division or specialty engineering courses. In some colleges and universities, a baccalaureate degree may also require competency in a foreign language.

**Required General Education Courses**

| | | | |
|---|---|---|---|
| CHM | 103 | Principles of Chemistry I | 4 hrs. |
| CHM | 104 | Principles of Chemistry II | 4 hrs. |
| ECO | 101 | Principles of Economics I | 3 hrs. |
| ECO | 102 | Principles of Economics II | 3 hrs. |
| ENG | 101 | Rhetoric & Composition I | 3 hrs. |
| ENG | 102 | Rhetoric & Composition II | 3 hrs. |

| | | | |
|---|---|---|---|
| FYE | 101 | Blazing Your Trail | 1 hr. |
| MAT | 220 | Analytic Geometry & Calculus I | 4 hrs. |
| MAT | 221 | Analytic Geometry & Calculus II | 4 hrs. |
| MAT | 222 | Analytic Geometry & Calculus III | 4 hrs. |
| PHL | 111 | Intro to Logic/Critical Thinking | 3 hrs. |

**Required Major Courses**

| | | | |
|---|---|---|---|
| CAD | 114 | Introduction to Parametric Modeling | 3 hrs. |
| CSC | 119 | Programming I | 3 hrs. |
| EGR | 203 | Engineering Mechanics: Statics | 3 hrs. |
| EGR | 204 | Engineering Mechanics: Dynamics | 3 hrs. |
| EGR | 221 | Electronic Circuit Analysis I | 4 hrs. |
| MAT | 251 | Differential Equations | 3 hrs. |
| PHY | 227 | Principles of Physics I | 5 hrs. |
| PHY | 228 | Principles of Physics II | 5 hrs. |

**General Education AA/AS/AES/AFA Degree**

A general suggested model for the AA/AS/AES/AFA degree for a full-time student is available on page 83. The minimum total number of credit hours required for the AA or AS degree is 64.

## English

A program of study in English prepares the student for a liberal arts major, entrance into the teaching profession, or a career in business, advertising, journalism, or public service where the ability to write effectively is important. The JWCC program is also designed to increase skills in written composition, offer specialized work for English majors, and provide study in literature and the English language as a part of the preparation for vocations.

**Area of Concentration Courses**

Any student declaring an Area of Concentration in English must take a minimum of 12 credit hours of English/Literature electives, including at least 6 credit hours at the 200-level. ENG 101 and ENG 102 cannot be used for the Area of Concentration in English.

**General Education AA/AS/AES/AFA Degree**

A general suggested model for the AA/AS/AES/AFA degree for a full-time student is available on page 83. The minimum total number of credit hours required for the AES is 65.

## Fine Arts

## Associate in Fine Arts (Music Performance)

Students planning to transfer as juniors to a four-year institution with a major in music performance are encouraged to complete the Associate in Fine Arts (AFA) degree. Students should meet with a music faculty advisor to plan their schedules. The degrees are designed to provide students a smooth transition to a four-year baccalaureate music degree program. AFA students may need to complete their general education requirements after transferring to a four-year college or university.

Transfer admission is competitive. Completion does not guarantee admission to a baccalaureate program or to upper division or specialty music courses. Students may be required to demonstrate skill level through audition and/or placement exams at the transfer institution. In some colleges and universities, a baccalaureate degree may also require competency in a foreign language. Students are required to complete the general education core courses (29 credit hours) and the required core music courses (36 credit hours).

**Required Core Music Courses**

| | | | |
|---|---|---|---|
| CSC | 100 | Computer Literacy | 1 hr. |
| MUS | 121 | Introduction to Music Literature | 3 hrs. |
| MUS | 131 | Music Theory and Ear Training I | 4 hrs. |
| MUS | 132 | Music Theory and Ear Training II | 4 hrs. |
| MUS | 213 | Music Theory and Ear Training III | 4 hrs. |
| MUS | 214 | Music Theory and Ear Training IV | 4 hrs. |
| MUS | 188 | Class Piano Level I | 1 hr. |
| MUS | 189 | Class Piano Level II | 1 hr. |
| MUS | 288 | Class Piano Level III | 1 hr. |
| MUS | 289 | Class Piano Level IV | 1 hr. |
| MUS | 170-180 | Applied Music Lessons | 4 hrs. |
| MUS | 270-280 | Applied Music Lessons | 4 hrs. |
| MUS | 151-168 and MUS 251-268 | Music Ensemble Activities | 4 hrs. |

**General Education AA/AS/AES/AFA Degree**

A general suggested model for the AA/AS/AES/AFA degree for a full-time student is available on page 83. The minimum total number of credit hours required for the AFA is 65.

## Fire Science
## Associate in Applied Science

*64 Semester Hours*

The AAS in Fire Science is intended to prepare students for entry-level employment in the fire service field. Students are trained in fire suppression, prevention, and protection techniques. Students are also prepared to react correctly to emergency situations. The Fire Science degree is also intended for individuals currently employed in the fire service field who are seeking additional training. Students already certified as Firefighter II will have courses FSC 132, 134, and 136 waived.

NOTE: Only students who do not need additional coursework and who take the number of credits or courses as listed each semester can complete the program in the time given. Others will take longer to complete.

### REQUIRED COURSES

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| EMS | 150 | Emergency Med Tech* | 6 |
| FSC | 132 | Basic Firefighter-Module A | 3 |
| FSC | 174 | Hazardous Materials Oper | 3 |
| FYE | 101 | Blazing Your Trail | 1 |
| Written Communication Requirement | | | 3 |
| | | | 16 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| CSC | 100 | Computer Literacy | 1 |
| FSC | 134 | Basic Firefighter-Module B | 3 |
| FSC | 270 | Fire Fighting Tactics & Strat I | 3 |
| Hum/Soc/Behav Science Requirement | | | 3 |
| Mathematics Requirement | | | 3 |
| Electives | | | 2 |
| | | | 15 |

| THIRD SEMESTER | | | |
|---|---|---|---|
| CMN | 101 | Intro to Speech I OR | |
| CMN | 104 | Interpersonal Comm | 3 |
| FSC | 136 | Basic Firefighter-Module C | 3 |
| FSC | Electives | | 6 |
| Electives | | | 6 |
| | | | 18 |

| FOURTH SEMESTER | | | |
|---|---|---|---|
| FSC | 180 | Fire Service & the Law | 3 |
| FSC | | Electives | 3 |
| General Education Requirement | | | 3 |
| Electives | | | 3 |
| Technical Rescue Requirement | | | 3 |
| | | | 15 |

*EMS 150 is taught by Blessing Hospital. Students will be responsible for enrolling in the course according to Blessing's schedule.

## Geriatric Care Specialist (See Nursing Assistant)

## Graphic Design (See Computer Science)

## Health, Physical Education & Recreation Associate in Science Degree (Transfer)

Students planning to major in health, physical education and recreation should follow the associate in science degree curriculum. The curriculum prepares the student to attain proficiency in several areas, including the history, philosophy, and general principles of the profession. In addition, a student may acquire expertise in educational application and training and specific knowledge in a variety of sport areas. Various aspects of the coaching career such as motivation, strategy development, public relations and community relationships, are also explored.

**Area of Concentration Courses**

Any student declaring an Area of Concentration must take the courses listed below.

| | | | |
|---|---|---|---|
| BIO | 275 | Human Anatomy and Physiology I | 4 hrs. |
| BIO | 276 | Human Anatomy and Physiology II | 4 hrs. |
| HPR | 100 | Lifetime Fitness and Wellness | 2 hrs. |
| HPR | 101 | History & Principles of Health, Physical Education & Recreation | 3 hrs. |

**General Education AA/AS/AES/AFA Degree**

A general suggested model for the AA/AS/AES/AFA degree for a full-time student is available on page 83. The minimum total number of credit hours required for the AA or AS degree is 64.

## History

History is the record of past events, institutions, ideas, and people. Historians describe and analyze the past through recreating, writing, teaching, and research. They relate their knowledge of the past to current events in an effort to explain and understand the present. Program offerings are designed to give students an understanding of the development of civilization; an appreciation of its varied social, economic, political, and cultural components and their interaction; and a basic familiarity with historical methods and reasoning.

**Area of Concentration Courses**
Any student declaring an Area of Concentration must take 12 credit hours from two of the following three areas:

HIS 101 Western Civilization I .....3 hrs.
HIS 102 Western Civilization II .....3 hrs.
**OR**
HIS 111 World History I .....3 hrs.
HIS 112 World History II .....3 hrs.
**OR**
HIS 121 U.S. History I .....3 hrs.
HIS 122 U.S. History II or HIS 222 U.S. History Since 1945 .....3 hrs.

**General Education AA/AS/AES/AFA Degree**
A general suggested model for the AA/AS/AES/AFA degree for a full-time student is available on page 83. The minimum total number of credit hours required for the AA or AS degree is 64.

## Industrial Maintenance Technology
## Associate in Applied Science

*64 Semester Hours*

The Industrial Maintenance Technology AAS degree prepares students to service and repair industrial electrical and electronic machines and systems. Students will work with a wide variety of modern industrial machines and controls learning to install and maintain this type of equipment. Students are prepared to work in various manufacturing and industrial facilities with modern electrical, and electronic systems.

### REQUIRED COURSES

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| ELE | 110 | Introduction to Electricity | 3 |
| ELE | 135 | Programmable Controls | 3 |
| FYE | 101 | Blazing Your Trail | 1 |
| IMT | 110 | Industrial Wiring | 2 |
| IMT | 120 | Industrial Motors & Controls | 3 |
| MAT | 100 | Technical Mathematics | 3 |
| MFG | 113 | Intro to Mfg/Industrial Safety | 3 |
| | | | 18 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| IMT | 140 | Pumps/Piping | 2 |
| IMT | 150 | Fluid I (Hydraulics) | 3 |
| IMT | 155 | Fluid II (Pneumatics) | 2 |
| IMT | 200 | Mechanical Systems | 3 |
| MFG | 104 | Quality/Cont Improvement | 3 |
| WLD | 155 | Basic Welding | 3 |
| | | | 16 |

**THIRD SEMESTER**

| | | | |
|---|---|---|---|
| CMN | 101 | Introduction to Speech | 3 |
| ELE | 240 | Instrumentation | 3 |
| ENG | 101 | Rhet & Comp I | 3 |
| IMT | 290 | Rigging | 2 |
| MFG | 135 | Precision Machining I | 3 |
| Hum/Soc/Behav Science Requirement | | | 3 |
| | | | 17 |

**FOURTH SEMESTER**

| | | | |
|---|---|---|---|
| ELE | 230 | Specialized Electrical Circuits **OR** | |
| IMT | 199 | Ind Maint Tech Internship | 3 |
| IMT | 235 | Mechatronics | 4 |
| MFG | 235 | Precision Machining II | 3 |
| General Education Requirement | | | 3 |
| | | | 13 |

## Industrial Technician - Electrical* Certificate

*17 Semester Hours*

The Industrial Technician-Electrical certificate is designed to prepare students to support manufacturing facilities or large industrial complexes. Industrial Maintenance Electrical Technicians are asked to accomplish a variety of electrical tasks depending on the day-to-day needs of their employer. A person interested in pursuing education and employment in this area should have high electrical aptitude and the ability to troubleshoot complex systems. During the program, students will be eligible to take the nationally recognized Manufacturing Skill Standards Council Safety assessment which is part of the Certified Production Technician (MSSC-CPT) credentials. The graduate has the option to continue their education by pursuing the AAS degree in Industrial Maintenance Technology or entering the workplace with the option to return to pursue the AAS degree at a later date.

**REQUIRED COURSES**

| | | | |
|---|---|---|---|
| ELE | 110 | Introduction to Electricity | 3 |
| ELE | 135 | Programmable Controls | 3 |
| IMT | 110 | Industrial Wiring | 2 |
| IMT | 120 | Industrial Motors & Controls | 3 |
| MAT | 100 | Technical Mathematics | 3 |
| MFG | 113 | Intro to Manu/Ind Safety | 3 |
| | | | 17 |

## Industrial Technician - Mechanical* Certificate

*16 Semester Hours*

The Industrial Technician-Mechanical certificate is designed to prepare students to support manufacturing facilities or large industrial complexes. Industrial Maintenance Mechanical Technicians are asked to accomplish a variety of mechanical and installation tasks depending on the day-to-day needs of their employer. Students will work with a wide variety of modern industrial machines and controls, learning to install and maintain this type of equipment. A person interested in pursuing education and employment in this area should have high mechanical aptitude and the ability to troubleshoot complex systems. During the program, students will be eligible to take the nationally recognized Manufacturing Skill Standards Council Safety assessment which is part of the Certified Production Technician (MSSC-CPT) credentials. The graduate has the option to continue their education by pursuing the AAS degree in Industrial Maintenance Technology or entering the workplace with the option to return to pursue the AAS degree at a later date.

**REQUIRED COURSES**

| | | | |
|---|---|---|---|
| IMT | 140 | Pumps/Piping | 2 |
| IMT | 150 | Fluid I (Hydraulics) | 3 |
| IMT | 155 | Fluid II (Pneumatics) | 2 |
| IMT | 200 | Mechanical Systems | 3 |
| MAT | 100 | Technical Mathematics | 3 |
| MFG | 113 | Intro to Manu/Indu Safety | 3 |
| | | | 16 |

## Information Management (See Business)

*Pending state approval

## Law Enforcement

JWCC offers both transfer and non-transfer programs in law enforcement. The transfer-level associate in science or associate in arts degree program is intended for students who are interested in pursuing a four-year degree in law enforcement or criminal justice at another college or university upon graduation from JWCC. The non-transfer AAS Degree in Law Enforcement is intended to prepare students for immediate entry-level employment in the field of law enforcement. The program is also suitable for adults currently working in the field of law enforcement who are seeking additional education to further their careers. For more information on the transfer degree or AAS in Law Enforcement, contact a JWCC advisor.

## Law Enforcement
## Associate in Arts or Associate in Science (Transfer)

*64 Semester Hours*

Students completing the transfer program in law enforcement at John Wood Community College typically choose to attend a four-year college or university to complete their bachelor's degree in law enforcement. For more information on this program, contact a JWCC advisor.

**Area of Concentration Courses**

Any student declaring an Area of Concentration must take all courses from the list below.

| | | | |
|---|---|---|---|
| LEN | 101 | Law Enforcement I - Overview | 3 hrs. |
| LEN | 111 | Juvenile Justice | 3 hrs. |
| LEN | 150 | Scientific Criminal Investigation | 3 hrs. |
| LEN | 212 | Criminal Law | 3 hrs. |

**General Education AA/AS/AFA Degree**

A general suggested model for the AA/AS/AFA degree for a full-time student is available on page 83. The minimum total number of credit hours required for the AA or AS degree is 64.

## Law Enforcement
## Associate in Applied Science

*64 Semester Hours*

The AAS in Law Enforcement is intended for students seeking immediate employment in the field of law enforcement and for individuals working in the field who are seeking additional training for career and skill advancement purposes.

NOTE: Only students who do not need additional coursework and who take the number of credits or courses as listed each semester can complete the program in the time given. Others will take longer to complete.

### REQUIRED COURSES

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| ENG | 101 | Rhet & Comp I | 3 |
| FSC | 174 | Hazardous Materials Oper+ | 3 |
| FYE | 101 | Blazing Your Trail | 1 |
| LEN | 101 | Law Enforcement I-Overview | 3 |
| LEN | 111 | Juvenile Justice | 3 |
| PSY | 101 | Intro to Psychology | 3 |
| | | | 16 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| CMN | 101 | Intro to Speech I OR | |
| CMN | 104 | Interpersonal Comm | 3 |
| LEN | 150 | Sci Criminal Investigation | 3 |
| LEN | 212 | Criminal Law | 3 |
| LEN | 260 | Criminal Justice Seminar I | 3 |
| SOC | 101 | Intro to Sociology | 3 |
| | | | 15 |

**THIRD SEMESTER**

| | | | |
|---|---|---|---|
| CSC | | Elective | 3 |
| EMS | 150 | Emergency Med Tech* | 6 |
| LEN | | Elective | 3 |
| MAT | 109 | Elementary Statistics | 3 |
| SOC | 221 | Social Psychology | 3 |
| | | | 18 |

**FOURTH SEMESTER**

| | | | |
|---|---|---|---|
| HML | 282 | Incident Mgmt for First Responders | 3 |
| LEN | 261 | Criminal Justice Seminar II | 3 |
| Electives | | | 9 |
| | | | 15 |

+LEN 240-Domestic Violence Investigation is an appropriate substitute

*EMS 150 is taught by Blessing Hospital. Students will be responsible for enrolling in the course according to Blessing's schedule.

## Liberal Arts, Humanities, Philosophy and Religion

JWCC offers concentration of study in liberal arts, humanities, philosophy, and religion. These areas seek to preserve, explore, and transmit to students those values and products of our cultural heritage that seem necessary and highly desirable to a cultivated person in a civilized society. This curriculum also develops skills necessary for the attainment of these values. Students who have an interest in subjects in the arts and science areas, but who have not chosen a specific subject in which to major, will find this curriculum to be valuable.

**Area of Concentration Courses**

Any student declaring an Area of Concentration must take a minimum of 12 credit hours from the list below.

HUM 101 Introduction to Humanities.....3 hrs.
PHL 101 Introduction to Philosophy.....3 hrs.
PHL 201 Major World Religions.....3 hrs.
Humanities or Fine Arts General Education Elective .....3 hrs.

**General Education AA/AS/AES/AFA Degree**

A general suggested model for the AA/AS/AES/AFA degree for a full-time student is available on page 83. The minimum total number of credit hours required for the AA or AS degree is 64.

## Logistics and Operations Management Associate in Applied Science

*64 Semester Hours*

The AAS in Logistics and Operations Management degree prepares graduates with the practical skills and knowledge for success in supervisory- and management-level positions within the logistics and warehousing industry. Emphasis is placed on technical knowledge in logistic/warehousing, supply chain management, quality control and continuous improvement methods. During the program, students will take the nationally recognized Manufacturing Skill Standards Council Certified Logistic Technician (MSSC-CLT) exams. Students will also receive knowledge and skills related to interpersonal relationship and supervisory skills.

### REQUIRED COURSES

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| BUS | 101 | Intro to Business | 3 |
| BUS | 131 | Prin of Marketing | 3 |
| CSC | 107 | Word Processing-Core Level | 2 |
| FYE | 101 | Blazing Your Trail | 1 |
| LOM | 100 | Intro to Logistics Mgmt | 3 |
| PSY | 145 | Human Rel/Workplace | 3 |
| | | | 15 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| BUS | 125 | Supervisory Management | 3 |
| CSC | 104 | Spreadsheets-Core Level | 2 |
| ENG | 191 | Business Communication | 3 |
| LOM | 101 | Transportation | 3 |
| LOM | 102 | Supply Chain Management | 3 |
| MAT | 109 | Elementary Statistics | 3 |
| | | | 17 |

**THIRD SEMESTER**

| | | | |
|---|---|---|---|
| ACC | 101 | Prin of Accounting I | 3 |
| BUS | 141 | Prin of Finance | 3 |
| LOM | 180 | Project Mgmt | 3 |
| LOM | 202 | Applied Supply Chain Mgmt | 3 |
| Approved Technical Elective* | | | 5 |
| | | | 17 |

**FOURTH SEMESTER**

| | | | |
|---|---|---|---|
| BUS | 121 | Prin of Org & Mgmt | 3 |
| BUS | 161 | Business Law | 3 |
| CMN | 104 | Interpersonal Comm | 3 |
| LOM | 199 | Logistic Internship OR | |
| Approved Technical Elective* | | | 3 |
| General Education Elective | | | 3 |
| | | | 15 |

*TRK 150, TRK 180 or any course with one of the following prefixes: BUS, CSC, ECO, LOM or OFT.

## Logistics Certificate

*32 Semester Hours*

The Logistics Certificate is designed to provide students with the practical skills and knowledge of success for positions within the logistic and warehousing industry. This certificate is also valuable for those individuals seeking an upgrade to their current skills or advancement into a supervisory role. Emphasis is placed on technical knowledge in logistic/warehousing, supply chain management, quality control and continuous improvement methods. Students will also receive knowledge and skills related to interpersonal relationship and supervisory skills. During the program, students will take the nationally recognized Manufacturing Skill Standards Council Certified Logistic Technician (MSSC-CLT) exams. Upon completion of the certificate, the graduate has the option of entering the workplace or continuing with the pursuit of an AAS degree in Logistics and Operations Management.

### REQUIRED COURSES

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| BUS | 101 | Intro to Business | 3 |
| BUS | 131 | Prin of Marketing | 3 |
| CSC | 107 | Word Processing-Core Level | 2 |
| FYE | 101 | Blazing Your Trail | 1 |
| LOM | 100 | Intro to Logistics Mgmt | 3 |
| PSY | 145 | Human Rel/Workplace | 3 |
| | | | 15 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| BUS | 125 | Supervisory Management | 3 |
| CSC | 104 | Spreadsheets-Core Level | 2 |
| ENG | 191 | Business Communication | 3 |
| LOM | 101 | Transportation | 3 |
| LOM | 102 | Supply Chain Management | 3 |
| MAT | 109 | Elementary Statistics | 3 |
| | | | 17 |

**Note: A Truck Driver Training Certificate that offers students the opportunity to attain a stackable college credential toward the AAS degree in Logistics and Operations Management is also available. See page 132 for details.**

## Manufacturing Technology Associate in Applied Science

*64 Semester Hours*

The Manufacturing Technology AAS degree is designed to prepare students for the modern manufacturing environment. This program will prepare students for employment with companies that have implemented team-oriented production as well as quality and maintenance systems within the manufacturing environment. American manufacturers are increasingly using high-tech equipment that involves multiple integrated systems. It is critical that these companies be able to recruit and employ individuals who know how to operate, troubleshoot and maintain this high-tech equipment. For this program, students will take a series of required courses and then select two specialized programs of study to complete their degree.

### Required Core Courses

| | | | |
|---|---|---|---|
| FYE | 101 | Blazing Your Trail | 1 |
| MAT | 100 | Technical Math | 3 |
| MFG | 101 | Mfg Processes & Production | 2 |
| MFG | 103 | Intro to Manufacturing Maint | 2 |
| MFG | 104 | Quality/Continuous Improv | 3 |
| MFG | 113 | Intro to Mfg/Industrial Safety | 3 |
| MFG | 135 | Precision Machining I | 3 |
| | | | 17 |

### Required General Education Courses

| | |
|---|---|
| Humanities/Fine Arts Requirement | 3 |
| Oral Communication Requirement | 3 |
| Social/Behav Sciences Requirement | 3 |
| Written Communication Requirement | 3 |
| | 12 |

## Complete Courses from 2 of the Specialized Areas Below:

**Engineering Design-SolidWorks**

| | | | |
|---|---|---|---|
| CAD | 101 | Intro to Dft & Blueprint Reading for CAD | 3 |
| CAD | 104 | Intro to CAD | 3 |
| CAD | 114 | Intro to Parametric Modeling | 3 |
| CAD | 204 | 3D Applications | 3 |
| CAD | 214 | Adv 3D Applications | 3 |
| | | | 15 |

**Industrial Maintenance**

| | | | |
|---|---|---|---|
| ELE | 110 | Intro to Electricity | 3 |
| ELE | 135 | Programmable Controls | 3 |
| IMT | 110 | Industrial Wiring | 2 |
| IMT | 120 | Industrial Motors & Controls | 3 |
| IMT | 140 | Pumps/Piping | 2 |
| IMT | 150 | Fluid I (Hydraulics) | 3 |
| IMT | 155 | Fluid II (Pneumatics) | 2 |
| IMT | 200 | Mechanical Systems | 3 |
| | | | 21 |

**Precision Machining**

| | | | |
|---|---|---|---|
| CAD | 101 | Intro to Dft & Blueprint Reading for CAD | 3 |
| MFG | 106 | CNC Turning | 3 |
| MFG | 111 | CNC Milling | 4 |
| MFG | 235 | Precision Machining II | 3 |
| MFG | 250 | Metallurgy | 3 |
| | | | 16 |

**Welding**

| | | | |
|---|---|---|---|
| WLD | 155 | Basic Welding | 3 |
| WLD | 160 | Welding Symbols & Welding Blueprint Reading | 2 |
| WLD | 181 | TIG & MIG Welding | 3 |
| WLD | 185 | Commercial Welding | 3 |
| WLD | 188 | Welding Specialized Mat OR | |
| WLD | 199 | Welding Internship | 3 |
| | | | 14 |

**NOTE:**

- **After completing the required core courses, the required general education courses, and courses from two of the specialized areas above, if the minimum of 64 credit hours has not been met, a student must take additional approved technical electives to reach the 64 credit hour minimum requirement.**
- **Approved technical electives consist of all courses with one of the following prefixes: ELE, MFG, CAD, LOM or WLD.**
- **While working towards the Manufacturing Technology AAS degree, a student has the opportunity to earn multiple program certificates along the way.**

## Certified Production Technician Certificate

*16 Semester Hours*

The purpose of the Certified Production Technician (CPT) program is to recognize through the certification, individuals who demonstrate mastery of the core competencies of manufacturing production through successful completion of the Manufacturing Skill Standards Council (MSSC) certification assessments. The goal of the CPT certification program is to train entry-level production workers and/or raise the level of performance of current production workers. Certified employees provide their employers the skills and knowledge to increase the company's productivity and

competitiveness. At the conclusion of the MSSC modules, the student will qualify to sit for the MSSC certified assessment exam. The exam must be taken at a MSSC testing site.

**REQUIRED COURSES**

| | | | |
|---|---|---|---|
| FYE | 101 | Blazing Your Trail | 1 |
| MAT | 100 | Technical Math | 3 |
| MFG | 101 | Mfg Processes & Production | 2 |
| MFG | 103 | Intro to Manufacturing Maint | 2 |
| MFG | 104 | Quality/Continuous Improv | 3 |
| MFG | 113 | Intro to Manu & Ind Safety | 3 |
| Approved Technical Elective* | | | 2 |
| | | | 16 |

*Approved Technical Electives: All courses with CAD, ELE, IMT, LOM, and MFG prefixes

## Precision Machining Operator Certificate

*17 Semester Hours*

The Precision Machining Operator certificate builds on the Certified Production Technician (CPT) certificate by adding a precision machining class to provide basic experience with manual mills and lathes. At the conclusion of each of the Manufacturing Skill Standards Council (MSSC) modules, the student will qualify to sit for the MSSC certified assessment exam. The exam must be taken at a MSSC testing site.

**REQUIRED COURSES**

| | | | |
|---|---|---|---|
| FYE | 101 | Blazing Your Trail | 1 |
| MAT | 100 | Technical Math | 3 |
| MFG | 101 | Mfg Processes & Production | 2 |
| MFG | 103 | Intro to Manufacturing Maint | 2 |
| MFG | 104 | Quality/Continuous Improv | 3 |
| MFG | 113 | Intro to Manu & Ind Safety | 3 |
| MFG | 135 | Precision Machining I | 3 |
| | | | 17 |

## Precision Machining (CNC) Machinist Certificate

*33 Semester Hours*

The Precision Machining Machinist certificate builds on the Precision Machining Operator credential by adding an additional semester of coursework that trains students to be a Computer Numerical Control (CNC) Machinist. CNC machinists qualify for advanced entry-level jobs in the field of precision machining or people who interact with computer numerical controlled machines that are used in manufacturing. Students have the opportunity to earn nationally recognized credentials from the National Institute of Metalworking Skills (NIMS).

**REQUIRED COURSES**

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| FYE | 101 | Blazing Your Trail | 1 |
| MAT | 100 | Technical Math | 3 |
| MFG | 101 | Mfg Processes & Production | 2 |
| MFG | 103 | Intro to Manufacturing Maint | 2 |
| MFG | 104 | Quality/Continuous Improv | 3 |
| MFG | 113 | Intro to Manu/Indu Safety | 3 |
| MFG | 135 | Precision Machining I | 3 |
| | | | 17 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| CAD | 101 | Intro to Dft & Blueprint Reading for CAD | 3 |
| MFG | 106 | CNC Turning | 3 |
| MFG | 111 | CNC Milling | 4 |
| MFG | 235 | Precision Machining II | 3 |
| MFG | 250 | Physical Metallurgy | 3 |
| | | | 16 |

## Mathematics

Mathematicians today are engaged in a wide variety of activities ranging from the creation of new theories to the translation of scientific and managerial problems into mathematical terms. Generally, there are two broad classes of mathematical work: pure mathematics and applied mathematics. The pure mathematicians advance science by developing new principles and new relationships existing between principles of mathematics. Mathematicians in applied work use mathematics to develop theories, techniques and approaches to solve problems in natural and social science.

The JWCC program of study satisfies the demands and competence of both of these areas by providing the student with a comprehensive course selection. In addition, this curriculum provides the background needed to pursue training in the high technology fields of computer science and engineering. A mathematics major, combined with another major, can open career opportunities in business and industry or areas within education.

**Area of Concentration Courses**

Any student declaring an Area of Concentration must take all courses from the list below.

| | | |
|---|---|---|
| MAT 220 | Analytic Geometry and Calculus I | 4 hrs. |
| MAT 221 | Analytic Geometry and Calculus II | 4 hrs. |
| MAT 222 | Analytic Geometry and Calculus III | 4 hrs. |

**General Education AA/AS/AES/AFA Degree**

A general suggested model for the AA/AS/AES/AFA degree for a full-time student is available on page 83. The minimum total number of credit hours required for the AA or AS degree is 64.

## Medical Laboratory Technician
## Associate in Applied Science

*65 Semester Hours*

The medical laboratory technician (MLT) is an allied health professional who is qualified by academic and practical training to provide service in a clinical laboratory. The medical laboratory technician performs general tests in all laboratory areas - blood bank, chemistry, hematology, immunology and microbiology. Working with the supervision of a medical technologist, a medical laboratory technician processes specimens for diagnostic purposes.

The future long-term employment for medical laboratory technicians looks bright. Medical laboratory technicians work in a variety of practice settings. Hospitals, for-profit laboratories, clinics, nursing homes, public health facilities, business and industry employ qualified medical laboratory technicians.

Medical laboratory technicians must be accountable, dedicated, skilled and self-motivated. They are problem solvers who like challenge and responsibility. They must be accurate, reliable, and able to work well under pressure. Students with a solid foundation in high school - biology, chemistry, math and computer science are the most successful.

John Wood Community College, in cooperation with Blessing Hospital, offers the Medical Laboratory Technician AAS degree. Enrollment is limited. Students accepted into the Blessing School of Medical Laboratory Technicians complete 16 credit hours of science specialty courses and 17 credit hours of general education courses at JWCC.

Upon successful completion of requirements of the Blessing School of Medical Laboratory Technicians, 32 credit hours will transfer to complete degree requirements. Courses taken at Blessing Hospital for the MLT program are considered as "in residence."

Students are encouraged to visit the Blessing Health System website for admission processes and criteria for this program at www.blessinghealthsystem.org/medlabprogram or call the Blessing Medical Laboratory Technicians Program Director at 217.223.8400 ext. 6205.

**Required Courses**

| | | | |
|---|---|---|---|
| BIO | 275 | Anatomy & Physiology I | 4 hrs. |
| BIO | 276 | Anatomy & Physiology II | 4 hrs. |
| BIO | 293 | Microbiology | 4 hrs. |
| CHM | 100 | General Chemistry | 4 hrs. |
| | | *Sub-Total* | *16 hrs.* |

**General Education**

| | | | |
|---|---|---|---|
| CMN | 101 | Introduction to Speech I | 3 hrs. |
| CSC | 100 | Computer Literacy | 1 hr. |
| ENG | 101 | Rhetoric and Composition I | 3 hrs. |
| ENG | 102 | Rhetoric and Composition II | 3 hrs. |
| FYE | 101 | Blazing Your Trail | 1 hr. |
| MAT | 113 | College Algebra **OR** | |
| MAT | 109 | Elementary Statistics | 3 hrs. |
| PSY | 101 | Introduction to Psychology | 3 hrs. |
| | | *Sub-Total* | *17 hrs.* |

Blessing School of Medical Laboratory Technicians ..... 32 hrs.

*TOTAL REQUIRED FOR DEGREE (Minimum) ..... 65 HRS.*

## Music (See Fine Arts)

## Nursing Assistant

At JWCC, the nursing assistant curriculum includes classroom, lab and clinical experience in a long-term care facility, nursing home or hospital setting. All courses in the nursing assistant program must be completed with a grade of 80% or higher. The program is offered on an ongoing basis with both day and evening classes offered. Requirements for admission include a high school diploma or GED, successful completion of a reading competency test, good mental and physical condition including the ability to lift without any lifting resctrictions confirmed by a physical exam, and passing the state mandated criminal background check.

Nursing assistants are employed in hospitals, long-term care facilities/nursing homes, assisted living facilities, or as home healthcare aides. Nursing assistants employed in nursing homes are often the principal care givers and provide direct care to residentss developing ongoing relationships and interacting with them in a positive, caring way. Home health aides help elderly, convalescent, or disabled persons to live at home instead of a health facility. In addition to providing personal care, the home health care nursing assistant keeps records regarding services performed as well as the patient's condition and progress.

Upon successful completion of the JWCC Nursing Assistant program, a certificate of completion is awarded and the student is eligible to take the State of Illinois certification exam. Once a student successfully completes the required written competency examination, employment opportunities for certificate nursing assistants (CNAs) are excellent.

**Required Courses**

NUA 100 Fundamentals for the Nursing Assistant .....3.5 hrs.
NUA 102 Basic Patient Care Skills .....3.5 hrs.
NUA 103 Nursing Assistant Practicum .....1 hr.

*TOTAL REQUIRED FOR CERTIFICATE .....8 HRS.*

## Geriatric Care Specialist

The Geriatric Care Specialist (GCS) program is designed to prepare competent, skilled nursing assistants who can provide care at a more advanced level of knowledge for the growing elderly population within the community. This program provides an opportunity for most current certified nursing assistants to advance to another level by taking an additional eight credit hours, or is offered as a 16 credit hour certificate, which includes the CNA curriculum. Students must meet admission requirements for the CNA program.

This program is intended for qualified persons who are:

- CNAs interested in enhancing their education
- interested in entering the health care field as a direct care provider
- seeking education to reenter the workforce
- seeking a short-term educational program leading to immediate employment

In addition to the required Nursing Assistant curriculum which prepares the student to perform basic care skills, the GCS courses focus on the following:

- changes in the culture of long-term care, providing resident-centered care
- an in-depth focus on caring for the person with dementia
- advanced skills in the area of rehabilitation and physical therapy and other topics geared toward enhancing the services and quality of life for an aging population

Employment opportunities include long-term care facilities, assistive living environments, home care, nursing homes, and hospitals. In addition to working in the role of the geriatric care specialist, the graduate will be able to fulfill positions such as a CNA, physical rehabilitation, restorative aide, and patient care technician.

Courses will be offered each semester. A minimum grade of “C” must be achieved in all courses to successfully complete the program.

**Required Courses**

NUA 100 Fundamentals for the Nursing Assistant*.....3.5 hrs.
NUA 102 Basic Patient Care Skills* .....3.5 hrs.
NUA 103 Nursing Assistant Practicum* .....1 hr.
NUA 106 Care of Person with Dementia .....1 hr.
NUA 107 Physical Rehabilitation Aide .....1 hr.
NUA 108 Focus on Geriatric Issues .....3 hrs.
PSY 145 Human Relations in the Workplace .....3 hrs.

*TOTAL REQUIRED FOR CERTIFICATE.....16 HRS.*

*Required for the basic nursing assistant program; waived if student possesses a current CNA certificate

## Practical Nurse Certificate

*53 Semester Hours*

## Associate Degree in Nursing Associate in Applied Science

*71 Semester Hours*

John Wood Community College offers two nursing programs including the practical nurse certificate which prepares students to take the NCLEX exam to become a Licensed Practical Nurse (LPN) and the associate degree in nursing program which prepares students for the RN NCLEX exam to become a Registered Nurse (RN). Both of these nursing programs are designed to prepare students to become competent nurses who provide holistic care to people across the lifespan and in a variety of healthcare settings. The programs offer individuals a variety of options for completion.

**Track I (LPN)**
Track I is for students wishing to pursue a Practical Nurse certificate (53 semester hours). This track requires that a student successfully complete the required general education courses, first year nursing courses and NUR 190-LPN Scope of Practice. A student exits the program after the first year to obtain a Practical Nurse certificate and sit for the NCLEX-PN exam.

**Track II (ADN)**
Track II is for students wishing to pursue an Associate Degree in Nursing (ADN). Students have the option to take an additional course, NUR 190-LPN Scope of Practice to be eligibile to take the NCLEX-PN exam. These students will still continue on and complete the second year ADN coursework.

**Track III (LPN to ADN)**
Track III is for the Community LPN already practicing as a Licensed Practical Nurse with a desire to advance his/her career by obtaining an Associate Degree in Nursing. These students would enter into the second year of the ADN program.

**Admission Criteria:**

1. Successful completion of the required general education courses with a grade of "C" or above in each individual course and a cumulative GPA of 2.5 or higher.
2. Minimum percentile program ranking on the HESI A-2 for incoming ADN students and NLN NACE Fundamental I Exam for Community LPNs. Nursing faculty determine the minimum scores for each catergory. The scores are based on percentages. The Health Sciences Department will notify students when they are eligible to sit for the HESI A-2 or NACE examinations. Study materials may be obtained by accessing the JWCC library website at www.jwcc.edu. These exams are scheduled on an as needed basis by the Health Sciences Department.
3. Completion of BIO 275, BIO 276, BIO 293 and MAT 102 is required prior to starting any of the nursing courses. Completion of all general education courses before starting the ADN program is highly recommended and can increase a student's ranking in the selection process.
4. Eligible candidates will be invited to a professional interview with nursing faculty as part of the selective admissions process.

**GENERAL EDUCATION REQUIREMENTS (27 Semester Hours)**

| | | | |
|---|---|---|---|
| BIO | 101 | General Biology | 4 |
| BIO | 275 | Human Anat & Phys I | 4 |
| BIO | 276 | Human Anat & Phys II | 4 |
| BIO | 293 | Microbiology | 4 |
| CMN | 101 | Intro to Speech I | 3 |
| ENG | 101 | Rhet & Comp I | 3 |
| FYE | 101 | Blazing Your Trail | 1 |
| MAT | 102 | Math for Healthcare Prof | 1 |
| PSY | 111 | Psych Prin Across the Lifespan | 3 |

**CORE PROGRAM SEQUENCE**

**First Year - Fall Semester***

| | | | |
|---|---|---|---|
| NUR | 108 | Fundamentals | 4 |
| NUR | 118 | Physical Assessment | 1 |
| NUR | 128 | Fundamentals II | 5 |
| NUR | 138 | Foundation of Pharm and Disease Process | 4 |
| | | | 14 |

**First Year - Spring Semester***

| | | | |
|---|---|---|---|
| NUR | 148 | Health & Illness Concepts I | 5 |
| NUR | 158 | Family Health Concepts I | 4 |
| | | | 9 |

**Second Year - Fall Semester**

| | | | |
|---|---|---|---|
| NUR | 238 | Advanced Pharmacology | 1 |
| NUR | 248 | Health & Illness Concepts II | 6 |
| NUR | 258 | Family Health Concepts | 3 |
| | | | 10 |

**Second Year - Spring Semester**

| | | | |
|---|---|---|---|
| NUR | 268 | Complex Health Concepts | 5 |
| NUR | 278 | Community Health Concepts and Mental Health | 4 |
| NUR | 289 | RN Leadership | 2 |
| | | | 11 |

**Optional/Elective Courses**

| | | | |
|---|---|---|---|
| NUR | 115 | Nutrition (Fall) | 3 |
| OFT | 281 | Medical Terminology (Spring) | 3 |

***Students wishing to complete the Practical Nurse certificate (53 semester hours) are required to complete all of the First Year-Fall Semester and First Year-Spring Semester courses in addition to NUR 190-LPN Scope of Practice (3 cr. hrs.) and the required general education courses.**

## Office Technology

Companies have been revolutionized by advances in computer technology. Now, more than ever, success in the business world is dependent upon adaptability and continuing education. Today's office requires experience in a variety of software packages as well as the traditional skills associated with an office setting.

Office employees are a valuable member of the office team. They perform a variety of computer tasks using higher-level integrated software as well as Internet research skills. They may greet clients, write correspondence, process internal and external documents, manage projects, and operate office equipment. Employees should possess excellent written and oral communication skills and should be detail-oriented and cooperative.

The degrees and certificates available through the office technology program at JWCC feature the blend of new and traditional skills necessary to succeed in a modern office environment. Students may choose from several programs of different lengths to prepare for a variety of local employment opportunities. Typical positions include receptionist, data entry, office manager, and administrative assistant.

## Office Technology
## Associate in Applied Science

*64 Semester Hours*

The AAS Office Technology program is designed to prepare students to be responsible for a variety of office duties that focus on the development of software skills. Upon completion of the program, students will have experience in a wide variety of software packages, office skills, organizational ability, communication, and interpersonal skills. The program also serves individuals already employed who are seeking to upgrade their skills. This program meets the College's requirement for computer competency.

NOTE: Only students who do not need additional coursework and who take the number of credits or courses as listed each semester can complete the program in the time given. Others will take longer to complete.

### REQUIRED COURSES

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| BUS | 101 | Intro to Business | 3 |
| CSC | 122 | Presentation Software | 2 |
| FYE | 101 | Blazing Your Trail | 1 |
| OFT | 101 | Beginning Keyboarding | 2 |
| OFT | 102 | Keyboarding I | 2 |
| PSY | 145 | Human Rel in the Workplace | 3 |
| Written Communication Requirement | | | 3 |
| | | | 16 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| CSC | 104 | Spreadsheets-Core Level | 2 |
| CSC | 107 | Word Processing-Core Level | 2 |
| CSC | 116 | Database-Core Level | 2 |
| CSC | 143 | Intro to Desktop Info Mgmt | 1 |
| MAT | 103 | Bus Computations I | 3 |
| Oral Communication Requirement | | | 3 |
| BUS/CSC/OFT Elective | | | 3 |
| | | | 16 |

**THIRD SEMESTER**

| | | | |
|---|---|---|---|
| ACC | 101 | Prin of Accounting I | 3 |
| BUS | 125 | Supervisory Mgmt | 3 |
| CSC | 146 | Intro to Web Page Dev | 2 |
| CSC | 204 | Spreadsheets-Expert Level | 2 |
| Gen Ed Requirement (Communication) | | | 3 |
| BUS/CSC/OFT Elective | | | 3 |
| | | | 16 |

**FOURTH SEMESTER**

| | | | |
|---|---|---|---|
| ACC | 125 | Computerized Accounting | 3 |
| CSC | 207 | Word Processing-Expert Level | 2 |
| CSC | 216 | Database-Expert Level | 2 |
| OFT | 260 | Customer Service | 3 |
| Hum/Soc/Behav Sci Requirement | | | 3 |
| BUS/CSC/OFT Elective | | | 3 |
| | | | 16 |

## Office Technology
## Certificate

*32 Semester Hours*

The Office Technology certificate is intended for persons seeking immediate entry-level employment as an office assistant or seeking to upgrade from an existing position to a higher one. The certificate includes only those courses that deal directly with the skill areas of office technology.

NOTE: Only students who do not need additional coursework and who take the number of credits or courses as listed each semester can complete the program in the time given. Others will take longer to complete.

### REQUIRED COURSES

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| BUS | 101 | Intro to Business | 3 |
| CSC | 122 | Presentation Software | 2 |
| OFT | 101 | Beginning Keyboarding | 2 |
| OFT | 102 | Keyboarding I | 2 |
| FYE | 101 | Blazing Your Trail | 1 |
| PSY | 145 | Human Rel in the Workplace | 3 |
| Written Communication Requirement | | | 3 |
| | | | 16 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| CSC | 104 | Database-Core Level | 2 |
| CSC | 107 | Word Processing-Core Level | 2 |
| CSC | 116 | Database-Core Level | 2 |
| CSC | 143 | Intro to Desktop Info Mgmt | 1 |
| MAT | 103 | Bus Computations I | 3 |
| OFT | 260 | Customer Service | 3 |
| Oral Communication Requirement | | | 3 |
| | | | 16 |

## Office Technology: Medical Option
## Associate in Applied Science

*64 Semester Hours*

The AAS-Office Technology: Medical option is designed to prepare students for employment in a medical office as an office assistant. Graduates can expect to find

employment in a physician's office, clinic, or hospital. This program meets the College's requirement for computer competency.

NOTE: Only students who do not need additional coursework and who take the number of credits or courses as listed each semester can complete the program in the time given. Others will take longer to complete.



### REQUIRED COURSES

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| BIO | 101 | General Biology | 4 |
| OFT | 101 | Beginning Keyboarding | 2 |
| OFT | 102 | Keyboarding I | 2 |
| OFT | 170 | Intro to the Medical Office | 4 |
| FYE | 101 | Blazing Your Trail | 1 |
| Written Communication Requirement | | | 3 |
| | | | 16 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| BIO | 275 | Human Anat & Phys I | 4 |
| BUS | 101 | Intro to Business | 3 |
| MAT | 103 | Bus Computations I | 3 |
| OFT | 260 | Customer Service | 3 |
| OFT | 281 | Medical Terminology | 3 |
| | | | 16 |

**THIRD SEMESTER**

| | | | |
|---|---|---|---|
| CSC | 104 | Spreadsheets-Core Level | 2 |
| CSC | 107 | Word Processing-Core Level | 2 |
| CSC | 122 | Presentation Software | 2 |
| OFT | 270 | Electronic Health Records | 3 |
| OFT | 284 | Medical Coding-ICD | 2 |
| Oral Communication Requirement | | | 3 |
| BUS/CSC/OFT Elective | | | 3 |
| | | | 17 |

**FOURTH SEMESTER**

| | | | |
|---|---|---|---|
| OFT | 204 | Spreadsheets-Expert Level | 2 |
| OFT | 207 | Word Processing-Expert Level | 2 |
| OFT | 282 | Medical Transcription | 3 |
| OFT | 285 | Medical Coding-CPT | 2 |
| PSY | 145 | Human Rel in the Workplace | 3 |
| Hum/Soc/Behav Science Requirement | | | 3 |
| | | | 15 |

## Medical Office Certificate

*17 Semester Hours*

The Medical Office certificate is intended for persons desiring to be able to perform the basic functions in a medical office setting successfully. When the student has completed these courses, he or she will have an understanding of the various types of duties that could be assigned to an office worker in a medical setting.

### REQUIRED COURSES

| | | | |
|---|---|---|---|
| OFT | 101 | Beginning Keyboarding | 2 |
| OFT | 170 | Intro to the Medical Office | 4 |
| OFT | 260 | Customer Service | 3 |
| OFT | 281 | Medical Terminology | 3 |
| PSY | 145 | Human Relations in the Workplace | 2 |
| OFT/CSC/BUS Electives | | | 2-3 |
| | | | 17-18 |

## Paramedicine Associate in Applied Science

*64 Semester Hours*

The Emergency Medical Technician—Paramedicine (EMT-P) program is a very fast-paced, intense program. It prepares the graduate to provide initial patient assessment and management of care for the ill and injured from the pre-hospital setting to the emergency or hospital care environment. Courses include classroom instruction in theory and demonstration and clinical experience in simulated and real emergencies in local trauma centers and in the field.

Upon successful completion of the program, the graduate will be eligible to take the National Registry of Emergency Medical Technicians exam or the Illinois State Licensing exam. Graduates may be employed by ambulance districts or emergency settings and as adjunct training for fire fighters and in law enforcement.

This programs has earned national accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Profession (COA EMSP).

The applicant must meet the following admission requirements:

1. Admission to John Wood Community College
2. Age 18 or older before beginning EMS courses
3. Current EMT—Basic Licensure or EMS 150
4. Paramedic pre-entrance exam
5. Interview with the EMS director
6. Possess current Healthcare Provider CPR certification
7. Pass drug test
8. Pass criminal background check
9. Provide proof of current immunizations

**NOTE**: First-year coursework does not follow the JWCC traditional schedule. Classes meet twice weekly, two evenings per week, four hours each. There are approximately 12 additional hours per week of required clinical time. Students follow the sequence of courses listed below.

### FIRST YEAR REQUIRED COURSES

| | | | |
|---|---|---|---|
| EMS | 160 | Paramedic I | 6 |
| EMS | 165 | Paramedic Clinical Prac I | 3 |
| EMS | 170 | Paramedic II | 6 |
| EMS | 175 | Paramedic Clinical Prac II | 3 |
| EMS | 260 | Paramedic III | 6 |
| EMS | 265 | Paramedic Clinical Prac III | 3 |
| EMS | 270 | Paramedic IV | 7 |
| EMS | 275 | Paramedic Clinical Prac IV | 3 |
| EMS | 199 | Paramedic Internship | 2 |
| FYE | 101 | Blazing Your Trail | 1 |
| | | | 40 |

### SECOND YEAR REQUIRED COURSES

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| BIO | 275 | Human Anat & Phys I | 4 |
| CSC | 100 | Computer Literacy | 1 |
| MAT | | Gen Ed Requirement | 3 |
| PSY | 101 | Intro to Psychology OR | |
| SOC | 101 | Intro to Sociology | 3 |
| Elective | | | 1 |
| | | | 12 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| BIO | 276 | Human Anat & Phys II | 4 |
| CMN | 101 | Intro to Speech OR | |
| CMN | 104 | Interpersonal Comm | 3 |
| ENG | 101 | Rhet & Comp I | 3 |
| Elective | | | 2 |
| | | | 12 |

## Paramedicine Certificate

*40 Semester Hours*

Students may become an Emergency Medical Technician—Paramedic by completing the 13-month Emergency Medical Technician—Paramedicine certificate program. The EMT-P certificate is much like the EMT-P degree program in that it is a very fast-paced, intense certificate program. It prepares the student to provide initial patient assessment and management of care for the ill and injured from the pre-hospital setting to the emergency or hospital care environment. Courses include classroom instruction in theory and demonstration and clinical experience in simulated and real emergencies in local trauma centers and in the field.

Upon successful completion of the certificate, the student will be eligible to take the National Registry of Emergency Medical Technicians—Paramedic exam or the Illinois State Licensing exam. Students must meet the same admission requirements as those in the EMT-P degree program.

The applicant must meet the following admission requirements:

1. Admission to John Wood Community College
2. Age 18 or older before beginning EMS courses
3. Current EMT—Basic Licensure or EMS 150
4. Paramedic pre-entrance exam
5. Interview with the EMS director
6. Possess current Healthcare Provider CPR certification
7. Pass drug test
8. Pass criminal background check
9. Provide proof of current immunizations

**REQUIRED COURSES**

| | | | |
|---|---|---|---|
| EMS | 160 | Paramedic I | 6 |
| EMS | 165 | Paramedic Clinical Prac I | 3 |
| EMS | 170 | Paramedic II | 6 |
| EMS | 175 | Paramedic Clinical Prac II | 3 |
| EMS | 260 | Paramedic III | 6 |
| EMS | 265 | Paramedic Clinical Prac III | 3 |
| EMS | 270 | Paramedic IV | 7 |
| EMS | 275 | Paramedic Clinical Prac IV | 3 |
| EMS | 199 | Paramedic Internship | 2 |
| FYE | 101 | Blazing Your Trail | 1 |
| | | | 40 |

## Physics

Physicists describe in mathematical terms the structure of the universe and interaction of matter and energy and develop theories that describe the fundamental forces and laws of nature. Applying the basic laws governing phenomena such as gravity, electromagnetism, and nuclear interaction leads to discoveries and innovations. The program is intended to give the student a survey of the fundamental physical concepts that are the foundation of all the sciences. Further, the curriculum is designed to complement the sets of more specialized programs for the student interested in pursuing careers in the field. This experience will be enhanced through the use of microcomputer-based laboratories.

**General Education AA/AS/AES/AFA Degree**

A general suggested model for the AA/AS/AES/AFA degree for a full-time student is available on page 83. The minimum total number of credit hours required for the AA or AS degree is 64.

## Political Science

Political scientists study the functions and working of governments. Many of them specialize in a general area of political science, including political theory, U.S. political institutions and processes, comparative political institutions and processes, or international relations and organizations. Some scientists specialize in a particular type of political institution or in the politics of a specific era. The primary goal of the JWCC program of study is the training of students for an active and effective citizenship. Program offerings are intended to provide for the student a sense of relationship between basic political structures and practice. Further, the program is designed to help students understand the organization and operation of the various levels of government and to distinguish rights, privileges and duties within these realms.

**Area of Concentration Courses**

Any student declaring an Area of Concentration must take all courses from the list below.

| | | | |
|---|---|---|---|
| HIS | 121 | U.S. History I | 3 hrs. |
| HIS | 122 | U.S. History II or HIS 222 U.S. History Since 1945 | 3 hrs. |
| PSC | 101 | American Government | 3 hrs. |
| PSC | 110 | Introduction to Political Science | 3 hrs. |

**General Education AA/AS/AES/AFA Degree**

A general suggested model for the AA/AS/AES/AFA degree for a full-time student is available on page 83. The minimum total number of credit hours required for the AA or AS degree is 64.

## Pre-Engineering (See Engineering)

## Psychology

Psychologists study behavior of individuals in order to describe, predict, and explain their thoughts and actions. Psychologists are concerned with the problems of emotional stress and adjustment, the causes of mental disorders, or the effective performance of an individual. This program is designed to prepare the student in the basics of the field of psychology. The purposes of these studies are to establish a foundation of knowledge in the different basic approaches to the discipline, the breadth and scope of the field of psychology, and the application of a framework for understanding human behavior that will serve students interested in advanced study.

**Area of Concentration Courses**

Any student declaring an Area of Concentration must take all courses from the list below.

| | | | |
|---|---|---|---|
| PSY | 101 | Introduction to Psychology | 3 hrs. |
| PSY | 202 | Child Psychology | 3 hrs. |
| PSY | 233 | Developmental Psychology | 3 hrs. |
| SOC | 101 | Introduction to Sociology | 3 hrs. |

**General Education AA/AS/AES/AFA Degree**

A general suggested model for the AA/AS/AES/AFA degree for a full-time student is available on page 83. The minimum total number of credit hours required for the AA or AS degree is 64.

## Radiologic Technology
## Associate in Applied Science

*65 Semester Hours*

Graduates of the radiologic technology (RT) program are prepared to perform a variety of functions in radiology departments of hospitals, clinics and other health care facilities. Students receive experience in the operation of diagnostic x-ray equipment in general health, emergency and surgical settings.

Graduates of accredited radiologic technology programs are eligible to write the national examination in radiography administered by the American Registry of Radiologic Technologists and are also eligible to obtain an Illinois license.

Opportunities for graduates are many and varied. Graduates are needed in hospitals, clinics and offices. Advanced opportunities such as computerized tomography, magnetic resonance imaging, ultrasound, cardiovascular interventional technology, nuclear medicine, radiation therapy, and mammography are available to the radiographer.

John Wood Community College, in affiliation with Blessing Hospital, offers the Radiologic Technology AAS degree. Enrollment is limited. Students accepted by the Blessing Hospital School of Radiologic Technology complete 12 credit hours of science/specialty courses and 19 credit hours of general education courses. Upon successful completion of the requirements of the Blessing Hospital School of Radiologic Technology, 31 credit hours will transfer to complete the AAS degree requirements. Courses taken at Blessing Hospital for the RT program are considered as "in residence."

Qualified graduates of other accredited Illinois radiologic technology programs may enroll in this associate in applied science degree program.

Students are encouraged to visit the Blessing Health System website for admission processes and criteria for this program at www.blessinghealthsystem.org under Schools & Programs or call the Blessing Hospital School of Radiologic Technology Program Director at 217.223.8400 ext. 6163.

**Required Courses**

| | | | |
|---|---|---|---|
| BIO | 101 | General Biology | 4 hrs. |
| BIO | 275 | Human Anatomy and Physiology I | 4 hrs. |
| BIO | 276 | Human Anatomy and Physiology II | 4 hrs. |
| OFT | 281 | Medical Terminology | 3 hrs. |
| *Sub-Total* | | | *15 hrs.* |

**General Education**

| | | | |
|---|---|---|---|
| CMN | 101 | Introduction to Speech I* **OR** | |
| CMN | 104 | Interpersonal Communication | 3 hrs. |
| CSC | 106 | Introduction to Computers | 3 hrs. |
| ENG | 101 | Rhetoric and Composition I | 3 hrs. |
| ENG | 102 | Rhetoric and Composition II | 3 hrs. |
| FYE | 101 | Blazing Your Trail | 1 hr. |
| MAT | 109 | Elementary Statistics **OR** | |
| MAT | 113 | College Algebra* | 3 hrs. |
| PSY | 101 | Introduction to Psychology | 3 hrs. |
| *Sub-Total* | | | *19 hrs.* |
| Blessing Hospital School of Radiologic Technology | | | 31 hrs. |
| *TOTAL REQUIRED FOR DEGREE (Minimum)* | | | *65 HRS.* |

*Preferred course

## Sociology

Sociologists study groups that humans form in their associations with others. These groups include families, communities and governments, along with a variety of social, religious, political, business and other organizations. They study behavior and interaction; trace origin and growth; and analyze the influence of group activities on individual members. In order for students to engage in this study, they will be introduced to major theoretical and methodological issues of the discipline. Students will be able to choose from a variety of topical courses reflecting social issues and contemporary concerns. The program provides analysis of specific structures and social implications.

**Area of Concentration Courses**

Any student declaring an Area of Concentration must take a minimum of 12 credit hours from the list below.

| | | | |
|---|---|---|---|
| SOC | 101 | Introduction to Sociology | 3 hrs. |
| SOC | 111 | Social Problems | 3 hrs. |
| SOC | 224 | Marriage and the Family | 3 hrs. |
| Sociology Elective | | | 3 hrs. |

**General Education AA/AS/AES/AFA Degree**

A general suggested model for the AA/AS/AES/AFA degree for a full-time student is available on page 83. The minimum total number of credit hours required for the AA or AS degree is 64.

## Surgical Technology
## Associate in Applied Science

*64 Semester Hours*

An associate degree in surgical technology is becoming the preferred education credential for surgical technologists due to increasing responsibilities. Health care administrators and supervisors are looking for technologists who can demonstrate professionalism and adapt to complex administrative and technical changes with proficiency.

The degree track is a professional based educational cornerstone to growth and development within the surgical technology profession. The surgical technology degree can advance a surgical technologist to the next level in the professional career ladder and offers employment opportunities as a surgical technology instructor, director, hospital materials manager or surgical sales representative.

Admission into the degree program requires completion of an accredited Surgical Technology Certificate program and current certification from the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Students who have completed a Surgical Technology Certificate from another institution will be given credit for SUR 100, 110, 120 and 140 for a total of 27 credit hours. All other courses will be examined on a course by course basis. Students who completed the JWCC Surgical Technology Certificate will be given credit for the first year courses in the Surgical Technology AAS Degree.

NOTE: Only students who do not need additional coursework and who take the number of credits or courses as listed each semester can complete the program in the time given. Others will take longer to complete. If a student's progression is interrupted, re-entry into the program will require Department Chair approval, and a repeat of previous coursework or remediation on material previously learned may be required.

## REQUIRED COURSES

**PREREQUISITE**

| | | | |
|---|---|---|---|
| BIO | 293 | Microbiology | 4 |
| OFT | 281 | Medical Terminology | 3 |

(Completion of BIO 293 and OFT 281 with a "C" or higher is required prior to beginning the fall semester)

**FIRST YEAR**

**FALL**

| | | | |
|---|---|---|---|
| BIO | 275 | Human Anat & Phys I | 4 |
| FYE | 101 | Blazing Your Trail | 1 |
| SUR | 100 | Professional Issues for the Surg Tech | 1 |
| SUR | 110 | Intro to Surgical Tech | 8 |
| | | | 14 |

**SPRING**

| | | | |
|---|---|---|---|
| BIO | 276 | Human Anat & Phys II | 4 |
| CMN | 101 | Intro to Speech I OR | |
| ENG | 101 | Rhet & Comp I | 3 |
| SUR | 120 | Surgical Tech I | 9 |
| | | | 16 |

**SUMMER**

| | | | |
|---|---|---|---|
| PSY | 101 | Intro to Psychology | 3 |
| SUR | 140 | Surgical Tech II | 9 |
| | | | 12 |

**SECOND YEAR**

**FALL**

| | | | |
|---|---|---|---|
| CSC | 106 | Intro to Computers | 3 |
| MAT | 100 | Technical Math | 3 |
| Elective | | | 1 |
| | | | 7 |

**SPRING**

| | | | |
|---|---|---|---|
| CMN | 104 | Interpersonal Comm | 3 |
| PHL | 111 | Logic/Critical Thinking OR | |
| PHL | 121 | Ethics | 3 |
| SUR | 114 | Surgical Pharmacology | 2 |
| | | | 8 |

# Surgical Technology Certificate

*49 Semester Hours*

This program prepares students for the role of surgical technologist. Surgical technologists are allied health professionals who function as an integral part of the surgical team. They possess expertise in the theory and application of sterile and aseptic technique.

Surgical technologists who work as a member of the surgical team prepare the sterile set-up for the appropriate surgical procedure, pass instruments, anticipate the needs of the surgeon during surgery, and clean and prepare the operating room for the next patient. Surgical technologists are employed in hospital operating rooms, delivery rooms, emergency departments, ambulatory care centers and central supply departments.

The surgical technology certificate program is three consecutive semesters. Clinical experience is obtained at several area hospitals and surgery centers. All courses for the surgical technology program must be completed with a grade of "C" or higher for admission into the program, continuation into the next semester, program completion, and graduation.

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). (See Accreditations section elsewhere in the catalog.) Students completing the curriculum sit for the national certification examination.

NOTE: Only students who do not need additional coursework and who take the number of credits or courses as listed each semester can complete the program in the time given. Others will take longer to complete. If a student's progression is interrupted, re-entry into the program will require Department Chair approval, and a repeat of previous coursework or remediation on material previously learned may be required.

## REQUIRED COURSES

**PREREQUISITE**

| | | | |
|---|---|---|---|
| BIO | 293 | Microbiology | 4 |
| OFT | 281 | Medical Terminology | 3 |

(Completion of BIO 293 and OFT 281 with a "C" or higher is required prior to beginning the fall semester)

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| BIO | 275 | Human Anat & Phys I | 4 |
| FYE | 101 | Blazing Your Trail | 1 |
| SUR | 100 | Professional Issues for the Surg Tech | 1 |
| SUR | 110 | Intro to Surgical Tech | 8 |
| | | | 17 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| BIO | 276 | Human Anat & Phys II | 4 |
| CMN | 101 | Intro to Speech I OR | |
| ENG | 101 | Rhet & Comp I | 3 |
| SUR | 120 | Surgical Tech I | 9 |
| | | | 16 |

**THIRD SEMESTER**

| | | | |
|---|---|---|---|
| PSY | 101 | Intro to Psychology | 3 |
| SUR | 140 | Surgical Tech II | 9 |
| | | | 12 |

## Swine Management (See Agriculture)

## Truck Driver Training* Certificate

*16 Semester Hours*

The Truck Driver Training Certificate prepares students for the CDL examination leading to employment as Class A heavy truck drivers. This program offers students the opportunity to attain a stackable college credential toward an AAS degree in Logistics and Operations Management. Students will learn the basics of logistics and supply chain management as well as the basic introductory information needed to acquire a temporary CDL learners permit. Students will then gain in-depth knowledge and hands-on experience in the proper operation of heavy trucks. JWCC uses industry standard equipment for training and employs the latest technology, including an up-to-date computer lab.

The JWCC Truck Driver Training program offers courses certified by the Professional Truck Driver Institute, 555 East Braddock Rd., Alexandria VA 22314, telephone 703.647.7015, www.ptdi.org. Students completing the program receive a certificate from the Professional Truck Driver Institute.Students are heavily recruited by many prominent companies, with most students being offered employment prior to completion.

The program is eligible for funding through the Workforce Investment Act (WIA) or other public agencies. For more information on the program, please contact the Transportation Office at 217.641.4971 or 217.641.4914.

This program is also available for noncredit. Noncredit options include an 8-week long training with students attending Monday through Friday from 7 a.m. to 5 p.m. A 10-week night course is also available.

**REQUIRED COURSES**

| | | | |
|---|---|---|---|
| LOM | 100 | Intro to Logistics Mgmt | 3 |
| LOM | 102 | Supply Chain Management | 3 |
| TRK | 150 | Intro to Truck Driver Training | 1 |
| TRK | 180 | Truck Driver Training Fund | 4 |
| TRK | 181 | Truck Driver Training Oper | 5 |
| | | | 16 |

*Pending state approval

## Welding Certificate

*17 Semester Hours*

Students are trained in the skills needed to gain employment as a welder. The skills included are reading and interpreting welding symbols and blueprints, basic MIG and TIG welding, commercial welding practices, and principles of welding safety.

NOTE: Students must meet the appropriate JWCC math placement test score or complete MAT 100-Technical Mathematics

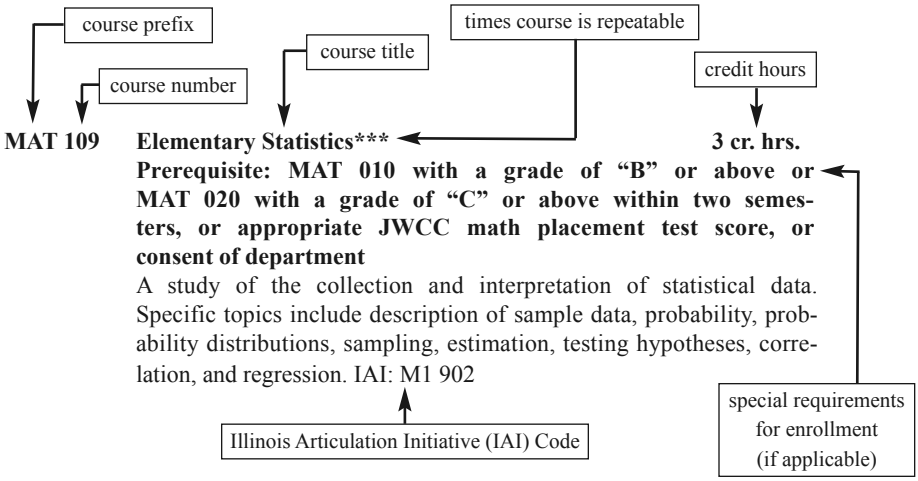
**REQUIRED COURSES**

| | | | |
|---|---|---|---|
| MFG | 113 | Intro to Manu/Indu Safety | 3 |
| WLD | 155 | Basic Welding | 3 |
| WLD | 160 | Welding Symbols & Welding Blueprint Reading | 2 |
| WLD | 181 | TIG & MIG Welding | 3 |
| WLD | 185 | Commercial Welding | 3 |
| WLD | 188 | Welding Specialized Mat OR | |
| WLD | 199 | Welding Internship | 3 |
| | | | 17 |

# COURSE DESCRIPTIONS

## How to Use This Section of the Catalog

This section of the college catalog is one of the most useful sections but is also one of the most confusing to those unfamiliar with college catalogs. Below is a sample entry for a course:




The course prefix, MAT, places the course in alphabetical order in this section of the catalog and assigns the course to a major field or discipline; in this case, MAT is the prefix for courses in mathematics. The course number, 109 in this case, indicates level of course (see next page for course numbering explanation).

Immediately to the right of the course title is one, two or three asterisks (*), indicating the number of times a course may be repeated.

To the right of the repeatability designation is the number of credit hours assigned to the course. (A few courses may vary in credit hours according to specific circumstances.)

Beneath the course title are indicated any special requirements that students must meet before they enroll in the course. For some courses, students must have already completed certain other courses (these other courses are called prerequisites) or have the specific permission of the department to enroll; for others, a particular course should be taken concurrently (at the same time) as the course describes. Any such special requirements or even recommendations are listed immediately beneath the course title.

Immediately following the description of course content is the IAI (Illinois Articulation Initiative) code to assist students planning to transfer to another Illinois institution. See "College Transfer Programs" section for details on the IAI. Lecture hours and laboratory and/or clinical hours are indicated for courses requiring contact hours in addition to the lecture hours. For courses that are offered only via the Internet, as Open Learning courses, or at a certain location (i.e., Agricultural Education Center), a statement may follow the course description.

# COURSE LISTING

The course listing section is divided into three subsections:

I. Courses Applicable to Associate Degrees, Career/Technical Certificates, Vocational Skills and General Studies Courses. This is the vast majority of courses.

II. Adult Basic Education/Adult Secondary Education (GED) Courses.

III. Community Education Courses.

**John Wood Community College does not recommend that students do self- or peer-advising. The selection of courses and programs of study can be somewhat confusing and complex. The College strongly recommends that students rely on the College's experienced advising staff to help select the right course/courses to ensure transferability and to meet degree requirements.**

Note: Students who completed technical courses more than four years in the past may find the information and skills from such courses to be obsolete. In order for technical program graduates to possess current knowledge and skills applicable to the job market, students are required to repeat any technical course for certificate/degree completion which was completed more than four years prior to the current term. Exceptions to this standard can be requested by the student to the appropriate instructional department chair. Approval of exceptions can only be granted by the respective department chair based on documented evidence provided by the student. The department chair shall formally notify the registrar of approved exceptions.

Generally, courses are numbered as follows:

001 through 099 - Developmental, remedial, and college preparatory courses. These courses do not apply toward transfer degrees; however, certain courses may apply to an AAS degree.

100 through 299 - Career/technical and baccalaureate-level courses. (These courses may transfer depending on the transfer policy of the institution and academic department to which the student plans to transfer.) These courses mirror the first two years of coursework at a four-year college or university.

# I. COURSES APPLICABLE TO ASSOCIATE DEGREES, CAREER/TECHNICAL CERTIFICATES, VOCATIONAL SKILLS, AND GENERAL STUDIES COURSES

## ACCOUNTING

**ACC 101** **Principles of Accounting I** **3 cr. hrs.**
**Corequisite: CSC 104**
**Prerequisite: MAT 010 or appropriate JWCC placement test score or consent of department**
An introduction to accounting within the context of business and business decisions. Students learn the accounting cycle and operating activities of the business. Students explore accounting information's role in the decision-making process. Seeing how accounting information can be used to make better business decisions will benefit all students regardless of their major or chosen career.

**ACC 102** **Principles of Accounting II** **3 cr. hrs.**
**Prerequisite: ACC 101 with a grade of "C" or above within two academic years or consent of department**
A continuation of ACC 101. Students learn the investing and financing activities of the business and learn how to use various types of accounting information found in financial statements and annual reports. Analyzing annual reports will benefit all students regardless of their major course of study or chosen career.

**ACC 114** **Payroll Accounting** **2 cr. hrs.**
**Prerequisite: ACC 101 with a grade of "C" or above within two academic years or consent of department**
Focuses on one of the most important components of an organization's total accounting system. Students will complete units that address payroll computa tions, Social Security taxes, income tax withholding and unemployment compensation taxes. Payroll transactions will be analyzed and journalized. Available only as an Open Learning course.

**ACC 125** **Computerized Accounting** **3 cr. hrs.**
**Prerequisite: ACC 101 with a grade of "C" or above within two academic years or consent of department**
A realistic, hands-on approach to integrated accounting principles consisting of seven major accounting systems commonly found in computerized accounting environments: general ledger, accounts receivable, accounts payable, financial statement analysis, depreciation, inventory and payroll. All of the systems except depreciation, inventory, and payroll are integrated. As a result of the integration, a transaction entered into an applicable system generates the information, as required, for all systems to update and accumulate data required for accounting records, management reports, and financial statements. Available only as an Open Learning course.

**ACC 195** **Special Topics in Accounting***** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in accounting 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.

**ACC 199** **Accounting Internship*** variable 1-5 cr. hrs.**
**Prerequisite: Successful completion of at least 24 credit hours of coursework and a minimum of a 2.0 GPA**
This course offers students several different options for acquiring work-based education in the business environment. Students may elect to participate in an approved apprenticeship, internship, job shadowing, or mentoring activity as it pertains to their career goals. The course provides the opportunity to apply classroom theory and to experience the dynamics of modern business. Course requires 80 hours of work experience for each credit hour.

**ACC 200** **Managerial Accounting 3 cr. hrs.**
**Prerequisite: ACC 101 with a grade of "C" or above within two academic years and MAT 020 or MAT 109 with a grade of "C" or above within two semesters or consent of department**
Deals with identification and analysis of accounting data for management decision making, planning and controlling, capital budgeting, and tax planning required for all. IAI: BUS 904

**ACC 214** **Cost Accounting I 3 cr. hrs.**
**Prerequisite: ACC 200 with a grade of "C" or above within two academic years or consent of department**
Emphasizes cost accumulation and interpretation for specialized areas of management control. Mathematical approaches are used in constructing decision models for capital budgets, materials and inventory control, and cost behavior. Decentralization and product transfer costs are discussed. Executive compensation is analyzed relative to performance. Internal control procedures are presented in relation to their role in management control systems.

**ACC 221** **Intermediate Accounting I 3 cr. hrs.**
**Prerequisite: ACC 102 with a grade of "C" or above within two academic years or consent of department**
A continuation of the traditional financial accounting topics covered in ACC 101 and 102, but in greater depth. Review of the accounting process. The balance sheet, statements of income, retained earnings, and cash flows are analyzed as to the components of each, usefulness of the statements, and limitations of their use. The nature and composition of cash, receivables and inventories are presented together with the valuation problems pertaining to each.

**ACC 222** **Intermediate Accounting II 3 cr. hrs.**
**Prerequisite: ACC 221 with a grade of "C" or above within two academic years or consent of department**
Acquiring and disposing of property, plant, and equipment and the related cost allocation process involved in recognizing depreciation and depletion. Intangible assets will be analyzed. Liability recognition and measurement for both current and long-term liabilities will be reviewed. Debt restructure, bond amortization, and bond redemption will be included. Stockholders' equity is analyzed as to contributed capital and retained earnings. The effect of dilutive securities and their impact on earnings-per-share of stock is also examined.

**ACC 230** **Governmental/Not-for-Profit Accounting 3 cr. hrs.**
**Prerequisite: ACC 101 with a grade of "C" or above within two academic years or consent of department**
A basic governmental and not-for-profit accounting course covering fund accounting for governments-state, local, and federal. Also included are other not-for-profit organizations, health care entities, and colleges and universities.

**ACC 240** **Tax Accounting** **3 cr. hrs.**
**Prerequisite: ACC 102 with a grade of "C" or above within two academic years or consent of department**
An introduction to taxation that provides an understanding of the federal tax laws and regulations for individuals. Study also includes property transactions, accounting periods and methods, gift, estate, and trust taxation.

**ACC 295** **Advanced Special Topics in Accounting*** ** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in accounting 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.



## AGRICULTURE

**AGR 150** **Agriculture and Consumer-Related Occupations I** **1 cr. hr.**
An introduction to various agricultural occupations, this course involves a study of career opportunities in agriculture industry, business, farming, teaching, resource management and environmental control. It is designed to gather occupational information which will allow the student to develop educational and occupational goals. Satisfies JWCC job-seeking skills course requirement.

**AGR 152** **Natural Resource Management** **3 cr. hrs.**
Basic course emphasizing the importance and practical aspects of planning a conservation program for the agriculture producer. The student will study and develop a conservation plan for his or her own farm or a farm provided by the instructor. In-depth study of conservation practices and their economic considerations will provide the student with a better understanding of the need to plan the use, treatment and protection of soil, water, air, woodlands, wildlife, and energy use. Available at the Agricultural Education Center (Perry).

**AGR 155** **Crop Management Technology** **2 cr. hrs.**
Designed to introduce students to the fundamental processes of precision navigation systems and their applications to crop production and the agribusiness supply and service industry. Technical skills and knowledge in the operation of hardware and software will be emphasized. Specific topics include: basic geo-referencing principles, mapping software, data collection, data analysis and precision equipment. 1 lecture hour, 2 lab hours

**AGR 161** **Animal Evaluation and Selection I** **2 cr. hrs.**
Study of relationship between form and function in the evaluation and selection of breeding and market livestock. Available at the Agriculture Education Center (Perry). 1 lecture hour, 2 lab hours

**AGR 162** **Animal Evaluation and Selection II** **2 cr. hrs.**
**Prerequisite: AGR 161 or consent of department**
Study of relationship between form and function in the evaluation and selection of breeding and market livestock. A continuation of AGR 161 for students who want to continue with additional livestock evaluation experiences. Available at the Agricultural Education Center (Perry). 1 lecture hour, 2 lab hours

**AGR 163** **Advanced Animal Evaluation and Selection** **4 cr. hrs.**
**Prerequisite: AGR 162; AGR 202 is recommended or concurrent with these classes or consent of department**
Advanced study of relationship between form and function in the evaluation and selection of breeding and market livestock. Includes advanced level of oral justification. Available at the Agricultural Education Center (Perry). 2 lecture hours, 4 lab hours

**AGR 164** **Animal Nutrition and Health** **3 cr. hrs.**
Fundamental principles of animal nutrition and maintenance of health for animals with monogastric and ruminant digestive systems. Study of essential nutrients, feed ingredients and additives, balancing rations and economic considerations in feeding. In-depth analysis is given to nutritional content of crops commonly produced and fed to livestock. Available at the Agricultural Education Center (Perry). 2 lecture hours, 2 lab hours

**AGR 165** **Beef Management – Breed to Wean** **2 cr. hrs.**
Designed to focus upon those principles of beef production which emphasize the skills and knowledge needed to manage the beef cow herd. Topics include selection of breeding stock, artificial insemination, reproductive physiology, beef cow nutrition, herd health programs, forage management, and general herd management. Available at the Agricultural Education Center (Perry) during the **spring semester of even years only.**

**AGR 166** **Beef Management – Wean to Finish** **2 cr. hrs.**
Designed to focus upon those principles of beef production which emphasize the skills and knowledge needed to manage the cow and calf, yearling cattle, and feedlot cattle. Topics include nutrition, herd health, general management, and marketing. Available at the Agricultural Education Center (Perry) during the **spring semester of odd years only.**

**AGR 167** **Applied Beef Production Skills** **2 cr. hrs.**
Students will be assisting with duties related to cows and calves at the University of Illinois Orr Beef Research Center. Possible duties might include vaccinating, moving and handling breeding cows, preparing for parturition and calving cows, processing newborns, and caring for young calves. Students could also assist with other research activities with cows and newborn calves. Available at the Agricultural Education Center and UI Beef Research Center (Perry). 0.5 lecture hours, 3 lab hours

**AGR 169** **Artificial Insemination – Cattle** **1 cr. hr.**
Study of the physiology of the reproductive tract of cattle and the use of insemination equipment for breeding of cattle; includes procedures that make artificial insemination practical. 0.5 lecture hours, 1 lab hour

**AGR 171** **Introduction to Electricity** **2 cr. hrs.**
Designed to develop knowledge and skills in electrical wiring, motors and controls. Emphasis is placed on planning, wiring, testing, safety, and related skills and knowledge. Available at the Agricultural Education Center (Perry). 1 lecture hour, 2 lab hours

**AGR 172** **Introduction to Welding** **2 cr. hrs.**
Designed for the individual who needs skills and knowledge in welding for repairing and fabrication of agriculture equipment. Welding will be done with arc, MIG, acetylene, and TIG welders. Available at the Agricultural Education Center (Perry). 0.5 lecture hours, 3 lab hours

**AGR 173** **Advanced Welding** **2 cr. hrs.**
**Prerequisite: AGR 172 or consent of department**
Designed for the individual who needs more in-depth skills and knowledge in welding for projects, maintenance welding, or fabrication welding. Welding will be done with arc, MIG, acetylene, and TIG welders. Available at the Agricultural Education Center (Perry). 0.5 lecture hours, 3 lab hours

**AGR 174** **Artificial Insemination – Swine** **1 cr. hr.**
The physiology of the reproductive tract of farm animals and the use of insemination equipment for breeding of livestock is studied. Included are management procedures that make artificial insemination practical. Available at the Agricultural Education Center (Perry). 0.5 lecture hours, 1 lab hour

**AGR 175** **Computer Applications in Agribusiness** **3 cr. hrs.**
Introduction to the applications of the microcomputer to agribusiness: word processing, spreadsheets, data base management, presentation software, and use of the Internet. Satisfies JWCC computer competency requirement. Available at the Agricultural Education Center (Perry). (Same as CSC 106)

**AGR 176** **Pork Production Practicum** **2 cr. hrs.**
Introduces the student to pork production with supervised practice of basic pork production skills. Focus is on providing interactive feedback, plus question and answer opportunity with the supervisor and instructor. 1 lecture hour, 2 lab hours

**AGR 177** **Introduction to Equine Science I** **2 cr. hrs.**
A basic course in the principles of equine care and management, including breed identification, training, evaluation, selection, feeding, reproduction, and physiology of equine animals. Particular attention is paid to the feeding and training of horses and the role of the equine industry in modern times.

**AGR 180** **Swine Management – Breeding & Genetics** **2 cr. hrs.**
Covers factors used to select and manage a breeding herd. Emphasis on the skills and practices necessary for maximizing reproductive performance in confinement. The course includes choosing replacement females, selecting boars, cross breeding, artificial insemination, pen and hand breeding, and genetics. Covers the science and reasoning behind the application of the above topics. Available at the Agricultural Education Center (Perry) during the **spring semester of odd years only.**

**AGR 181** **Swine Management – Farrow to Market** **2 cr. hrs.**
A study of management factors necessary for increasing production efficiency by the timely application of pig processing procedures and production practices from birth to market. Emphasis on the acceptable procedures of care of sow and litter from just prior to farrowing to three weeks after farrowing. Management of newly purchased feeder pigs, carcass evaluation, and marketing feeder pigs and market hogs will also be discussed. Available at the Agricultural Education Center (Perry) during the **spring semester of even years only.**

**AGR 182** **Applied Pork Production Skills** **2 cr. hrs.**
Students gain practical experience in pork production skills through classroom and laboratory work. Pregnancy testing of sows, studying methods of breeding sows and gilts, using chemical and manual assistance in delivering pigs, clipping needle-teeth, docking tails, vaccinations, injections, castration of hogs, and general daily hog production activities are covered. Available at the Agricultural Education Center (Perry). 0 lecture hours, 4 lab hours

**AGR 186** **Agriculture Business Management** **3 cr. hrs.**
Emphasizes the development of a business plan for the farm or agriculture-related business. The decision-making process, budgeting (enterprise, partial, business, and cash-flow), setting priorities, production efficiency and related topics are important components of the course. Available at the Agricultural Education Center (Perry).

**AGR 188** **Agricultural Sales and Marketing** **3 cr. hrs.**
Fundamental study of human relations needed in order to operate an agricultural business successfully. Basic sales methods are discussed as they relate to the customers' needs. Primary emphasis is placed on sales and service of agricultural products, the importance of a satisfied customer, and the necessity for product knowledge. Available at the Agricultural Education Center (Perry).

**AGR 189** **Agricultural Finance and Records** **3 cr. hrs.**

The study of record keeping systems and accounting principles. Types of accounting systems, budgeting depreciation, and amortization schedules will be discuss. Additional topics include the importance of the proper use of credit in the agriculture business; the use of equity and debt capital as a management tool; the application of short, intermediate, and long-term credit; alternative sources of credit; lender's credit analysis and loan servicing; and debt management. Available at the Agricultural Education Center (Perry).

**AGR 192** **Agriculture Essay** **variable 1-4 cr. hrs.**

An investigation of the need to stay current in agriculture. The student is required to attend a minimum of 20 hours of current meetings offered by agriculture businesses, university agriculture extension services or other educational institutions to receive one hour of credit. The student must meet with the instructor to develop an approved plan for attendance of meetings and discussion of procedures to be followed in reporting the activities of these pertinent educational excursions into the agricultural business community. Available at the Agricultural Education Center (Perry).

**AGR 193** **Agriculture and Consumer-Related Occupations II** **1 cr. hr.**

**Prerequisite: AGR 150**

Further introduction and discussion of various agriculture occupations, this course involves a study of career opportunities in agriculture industry, business, farming, teaching, resource management and environmental control. It is designed to gather occupational information which will allow the student to develop educational and occupational goals. Satisfies JWCC job-seeking skills course requirement.

**AGR 195** **Special Topics in Agriculture***** **variable 1-4 cr. hrs.**

**Prerequisite: Consent of department**

Deals with current topics in agriculture 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.

**AGR 199** **Occupational Internship I** **variable 1-5 cr. hrs.**

**Prerequisite: Consent of department**

Students are placed in selected areas of production, horticulture and agribusiness to learn about these businesses under actual working conditions. This experience allows the student to explore and apply knowledge to his/her career interests. Dual supervision is provided by college staff and the operating business. Course requires 80 hours of work experience for each credit hour.

**AGR 200** **Introduction to Soil Science** **4 cr. hrs.**

**Prerequisite: One course in chemistry recommended**

Introduction to the origin and development of our soils. Study will be primarily on the biological, chemical and physical aspects of soil and how they are influenced by environmental and cultural production practices. Soil testing and interpretation will be studied. Available on the Quincy Campus during the **fall semester of even years only.** 3 lecture hours, 2 lab hours; IAI: AG 904

**AGR 202** **Introduction to Animal Science** **4 cr. hrs.**

A basic course in the principles of livestock production and management, including breed identification, evaluation and selection, feeding, reproduction, sanitation, disease control, and physiology of beef cattle, dairy cattle, swine, sheep and poultry. Available on the Quincy Campus during the **spring semester of odd years only.** 3 lecture hours, 2 lab hours; IAI: AG 902.

**AGR 203** **Agriculture Economics for Consumers** **3 cr. hrs.**
Introduction to the economic forces which have stimulated development of American agriculture. Includes study of finance, taxation, legal descriptions, input allocation and marketing programs, and governmental policies as they relate to agriculture. Available on the Quincy Campus during the **spring semester of even years only.** IAI: AG 901

**AGR 204** **Principles of Crop Science** **4 cr. hrs.**
Introductory study of various plant species of economic importance. Particular emphasis is placed on an understanding of the basic principles of plant growth, development, and reproduction. Cultural practices to maximize production are emphasized. This course also studies weeds, insect and disease identification and control. Available on the Quincy Campus during the **fall semester of odd years only.** 3 lecture hours, 2 lab hours; IAI: AG 903

**AGR 295** **Advanced Special Topics in Agriculture*** ** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in agriculture 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.

**AGR 299** **Occupational Internship II** **variable 1-5 cr. hrs.**
**Prerequisite: Consent of department**
A continuation of AGR 199; a learning experience to develop an extended knowledge of agricultural businesses. Course requires 80 hours of work experience for each credit hour.

## ART

**ART 100** **Drawing I: Fundamentals** **3 cr. hrs.**
This course will explore the basic aspects of drawing with the emphasis on developing an understanding of visual and technical skills pertinent to all art fields. 1 lecture hour, 4 lab hours

**ART 106** **Ceramics I** **3 cr. hrs.**
An introductory studio course consisting of both hand and wheel methods of construction. Includes the study of clay bodies, glazes, decoration methods, and kiln firing. 1 lecture hour, 4 lab hours

**ART 115** **Art Appreciation** **3 cr. hrs.**
Designed to expose/cultivate an awareness of art in our culture with some emphasis on contemporary times. IAI: F2 900

**ART 120** **Art Survey and Appreciation II** **3 cr. hrs.**
A course designed to provide an understanding of the history of the visual arts and the role it plays in serving humankind. Using visuals from books, Web sources, some video clips, and museum trips (virtual or real), students will explore why art is created, its function in society, how it affects us, and how it can enrich our lives. Available via Internet only.

**ART 121** **Drawing II** **3 cr. hrs.**
**Prerequisite: ART 100, ART 126 or consent of department**
Continuation of the materials, skills and techniques of drawing. Emphasis is on the exploration and development of individual expression of form and content. 1 lecture hour, 4 lab hours

**ART 126** **2-D Design and Color** **3 cr. hrs.**
A study of visual perception and composition on a 2-D surface. The basics of visual problem solving will be stressed in space, shape, line, and color. 1 lecture hour, 4 lab hours

**ART 127** **3-D Design and Color** **3 cr. hrs.**
**Prerequisite: ART 126**
A studio course exploring the fundamentals of the formal systems and basic elements of visual organization through 3D design principles and theories using a variety of materials. 1 lecture hour, 4 lab hours

**ART 136** **Graphic Design I** **3 cr. hrs.**
**Prerequisite: ART 100, ART 126 and previous computer operation experience or consent of department**
This course focuses on concepts and visual communication skills necessary for graphic design. Students will acquire an understanding of single and multi-page documents, both in black/white and color, covering document construction, integration of word processing programs, working with images and typography, custom colors and standard output. Introduces the production of printed materials using illustrations and image manipulation software via computers.

**ART 137** **Graphic Design II** **3 cr. hrs.**
**Prerequisite: ART 136**
This course builds on aesthetic and technical skills begun in ART 136. Develops alternate illustration, type generation, scanning, and layout skills as well as improves software skills in vector illustration, photo manipulation and layout in a project-based format. Typography, printing processes, work flow and communication effectiveness are emphasized.

**ART 195** **Special Topics in Art***** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in art 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.

**ART 226** **Graphic Design III** **3 cr. hrs.**
**Prerequisites: ART 136 and ART 137**
Students continue with advanced studies of design principles related to marketing, communications and business. Color processes, photo manipulation, and print technology will be targeted. Students research ad design and layout and create advertising and editorial illustration for magazines, books and Web pages.

**ART 227** **Graphic Design IV - Internship** **3 cr. hrs.**
**Prerequisite: ART 136, ART 137, and ART 226**
Prepares the student in an internship setting to apply design skills, troubleshoot and solve problems related to projects in graphic design and related areas. Students will be supervised by the instructor and a mentor. 0 lecture hours, 6 lab hours

**ART 240** **Painting I** **3 cr. hrs.**
An introduction to basic painting techniques and color principles applied to the exploration of oil and/or acrylic painting media. 1 lecture hour, 4 lab hours

**ART 241** **Painting II** **3 cr. hrs.**
**Prerequisite: ART 240**
This course is designed to continue building aesthetic and technical skills begun in Painting I. Emphasis will be placed on the investigations of media usage, color development, and painting as a medium of communication. 1 lecture hour, 4 lab hours

**ART 295** **Advanced Special Topics in Art*** ** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in art 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.



## ASTRONOMY

**AST 101** **Elementary Astronomy** **3 cr. hrs.**
An elementary survey of the nature and behavior of the solar system and the regions beyond and of basic physical processes occurring throughout the universe. IAI: P1 906

## BIOLOGICAL SCIENCES

**BIO 101** **General Biology** **4 cr. hrs.**
**Prerequisite: MAT 010 with a grade of "C" or above within two semesters, or appropriate JWCC math placement test score, or consent of department+**
An introductory biology course covering the chemistry of living organisms, cellular biology, cellular respiration, photosynthesis, genetics, and topics in evolution. Current issues related to the aforementioned topics are discussed. 3 lecture hours, 2 lab hours; IAI: L1 900L

**BIO 103** **Environmental Conservation** **3 cr. hrs.**
A look at the conservation of biodiversity, including the study of ecology (interactions of plants and animals with their environment), the study of natural ecosystems and human disturbances placed on them, and the ethical and practical issues involved in conserving biodiversity. Available via Internet only.

**BIO 105** **Human Biology** **3 cr. hrs.**
**Prerequisite: MAT 010 with a grade of "C" or above within two semesters, or appropriate JWCC math placement score, or consent of department+**
An introductory course that looks at the role of the human being as a species and at how humans are changing and affecting the world in which we live. Selected topics such as cloning, biotechnology, health, general wellness, bio-ethical issues and our impact on the environment will be integrated with how humans affect society. Human physiological systems will also be studied as they relate to topics being studied. IAI: L1 904

**BIO 111** **General Botany** **4 cr. hrs.**
**Prerequisite: BIO 101 with a grade of "C" or above or consent of department**
A study of plant structure, growth, physiology, reproduction, evolution, classification, and distribution. 3 lecture hours, 2 lab hours; IAI: L1 901L

**BIO 120** **Ocean Ecology** **4 cr. hrs.**

An earth system science approach will be used to study the flow and transformation of water and energy; the physical and chemical properties of sea water; the patterns of ocean circulation; the marine ecosystem; and the interaction between the ocean and the hydrosphere, atmosphere, geosphere and biosphere. Emphasis will be placed on environmental issues, conservation and wise management of coastal and marine resources. Real-world data is used to explore the ocean ecosystem. 3 lecture hours, 2 lab hours

**BIO 195** **Special Topics in Biology***** **variable 1-4 cr. hrs.**

**Prerequisite: Consent of department**

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. Topic to be listed on student's permanent academic record.

**BIO 221** **General Zoology** **4 cr. hrs.**

**Prerequisite: BIO 101 with a grade of "C" or above and MAT 010 with a grade of "C" or above within two semesters, or appropriate JWCC math placement test score, or consent of department+**

A comparative study of the animal kingdom focusing on the study of animal structure, growth, physiology, reproduction, classification, and distribution. This course is designed for students planning to pursue additional study in the natural sciences. 3 lecture hours, 2 lab hours; IAI: L1 902L

**BIO 275** **Human Anatomy and Physiology I** **4 cr. hrs.**

**Prerequisite: BIO 101 with a grade of "C" or above or ACT science score of 25 or higher or consent of department via a minimum BIO 101 placement exam score+**

A study of the structures and functions of the human body; an integrated study of the systems of the human body including gross and microscopic structures and their physiology. Course covers cells, tissues, chemistry of life, metabolism and the systems: integumentary, skeletal, muscular, digestive and urinary. 3 lecture hours, 2 lab hours; IAI: L1 904L

**BIO 276** **Human Anatomy and Physiology II** **4 cr. hrs.**

**Prerequisite: BIO 275 with a grade of "C" or above or consent of department+**

A continuation of BIO 275. Emphasis is on more depth in the physiology of various body systems including the central and peripheral nervous systems, sensory organs, endocrine, cardiovascular, lymphatic, respiratory, male and female reproductive and human development. 3 lecture hours, 2 lab hours

**BIO 293** **Microbiology** **4 cr. hrs.**

**Prerequisite: BIO 101 with a grade of "C" or above or ACT science score of 25 or higher or consent of department via a minimum BIO 101 placement exam score+**

Introduces characteristics, actions and control of microorganisms with emphasis on their relation to health and disease. The application of the principles of microbial control and laboratory techniques will be stressed. 3 lecture hours, 2 lab hours

**BIO 295** **Advanced Special Topics in Biology***** **variable 1-4 cr. hrs.**

**Prerequisite: Consent of department**

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. Topic to be listed on student's permanent academic record.

+Consent of JWCC Natural Sciences Department Chair is dependent upon the requesting student successfully passing an assessment (placement) exam for the particular prerequisite course. A passing BIO 101 placement exam score is 78 percent or above to opt out of the BIO 101 requirement. Otherwise, the student requesting acceptance into a course without completion of prerequisites must provide substantiated documentation of equivalent transfer credit to enroll in the course.

## BUSINESS

**BUS 101** **Introduction to Business** **3 cr. hrs.**
A functional view of various aspects of business. Emphasis on the operation of a business and the relationships to the environment in which it exists.

**BUS 110** **Entrepreneurship** **3 cr. hrs.**
An introduction to entrepreneurship, including a study of the organizational, financial, and risk-taking skills associated with starting and managing a business enterprise.

**BUS 121** **Principles of Organization and Management** **3 cr. hrs.**
**Prerequisite: Consent of department**
A treatment of fundamental principles applying to all management, including cost control and human relations, for the improvement of operating efficiency.

**BUS 122** **Principles of Sales I** **3 cr. hrs.**
Principles of selling goods and services. Topics covered include buyer characteristics and motivation, responsibilities and qualifications of salespeople, and sales techniques.

**BUS 123** **Principles of Sales II** **3 cr. hrs.**
**Prerequisite: BUS 122 or consent of department**
A functional overview of the principles of selling goods and services. Topics include the sales process, sales techniques, sales careers, responsibilities and qualifications of salespeople, and buyer characteristics and motivation.

**BUS 125** **Supervisory Management** **3 cr. hrs.**
Basic techniques supervisors need to know for motivating and handling people, managing their jobs, and succeeding in a supervisory position.

**BUS 131** **Principles of Marketing** **3 cr. hrs.**
A survey of the field of marketing, designed to give basic understanding of the principles of marketing and the operation of our marketing system.

**BUS 141** **Principles of Finance** **3 cr. hrs.**
**Prerequisite: One semester of accounting or consent of department**
Fundamental principles of financial management, including planning, control, and business formation.

**BUS 161** **Business Law I** **3 cr. hrs.**
A study of the legal environment of business, including contracts, negotiable instruments, and sales.

**BUS 195** **Special Topics in Business***** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in business 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.

**BUS 199** **Business Internship*** variable 1-5 cr. hrs.**
**Prerequisite: Successful completion of at least 24 credit hours of course work and a minimum of a 2.0 GPA**
This course offers business students several options for acquiring work-based education in a business environment. Students may elect to participate in an approved internship, job shadowing, or mentoring activity as it pertains to their career goals. The course provides the opportunity to apply classroom theory and experience the dynamics of modern business. Course requires 80 hours of work experience for each credit hour.

**BUS 211** **Supply Chain Management I 3 cr. hrs.**
In this basic course, students will study the various functions involved in supply chain management, including storage, warehousing, transportation, materials handling, inventory control, purchasing, plant location, and information flow. Course requires students to step beyond the typical lecture mentality to begin self-education. Students will be required to demonstrate the ability to understand the fundamentals of the field and to stretch this understanding to comprehend the intricate processes needed by logistical and transportation managers.

**BUS 231** **Consumer Behavior 3 cr. hrs.**
**Prerequisite: BUS 131 or consent of department**
An analysis of the factors that affect consumer behavior, including consumer motivation, product quality, economics and advertising, and buying habits. Special attention is given to acquainting prospective sales personnel with consumer behavior that is likely to affect sales.

**BUS 240** **Legal/Ethical Issues in Business 3 cr. hrs.**
**Prerequisite: Consent of department**
A discussion course which explores a variety of legal/ethical decision-making procedures via a case study approach in order to help students develop critical decision-making skills useful in dealing with legal and ethical issues likely to confront the business person.

**BUS 295** **Advanced Special Topics in Business*** variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in business 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.

## CHEMISTRY

**CHM 100** **General Chemistry 4 cr. hrs.**
**Prerequisite: MAT 020 with a grade of "C" or above within two semesters, or appropriate JWCC math placement test score, or consent of department**
Fundamentals of chemistry for the non-science major. One semester may be taken by science majors who have not passed the placement test for regular beginning college chemistry for science majors. 3 lecture hours, 2 lab hours; IAI: P1 902L

**CHM 103** **Principles of Chemistry I 4 cr. hrs.**
**Prerequisite: MAT 113 with a grade of "C" or above within two semesters, or appropriate JWCC math placement test score, or consent of department; Students who have taken high school chemistry will have an advantage.**
Comprehensive coverage of the basic principles of chemistry including bonding, nomenclature, reactions, stoichiometry, thermodynamics, kinetics and

equilibrium. Designed for pre-med, pre-pharmacy, engineering and science majors with above-average mathematical and scientific backgrounds. 3 lecture hours, 2 lab hours; IAI: P1 902L, CHM 911

**CHM 104** **Principles of Chemistry II** **4 cr. hrs.**
**Prerequisite: CHM 103**
Continued comprehensive coverage of the basic principles of chemistry including atomic structure, covalent bonding, molecular structure, properties of gases, liquids, solids, and solutions, acid-base chemistry, oxidation-reduction reactions, and electrochemistry. 3 lecture hours, 2 lab hours; IAI: CHM 912

**CHM 195** **Special Topics in Chemistry***** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
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. Topic to be listed on student's permanent academic record.

**CHM 201** **Organic Chemistry I** **5 cr. hrs.**
**Prerequisite: CHM 103 and CHM 104 or equivalent**
Structure, nomenclature, classification, properties and reactions of organic compounds including saturated and unsaturated hydrocarbons and alcohols. Determination of molecular structure using infrared, nuclear magnetic and mass spectroscopy. Designed for pre-med, pre-pharmacy, engineering, biology and chemistry majors. 3 lecture hours, 4 lab hours; IAI: CHM 913

**CHM 202** **Organic Chemistry II** **5 cr. hrs.**
**Prerequisite: CHM 201**
Continued coverage of the structure, nomenclature, classification, properties and reactions of organic compounds including ethers, conjugated double bonds, aromatic hydrocarbons, carbonyl compounds, amines, carboxylic acids and their derivatives, and an introduction to biochemistry. 3 lecture hours, 4 lab hours; IAI: CHM 914

**CHM 295** **Advanced Special Topics in Chemistry***** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
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. Topic to be listed on student's permanent academic record.

## CHINESE

**CHN 101** **Elementary Chinese I** **4 cr. hrs.**
This course provides an introduction to beginning Mandarin Chinese. The goal of this course is to develop communicative competence in listening, speaking, reading, and writing with emphasis on speaking skills. This course will introduce selected topics on traditional Chinese culture, current trends in China and Taiwan, as well as U.S. Interaction with China. 3 lecture hours, 2 lab hours

**CHN 102** **Elementary Chinese II** **4 cr. hrs.**
**Prerequisite: CHN 101**
This course is a continuation course designed for students who already have basic knowledge and language skills of Mandarin Chinese. The goal of this course is to continue helping students build competence in listening, speaking, reading,

and writing with emphasis on daily oral Chinese. This course will also introduce selected topics on traditional Chinese culture, religion and philosophy, and current trends. 3 lecture hours, 2 lab hours

## COMMUNICATIONS

**CMN 005 Written Communications for Developmental Education*** 3 cr. hrs.**
This course is designed for students who need to review or develop basic understanding and comprehension of written communication skills necessary to enter developmental education programs.

**CMN 080 Understanding Written Communication*** 3 cr. hrs.**
**Prerequisite: Placement by Compass score or CMN 005 with a grade of "C" or higher**
An intermediate course in reading and vocabulary development that emphasizes literal and interpretive comprehension of a range of materials and texts for pleasure, professional, and academic reading tasks. Students will be provided instruction and practice in fundamental strategies intended to assist in strengthening the skills and confidence that will prepare them to complete the shorter types of readings often utilized in entry-level college courses.

**CMN 090 Interpreting Written Communications*** 3 cr. hrs.**
**Prerequisite: CMN 080 with a grade of "C" or above within two semesters, or appropriate JWCC reading placement test score, or consent of department**
Instruction in developing one's comprehension of written communication and vocabulary and study skills. For students who need assistance to bring their reading skills to a college level. A grade of "C" or higher and a placement score of 10.0 or higher is necessary to exit the course.

**CMN 101 Introduction to Speech I 3 cr. hrs.**
An introduction to the basic principles of oral communication as applied to public speaking. The course emphasizes the mastery of oral communication skills through a variety of exercises in which the student speaks before the group. Involves analysis of such topics as preparation, organization, and delivery. IAI: C2 900

**CMN 104 Interpersonal Communication 3 cr. hrs.**
Study of communication theory and its application to interpersonal relations. Class work will include participation in pairs and groups of three or more.

**CMN 123 Beginning American Sign Language 3 cr. hrs.**
An introduction to American Sign Language (ASL) and the culture of the deaf community. Basic sign vocabulary and information on beginning structure of the language will be presented.

**CMN 195 Special Topics in Communications*** variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in communications 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.

**CMN 220 Mass Media 3 cr. hrs.**
**Prerequisite: Consent of department**
A study of the mass media as a meeting ground of the arts and molder of contemporary life; a comprehensive overview of media and its effects. IAI: MC 911

**CMN 295** **Advanced Special Topics in Communications*** variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in communications 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.

## COMPUTER-AIDED DESIGN

**CAD 101** **Introduction to Drafting and Blueprint Reading for CAD 3 cr. hrs.**
Introduces the student to basic tools and techniques needed in the drafting and blueprint reading profession as applied to CAD. 1.5 lecture hours, 3 lab hours

**CAD 102** **Drafting Terminology for CAD 3 cr. hrs.**
**Prerequisite: CAD 101**
Introduces the student to the terminology used in the drafting field as related to computer-aided design. This course is not intended to be a drafting course. 2.5 lecture hours, 1 lab hour

**CAD 104** **Introduction to Computer-Aided Design 3 cr. hrs.**
**Prerequisite: CAD 101 or concurrent, or consent of department**
An introduction to the use of CAD. Students are introduced to the capabilities of various hardware and software systems by creating, editing, copying, moving and/or deleting entities. 1.5 lecture hours, 3 lab hours

**CAD 106** **CAD Applications I 3 cr. hrs.**
The first of three courses in CAD applications. The focus of this course will include parametric modeling, layouts, notes and dimensions, tolerances, and plotting drawings. 1.5 lecture hours, 3 lab hours; IAI: IND 911

**CAD 114** **Introduction to Parametric Modeling 3 cr. hrs.**
This course is a first course in parametric modeling using SolidWorks. The course will focus on parametric modeling, creating and documenting assemblies, and note and dimension standards. 1.5 lecture hours, 3 lab hours

**CAD 195** **Special Topics in Computer-Aided Design*** variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in CAD 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.

**CAD 200** **CAD Applications II 3 cr. hrs.**
**Prerequisite: CAD 106 or consent of department**
A continuation of CAD 106. Items include assembly of parametric models, working drawings, dimensioning and notes. 1.5 lecture hours, 3 lab hours

**CAD 202** **CAD Applications III 3 cr. hrs.**
**Prerequisite: CAD 200 or consent of department**
A continuation of CAD 200. Items covered include advanced 3-D drawings, reverse engineering of parts and assemblies. 1.5 lecture hours, 3 lab hours

**CAD 204** **Three-Dimensional Applications** **3 cr. hrs.**
**Prerequisite: CAD 114 or consent of department**
Expands upon the area of 3-D; covers drawing enhancements available, translation of drawing files (3-D) into compatible file formats for other operations such as mass property calculations, centers of gravity calculations using SolidWorks. 1.5 lecture hours, 3 lab hours

**CAD 214** **Advanced 3-D Applications-SolidWorks** **3 cr. hrs.**
**Prerequisite: CAD 204 or consent of department**
This course is a continuation of CAD 204. This project-based course focuses on 3-D sheet metal design techniques and advanced assembly modeling using the current version of SolidWorks. 1.5 lecture hours, 3 lab hours

**CAD 230** **Introduction to the Manufacturing Processes** **3 cr. hrs.**
Acquaints the student with the following areas of manufacturing processes: material control, production control, material handling, quality and cost controls, purchasing procedures, and the J-I-T process.

**CAD 231** **Tool Design I** **3 cr. hrs.**
**Prerequisite: CAD 200 or concurrent**
Exposes the student to the field of tool design; includes the basics of the design of tools, fixtures and jigs. 2 lecture hours, 2 lab hours

**CAD 233** **Architectural Design I** **3 cr. hrs.**
**Prerequisite: CAD 200 or concurrent**
Introduces the student to the architectural drafting and design field and its interface to CAD. Covers the drafting techniques that are commonly used in the architectural drafting field and familiarizes the student with building and construction codes. 1.5 lecture hours, 3 lab hours

**CAD 299** **CAD Internship***** **variable 1-5 cr. hrs.**
**Prerequisite: Consent of department**
Students are placed in selected areas of manufacturing and production using CAD/CAM (Computer-Aided Design/Computer-Aided Manufacturing) to learn and become acquainted with the many different aspects of the working environment. Dual supervision provided by College staff and the operating business. 0 lecture hours, 10 lab hours

## COMPUTER SCIENCE

**CSC 100** **Computer Literacy** **1 cr. hr.**
An introductory course in the history, characteristics, and significance of computers, including basic hardware and software components and a survey of applications. For persons with little or no background in computers who desire a general knowledge of computers or a foundations course on which to build a strong background in computing. Some “hand-on” experience.

**CSC 104** **Spreadsheets - Core Level (Excel)** **2 cr. hrs.**
An introduction to the use of the electronic spreadsheet, a software package with many diverse applications in bookkeeping and accounting. Topics include basic spreadsheet terminology and concepts, creating spreadsheets, use of formulas and formatting, moving data within and between workbooks, maintaining workbooks, creating charts, and enhancing the display of workbooks.

**CSC 106** **Introduction to Computers** **3 cr. hrs.**
An introductory course in which students learn basic terminology, equipment, history, various software including operating system and application software, and the impact of the computer in society. Includes "hands-on"

experience. Satisfies JWCC computer literacy requirement. (Same as AGR 175)

**CSC 107** **Word Processing - Core Level (MS Word)** **2 cr. hrs.**
An introduction to the use of word processing software. Topics covered include creating, printing, and editing Word documents; formatting characters and using Help; formatting paragraphs and documents; customizing documents; creating and formatting tables; and enhancing documents with special features.

**CSC 110** **Business Applications of the Microcomputer I** **3 cr. hrs.**
**Prerequisite: CSC 106**
Introduction to the uses of the microcomputer in a business environment. Software used includes word processing, spreadsheet, data base, and graphics. Associated concepts and terminology also introduced. This course uses popular software package(s).

**CSC 112** **Computer-Based Problem Solving** **3 cr. hrs.**
An introduction to problem-solving strategies and methodologies. Programming logic, looping, branching, and arrays are explained through the use of flow charts and pseudo code.

**CSC 115** **Introduction to Computer Programming (Visual BASIC)** **3 cr. hrs.**
**Prerequisite: CSC 112 with a grade of "C" or above or consent of department**
Introduction to computer programming, problem-solving processes and structured and object-oriented programming techniques using Visual BASIC.

**CSC 116** **Database - Core Level (Access)** **2 cr. hrs.**
An introduction to the use of data management systems. Topics covered include creating a database table, creating relationships between tables, creating a table using a Wizard and using Help, performing queries and filtering records, creating forms, creating reports mailing labels, and charts, importing and exporting data, creating Web pages and using database Wizards. Course will be taught using a popular database management system software package.

**CSC 119** **Programming I** **3 cr. hrs.**
**Prerequisite: Intermediate algebra skills recommended**
This course involves problem solving on the introductory level, teaches structured and object oriented language, C++, and exposes students to methodology that serves as a foundation for later course work.

**CSC 122** **Presentation Software** **2 cr. hrs.**
This course covers presentation software, concepts, and terminology. Topics include preparing, editing, and formatting presentations, adding visual elements to a presentation, sharing and connecting data, linking and embedding objects and files, and sharing presentations. Course uses a popular commercial software package.

**CSC 125** **Introduction to Desktop Publishing (Publisher)** **1 cr. hr.**
**Prerequisite: Experience with computers and MS Word is strongly recommended**
This course is an introduction to desktop publishing using Microsoft Publisher. Students will create informational, periodical, promotional, and specialty publications and stationery.

**CSC 136** **Linux Operating System** **3 cr. hr.**
This course will cover the essentials of installing, configuring, maintaining, administering and troubleshooting the Linux operating system. 2 lecture hours, 2 lab hours

**CSC 141** **Introduction to Internet** **1 cr. hr.**
This course is an introduction to the Internet and the World Wide Web. Topics include navigating the Web, using the Internet as a resource, communicating over the Internet, and working with hypertext documents. This course will be taught using popular Web software.

**CSC 143** **Introduction to Desktop Information Management (Outlook)** **1 cr. hr.**
This course will be taught using a popular desktop management software. Topics include utilizing e-mail; using calendar for scheduling; managing contacts; creating tasks, notes, and journals.

**CSC 146** **Introduction to Web Page Design** **2 cr. hrs.**
**Prerequisite: CSC 100 or CSC 106 or consent of department**
An introduction to Web page design. Topics include an introduction to the Internet, Web design theory and associated information, creating a Web page in Hypertext Markup Language (HTML) and creating a Web page using a popular introductory Web page design software package.

**CSC 152** **Computer Hardware Essentials** **3 cr. hrs.**
This course is designed to improve the student's understanding of computer hardware and peripherals. The student shall gain an ability to determine the source of elementary equipment problems and the ability to isolate problems relating to software and hardware. Through hands-on labs, the student will obtain and demonstrate knowledge of installation, configuration and repair. 2 lecture hours, 2 lab hours

**CSC 155** **Microcomputer Operating Systems** **1 cr. hr.**
An introduction to the Microsoft Windows and Apple Macintosh operating environments. Topics include getting started, working with programs, managing files and folders, customizing file and folder management, customizing the control panel and working with utility programs.

**CSC 163** **Fundamentals of Networking** **3 cr. hrs.**
This course is designed to provide students with the background necessary to understand the local area networking information in Microsoft courses on workstations and networking. This course provides students with the information needed to build a foundation in current networking technology for local area networks, wide area networks and the Internet.

**CSC 180** **Voice Recognition** **1 cr. hr.**
**Prerequisite: Word processing experience**
This course is an introduction to the use of voice recognition software. Topics covered include setting up the voice software, dictating skills, fixing mistakes, capitalizing, moving, inserting, saving, opening and printing using voice commands, and formatting documents.

**CSC 185** **Desktop Publishing with Quark Xpress** **3 cr. hrs.**
**Prerequisite: CSC 100 or CSC 106, or consent of department**
An introduction to the use of the computer as a tool in the management and production of text and graphics in visual communication. Students will be introduced to page composition and layout, various formats from partial page to multi-page documents, and different styles and methods of presentation. This course will be taught using a popular desktop publishing package.

**CSC 186** **Desktop Publishing with InDesign** **3 cr. hrs.**
**Prerequisite: CSC 100 or CSC 106, or consent of department**
Introduction to the use of the computer as a tool in management and production of text and graphics in visual communication. Students will learn to set up complex, professional documents working with frames, colors, linked text and graphics, transparency, tools and tables. This course will be taught using a popular desktop publishing package.

**CSC 190** **Portable Document Format (Adobe Acrobat)** **1 cr. hr.**
**Prerequisite: CSC 100 or CSC 106 or consent of department**
Focuses on creating and distributing portable documents using industry standard portable document formats. Topics include creating PDF documents from other applications, sharing PDFs, document review processes, PDFs for print or Web use, interactive forms, document security, paperless publishing and collaboration solutions. Course is taught using industry standard electronic document exchange program.

**CSC 195** **Special Topics in Computer Science***** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in computer science 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.

**CSC 199** **Computer Science Internship***** **variable 1-5 cr. hrs.**
**Prerequisite: Successful completion of at least 24 credit hours of course work and a minimum of a 2.0 GPA**
Students may elect to participate in an approved apprenticeship, internship, job shadowing, or mentoring activity as it pertains to their career goals. The course provides the opportunity to apply classroom theory and experience the dynamics of modern industry. Students complete 80 hours of on-the-job training per semester for each enrolled credit hour. Course requires 80 hours of work experience for each credit hour.

**CSC 204** **Spreadsheets - Expert Level (Excel)** **2 cr. hrs.**
**Prerequisite: CSC 104 with a grade of "C" or above**
A continuation of CSC 104. Topics include formatting Excel worksheets using advanced formatting techniques, working with templates and workbooks, using advanced functions, working with lists, using Excel's analysis tools, managing and auditing worksheets, collaborating with workgroups, and using data from the Internet and other sources.

**CSC 207** **Word Processing - Expert Level (MS Word)** **2 cr. hrs.**
**Prerequisite: CSC 107 or OFT 102 with a grade of "C" or above**
Topics covered in this course include merging documents and sorting and selecting data, formatting with special features, adding visual appeal to documents, formatting with macros and styles, working with shared documents, creating specialized tables and indexes, preparing and protecting forms, and sharing data.

**CSC 216** **Database - Expert Level (Access)** **2 cr. hrs.**
**Prerequisite: CSC 116 with a grade of "C" or above**
Topics include creating and modifying advanced tables, creating and modifying forms, refining queries, using advanced report features, defining relationships, using Access tools, creating database applications, and using data from the Internet and other sources. Course will be taught using a popular database management system software package.

**CSC 220** **Graphic and Photo Manipulation (Photoshop)** **3 cr. hrs.**
An introduction to the use of the computer in graphic design. Students learn how to repair images, work with layers, make selections, incorporate color techniques, and place type in an image. The course focuses on using painting tools, special layer functions and filters, enhancing specific selections, making color adjust ment, working with clipping masks and paths. The course will be taught using industry-standard photo manipulation software.

**CSC 246** **Advanced Web Page Design (Dreamweaver)** **3 cr. hrs.**
**Prerequisite: CSC 146 or consent of department**
A continuation of the concepts and skills learned in CSC 146. Students learn how to design and develop more sophisticated Web pages. Topics include working with text and graphics, links, collecting data with forms, using styles and style sheets, adding media objects, creating and using templates, and working with library items and snippets. Students also learn how to work with a Web server and manage Web site files. Course is taught using industry standard Web design software.

**CSC 247** **Web Graphics and Interactivity (Flash & Fireworks)** **3 cr. hrs.**
Course focuses on creating and manipulating graphics and interactive elements suitable for use on Web pages. Topics include working with objects; importing, selecting, and modifying graphics; modifying pixels and manipulating images; working with symbols and interactivity; creating animations and special effects; preparing and publishing movies; and adding sound and video. Course is taught using industry standard software packages.

**CSC 248** **Computerized Illustration (Adobe Illustrator)** **3 cr. hrs.**
A course in the most important topics of design principles and vector graphics. Students learn how to create text and gradients, draw and compose an illustration, transform and distort objects, work with layers, create graphs, draw with symbols, and create 3-D objects. Course is taught using industry standard illustration software.

**CSC 249** **Advanced Graphic Applications** **3 cr. hrs.**
**Prerequisite: CSC 220 or consent of department**
Course builds on the knowledge and skills developed in previous applications courses and focuses on advanced techniques working with layers, layer styles, color, blending modes and designing with multiple images. Students learn to use tools to adjust and fine-tune images for more sophisticated, professional effects. Course is taught using industry-standard graphic design software.

**CSC 274** **Language Survey (Java)** **3 cr. hrs.**
**Prerequisite: CSC 112 with a grade of "C" or above or consent of department**
This course will guide students in developing applications and applets using the Java programming language. Students will also build visually interesting GUI and Web-based applications and learn the basics of structured and object-oriented programming techniques.

**CSC 280** **Office Automation** **3 cr. hrs.**
Examines the office as the center of business activity and the impact of automation on the office environment. The student will be introduced to the concepts and procedures used in the automated office.

**CSC 295** **Special Topics in Computer Science*** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
On demand. Includes such course offerings as Facilities Management and Computerized Farm Records. No topic/problem will be offered more than twice in three years. May be repeated three times with different topics. Topics to be listed on student's permanent academic record.

## CONSTRUCTION TECHNOLOGY

**CST 100** **Fundamentals of Construction Practices** **2 cr. hrs.**
This course is an introduction to the basic fundamentals of construction safety, materials, tools, and practices involved in modern building. Course stresses O.S.H.A. regulations as they pertain to construction and also covers material uses and limitations, as well as tool descriptions and uses.

**CST 105** **Site Work and Layout** **4 cr. hrs.**
This is a basic course in the fundamentals of squaring up a building and laying out the structure and preparing the building site for excavation. Course also includes establishing elevations and operation of a transit/level. 2 lecture hours, 4 lab hours

**CST 110** **Rough Frame Construction I** **4 cr. hrs.**
This course introduces students to the fundamentals of framing residential and light commercial structures with either wood or light gauge metal materials. Course covers framing tasks and problems in floor, wall, and roof framing. Student is also introduced to sizing and load calculations for beams, columns, and headers. 2 lecture hours, 4 lab hours

**CST 115** **Print Reading** **2 cr. hrs.**
This is a basic course in reading and interpreting drawings used in construction. Emphasis is given to understanding overall interrelationship between plan, elevation, and sectional views. 1 lecture hour, 2 lab hours

**CST 120** **Roofing Fundamentals** **3 cr. hrs.**
This is a basic course in the preparation and installation of various types of roofing surfaces, especially asphalt shingles and various shingle underlayments, flashings and specialty roofing applications. 1 lecture hour, 4 lab hours

**CST 125** **Siding and Exterior Trim** **4 cr. hrs.**
This is a basic course in the various types of siding and their application, including the installation of appropriate trim work and termination details. Course also covers the different types and styles of exterior doors and windows and their proper flashing and setting. 2 lecture hours, 4 lab hours

**CST 130** **Finish Carpentry** **4 cr. hrs.**
This course is an introduction to finish carpentry work. It includes setting interior doors and hardware, baseboards, window and door casings, chair railings, and crown moldings. Course also covers layout and setting of cabinetry. 2 lecture hours, 4 lab hours

**CST 135** **Project Management and Scheduling** **4 cr. hrs.**
This course is an introduction to good construction project control. It covers planning, estimation of materials, scheduling and personnel management. 2 lecture hours, 4 lab hours

**CST 200** **Rough Frame Construction II** **3 cr. hrs.**
This course is a continuation of CST 110, but with emphasis on complicated layouts, such as multi-faceted roofs, roof dormers, bow and angled bays, rough-in of stairways, arches circular walls and other framing problems. Course also deals with problems of load and span calculations and obtaining structural sound bearing. 1 lecture hour, 4 lab hours

**CST 215** **Remodeling** **3 cr. hrs.**
This course is an introduction to the remodeling industry. This course includes the characteristics of design, planning, scheduling and the process start to finish. This course will also cover customer expectations before, during and after the project has been completed. 1 lecture hour, 4 lab hours

**CST 220** **Concrete** **3 cr. hrs.**
This course is an introduction to the world of concrete, from the forming to finish. This course includes the characteristics of concrete, forming, footing, slabs, walks, driveways, walls, columns and stairs. This course will also cover new concrete construction methods and products along with different types of finishes. 1 lecture hour, 4 lab hours

**CST 299** **Carpentry Internship** **variable 1-5 cr. hrs.**
**Prerequisite: Consent of department**
Student will work in an approved carpentry position and will undergo on-the-job training related to in-class experiences. Actual working time must be at a minimum, 240 clock hours. 0 lecture hours, 8 lab hours

## DRAMA

**DRA 103** **Introduction to Drama** **3 cr. hrs.**
The broad concepts of the aesthetics and form of drama as evidenced in the living theater. Includes reading of plays and the study of dramaturgy with general discussion of elements of the play and theater. IAI: F1 907

**DRA 125** **Acting I: Movement and Voice** **3 cr. hrs.**
Intensive training of the physical instrument, utilizing a variety of traditional and non-traditional techniques.

## ECONOMICS

**ECO 101** **Principles of Economics I** **3 cr. hrs.**
Introduction to the major areas of modern economic theory and public policy, including fiscal policy, international trade and finance, economic growth and development, and contemporary macro economic problems. IAI: S3 901

**ECO 102** **Principles of Economics II** **3 cr. hrs.**
Market structures, distribution of income, allocation of resources through the market, and contemporary micro-economic problems. IAI: S3 902

**ECO 195** **Special Topics in Economics*** ** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in economics 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.

**ECO 295** **Advanced Special Topics in Economics*** ** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in economics 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.

# EDUCATION

**EDU 100** **Introduction to Education** **3 cr. hrs.**
An introduction to teaching as a profession in the American educational system. Presentation of a variety of perspectives on education including historical, philosophical, social, legal, and ethical issues in a diverse society. Includes organizational structure and current trends in school governance. Classroom observation as a clinical component is required. 2.5 lecture hours, 1 lab hour

**EDU 102** **Introduction to Early Childhood Education** **3 cr. hrs.**
An introduction to early childhood education philosophies and methods. Students are introduced to the fundamentals of planning developmentally appropriate interactions and techniques. Topics of study include age appropriate methodology, guiding child behavior, internal and external environments, and regulations affecting child care in today's changing world. 2.5 lecture hours, 1 lab hour

**EDU 124** **Health and Safety for Young Children** **3 cr. hrs.**
Introduction to the health, safety and nutritional needs of young children. Topics include eating habits, menu planning, safe food storage and handling, recognizing common health concerns, creating a safe environment, and principles of child first aid and CPR for infants and children. 2 lecture hours, 2 lab hours

**EDU 150** **Caring for Infants and Toddlers** **3 cr. hrs.**
Study of the specialized needs of infants and toddlers, including the development of routines and environments that promote effective cognitive, motor and language development. Emphasis is placed on providing appropriate care, stimulating environments, and assessing the needs of infants and toddlers. Cultural and social diversity and the creation of partnerships with families and childcare facilities are integrated throughout the course. 2.5 lecture hours, 1 lab hour

**EDU 160** **Art and the Young Child** **2 cr. hrs.**
Study of the materials, methods and techniques used to promote creative expression in teaching art to young children. Student projects and experiential learning are geared toward age appropriate learning environments. 1 lecture hour, 2 lab hours

**EDU 171** **Play and Motor Activities for Young Children** **2 cr. hrs.**
Focus is on the theories, function, and value of play for young children. Included are materials, methods, and techniques for teaching and creating an environment for creative play as well as fine and gross motor activities. 1 lecture hour, 2 lab hours

**EDU 180** **Music and the Young Child** **2 cr. hrs.**
Theories, methods, and curriculum that foster creativity in music in children are studied. Included are ideas to integrate the fine arts into the early childhood curriculum through lesson plans and activities. 1.5 lecture hours, 1 lab hour

**EDU 195** **Special Topics in Education***** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in education not covered in other courses are covered. Topics will vary at discretion and need of the department. 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.

**EDU 201** **Educational Psychology** **3 cr. hrs.**
**Prerequisite: PSY 101**
A study of the application of the principles of psychology to the field of education and a review of educational research in the areas of motivation, intelligence, measurement, evaluation, the learning process, learning styles, and the impact of culture in education. Observational experiences may be included. (Same as PSY 201)

**EDU 202** **Child Growth and Development** **3 cr. hrs.**
The study of the development of the child from birth to age 12. Emphasis is given to the physical, motor, social, emotional, language, perceptual, cognitive, moral, psychological, and personality development. Observation of infant, preschool, or school-age child is required.

**EDU 204** **Introduction to Technology in Education** **3 cr. hrs.**
This course introduces educators to the knowledge and skills required to demonstrate their proficiency in the current technology standards. The course focuses on both knowledge and performance and includes hands-on technology activities. 2 lecture hours, 2 lab hours

**EDU 205** **Introduction to Special Education** **3 cr. hrs.**
**Prerequisite: EDU 100 and EDU 202 (EDU 202 may be taken concurrently)**
An overview for education majors and those entering special education, presenting the history and philosophy of the various types of special education for exceptional children. Observations and field experience is required.

**EDU 210** **Language and Literature for the Young Child** **3 cr. hrs.**
The study of how children acquire language, including articulation, semantics, and syntax; includes materials and techniques for teaching language, language arts, literature, pre-reading and reading fluency to young children. Review of quality children's literature required. 2.5 lecture hours, 1 lab hour

**EDU 215** **Observation and Assessment in Early Childhood** **3 cr. hrs.**
**Prerequisite: EDU 100, EDU 102, and EDU 202**
Students will learn the methods of authentic, alternative classroom based assessment with young children. Opportunity given to gain knwledge and skills to observe, interpret and use information to respond to and support children's learning and development. Typical and atypical children will be studied and evaluated. Child observation is required. 2.5 lecture hours, 1 lab hour

**EDU 220** **Guidance of Young Children** **3 cr. hrs.**
Theories, methods, and techniques for guiding the behavior of children in a group setting is stressed. A variety of behavioral modification techniques will be covered that fall within the established standards of early childhood protocol. 2.5 lecture hours, 1 lab hour

**EDU 230** **Math for Young Children** **3 cr. hrs.**
Content, materials, methodology, and techniques for teaching math to young children will be learned. Lesson planning and teaching model lessons will take place in field experiences and activities. Experiential learning opportunities will be provided on and off campus for authentic learning and practice. 2.5 lecture hours, 1 lab hour

**EDU 240** **Science for Young Children** **3 cr. hrs.**
Active hands-on experiential learning will be the focus on teaching science to children using experiments, scientific lesson plans in life, physical, earth and environmental content areas, and technology and focusing on issues of nature and conservation. Indoor and outdoor lab time required. 2.5 lecture hours, 1 lab hour

**EDU 251** **Child Care Administration** **3 cr. hrs.**
This course introduces the student to the principles and practices of establishing and/or administering a child care program. The student will focus on administrative techniques in such areas as finances, purchasing, personnel management, client policies, regulatory agencies and public relations.

**EDU 260** **Curriculum for Early Childhood Programs** **3 cr. hrs.**
**Prerequisite: EDU 102, EDU 210, EDU 230, and EDU 240 (may be taken concurrently with consent of department)**
Philosophy, principles and methods for planning and implementing an educationally and developmentally age appropriate program for young children from infancy through eight years of age. Students will develop effective approaches to promote learning and assessment, family and community relationships and creative interdisciplinary environments. 2.5 lecture hours, 1 lab hour

**EDU 271** **Working with Families and the Community** **3 cr. hrs.**
An overview of the philosophies and specific techniques of developing partnerships with families in today's diverse society. Techniques to promote family involvement, communication, commitment, support and acceptance for the educational advantage of the child are emphasized. Field experiences and observations are required. Investigation of community resources that serve families.

**EDU 281** **Seminar in Child Care** **1 cr. hr.**
A discussion-oriented class that deals with topics in the field of child care. Topics will be selected by the instructor. Students will be required to make an oral presentation on a topic in the field of child care. Emphasis will be placed upon topics that have direct application to employment.

**EDU 290** **Clinical Experience in Education**** **1 cr. hr.**
Documented clinical experience involving observation and interaction with children and teachers in a classroom setting to be determined by the JWCC supervising instructor. This experience is planned, guided, and evaluated by a supervising teacher in the classroom according to the syllabus provided by the JWCC instructor. The course requires 46 clock hours of classroom participation and four 1-hour meetings to be determined during the semester for a total of 50 hours of participation. Grades are determined by the completion of required paperwork and evaluation. 0 lecture hours, 3.5 lab hours

**EDU 292** **Middle School Methods & Philosophy** **3 cr. hrs.**
**Prerequisite: EDU 100 or equivalent or teaching certification**
This course is a study of the philosophy and methodology designed to be used by middle school teachers to develop a successful curriculum. Following the middle school concept, current methodology using the team teaching approach, advisory groups and cooperative learning projects will be developed to promote successful active hands-on/minds-on learning for young adolescents. Development of thematic integrated units of study in literature, science and social studies will be assigned to promote culturally diverse experiences. Organization skills necessary for planning meaningful fieldtrips will be practiced and explored. Students seeking out a middle school credential will benefit from the content and delivery of this class.

**EDU 295** **Advanced Special Topics in Education***** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in education 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.

**EDU 299** **Early Childhood Education Internship** **variable 1-5 cr. hrs.**
**Prerequisite: Completion or co-enrollment in all required early childhood education courses or consent of department**
This course is an integration of knowledge gained in the child care curriculum through supervised practical experience in the field of child care. Students are expected to demonstrate competency in a broad range of duties associated with the occupations represented by the cooperating agencies. Eighty hours of work experience are needed for each credit hour.

# ELECTRICAL TECHNOLOGY

**ELE 100** **Survey of the Electrical Trade** **2 cr. hrs.**
The course is designed to provide career information for an electrician. The type of work performed by an electrician, including working conditions, physical requirements, necessary mechanical aptitude, safety considerations, and other aspects, will be explained. Students will develop skills in the use of basic instruments, equipment, techniques, and hand tools. Electrical codes, blueprints, and electrical systems will be covered. 1 lecture hour, 2 lab hours

**ELE 101** **Blueprint Reading for Electricians** **3 cr. hrs.**
This course is designed to help students understand prints and diagrams used by electricians. Drawings of residences and commercial buildings will be studied. The National Electrician Code will be studied along with the exercises.

**ELE 110** **Introduction to Electricity** **3 cr. hrs.**
Course provides a comprehensive study of electronic theory, practices and fundamentals. Laboratory activities explore the underlying principles of DC and AC circuitry through measurement analysis and problem solving strategies. 2 lecture hours, 2 lab hours

**ELE 120** **Introduction to National Electrical Code** **3 cr. hrs.**
An introduction to the national electrical code that will provide the student with a working knowledge of the requirements set forth nationally for practicing electricians.

**ELE 125** **Electrical Applications I** **3 cr. hrs.**
**Prerequisite: ELE 120, or consent of department**
This course provides the basic skills and knowledge that the electrician uses in the day-to-day routine. Students develop skills in applying electrical blueprint reading, wiring diagrams, and schematic drawings to problem situations. In addition, students develop material lists, cite appropriate codes, and identify potential safety hazards associated with specific jobs. Practical laboratory activities are provided. 1.5 lecture hours, 3 lab hours

**ELE 130** **Residential Electricity** **3 cr. hrs.**
**Prerequisite: ELE 100 and ELE 110, or consent of department**
An introduction to residential wiring, plans, specifications, and codes. Students are provided theory and lab assignments in the use of wiring diagrams, hooking up single-phase systems, wiring basic lighting and receptacle circuits, and installing low-voltage switching and control circuits. 1.5 lecture hours, 3 lab hours

**ELE 135** **Programmable Control** **3 cr. hrs.**
**Prerequisite: ELE 215 or consent of department**
A practical and theoretical approach to the installation, programming, and maintenance of programmable control (PC) equipment. The course develops skills in the application of PC equipment and computers in manufacturing processes. Practical laboratory activities are provided. 1.5 lecture hours, 3 lab hours

**ELE 195** **Special Topics in Electrical Technology*** variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in electricity 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.

**ELE 199** **Electrical Technology Internship*** variable 1-5 cr. hrs.**
**Prerequisite: Successful completion of at least 24 credit hours of course work and a minimum of a 2.0 GPA**
This course offers electrical technology students several options for acquiring work-based education in the electrical work site environment. Students may elect to participate in an approved apprenticeship, internship, job shadowing, or mentoring activity as it pertains to their career goals. The course provides the opportunity to apply classroom theory and experience the dynamics of modern industry. Students complete 80 hours of on-the-job training per semester for each enrolled credit hour. Course requires 80 hours of work experience for each credit hour.

**ELE 205** **Commercial Electricity 3 cr. hrs.**
**Prerequisite: ELE 125 or consent of department**
Theory and laboratory assignments in commercial wiring, conduit, blueprint reading, safety, and the National Electrical Code as they apply to commercial circuits. Students will plan, lay out, install, and troubleshoot high- and low-voltage circuits and devices used in commercial buildings. 1.5 lecture hours, 3 lab hours

**ELE 215** **Electric Motors and Control 3 cr. hrs.**
**Prerequisite: ELE 110 or consent of department**
A lecture/lab course covering the fundamentals of electrical and mechanical features of electric motors and transformers. A thorough analysis of single-phase and 3-phase AC motors including repair and maintenance. A theoretical and practical approach to the operation, designing, and maintenance of relay logic motor controller diagrams and circuits. Extensive study of solid state controls including SCRs, Triacs, and Unijunction devices, as well as fundamentals of solid state digital logic control circuits and a treatment of 3-phase power concepts, transformers, and protection devices. 1.5 lecture hours, 3 lab hours

**ELE 220** **Electrical Applications II 3 cr. hrs.**
**Prerequisite: ELE 125 or consent of department**
Provides the advanced skills and knowledge that the electrician uses in solving electrical problems found in day-to-day situations. Students develop skills in applying electrical theory to the solution of these problems. In addition, students develop material lists, cite appropriate codes and identify potential safety hazards associated with specific jobs. Practical laboratory activities are provided. 1.5 lecture hours, 3 lab hours

**ELE 225** **Industrial Electricity 3 cr. hrs.**
**Prerequisite: ELE 205 or consent of department**
An introduction to industrial wiring, blueprint reading, troubleshooting, and the National Electric Code. Theory and lab assignments in bus systems, unity substations, panelboards, subfeeders, conduit, and special equipment. 1.5 lecture hours, 3 lab hours

**ELE 230** **Specialized Electrical Circuits** **3 cr. hrs.**
**Prerequisite: ELE 205 and ELE 220, or consent of department**
The introduction of specialized electrical circuits, such as emergency lighting, security, communications, fire alarm, and data processing systems. Students will apply knowledge of blueprints, codes and safety precautions in the solution of installation problems. 1.5 lecture hours, 3 lab hours

**ELE 235** **Electrical Systems Analysis** **3 cr. hrs.**
**Prerequisite: ELE 135 or consent of department**
A comprehensive program of laboratory experiments and report writing to master the principles and operation of machines and devices that generate, transform, and use electrical power. Emphasis is placed on the analysis and assessment of complex electrical circuits. 1.5 lecture hours, 3 lab hours

**ELE 240** **Instrumentation** **3 cr. hrs.**
**Prerequisite: ELE 215 or consent of department**
This course is designed to introduce the student to various types of instrumentation and control systems and devices. Topics of study include principles of control systems, methods of measurement, and control elements. This course will primarily cover pressure, temperature, level and flow detection instrumentation. 2 lecture hours, 2 lab hours

**ELE 295** **Advanced Special Topics in Electrical Technology*** variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in electricity 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.

## EMERGENCY SERVICES
### (ALSO SEE FIRE SCIENCE, HOMELAND SECURITY AND LAW ENFORCEMENT)

**EMS 130** **First Responder** **3 cr. hrs.**
Provides training in emergency medical care for those who may be required to provide the initial care to sustain life and maintain life support until the victim(s) of accidents or sudden illness is cared for by qualified medical personnel.

**EMS 150** **Emergency Medical Technician** **6 cr. hrs.**
The development of student skills in recognizing symptoms of illnesses and injuries and proper procedures of emergency care; includes demonstration and practice. 1 lecture hour, 10 lab hours

**EMS 160** **Paramedic I** **6 cr. hrs.**
**Prerequisite: Admission to the AAS paramedic program**
**Corequisite: EMS 165**
Review of legal and ethical considerations of the emergency medical system. Introduces general patient assessment and initial management of care from the pre-hospital environment. Focuses on assessment and management of airway and ventilation. Introduces general pharmacology and principles and techniques of drug administration. Course is required for the AAS/paramedic degree. 5 lecture hours, 2 lab hours

**EMS 165** **Paramedic Clinical Practice I** **3 cr. hrs.**
**Corequisite: EMS 160**
Supervised clinical practice in surgery and the emergency department with a focus on patient triage. Course is required for the AAS/paramedic degree. 0 lecture hours, 9 lab hours

**EMS 170** **Paramedic II** **6 cr. hrs.**
**Corequisite: EMS 175**
Assessment and management of patients with cardiovascular, respiratory, neurological, endocrine, hematologic, gastroenterologic, or urologic conditions or psychiatric crises requiring emergency treatment. Includes Advanced Cardiac Life Support certification. Course is required for the AAS/paramedic program. 5.5 lecture hours, 1 lab hour

**EMS 175** **Paramedic Clinical Practice II** **3 cr. hrs.**
**Prerequisite: EMS 160 and EMS 165**
**Corequisite: EMS 170**
Supervised clinical practice for application of skills in the emergency department and with ambulance and rescue units. Course is required for the AAS/paramedic degree. 0 lecture hours, 9 lab hours

**EMS 195** **Special Topics in Emergency Services*** ** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in emergency services 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.

**EMS 199** **Paramedic Internship** **variable 1-5 cr. hrs.**
**Prerequisite: EMS 160, EMS 165, EMS 170, EMS 175**
Field-based internship on an ambulance designed to provide practical experience in a structured program. Students are given an opportunity to apply previously learned knowledge and skills and to experience the dynamics of the emergency medical system. Course is required for the AAS/paramedic program. 0 lecture hours, 20 lab hours

**EMS 260** **Paramedic III** **6 cr. hrs.**
**Prerequisite: EMS 160 and EMS 165**
**Corequisite: EMS 265**
Focus is on assessment and treatment of patients with trauma and shock and development of paramedic operations skills. Includes completion of Basic Trauma Life Support certification. Course is required for the AAS/paramedic degree. 4.5 lecture hours, 3 lab hours

**EMS 265** **Paramedic Clinical Practice III** **3 cr. hrs.**
**Corequisite: EMS 260**
Supervised clinical practice focusing on the care of patients in the emergency department, critical care and psychiatric units and on an ambulance. Course is required for the AAS/paramedic program. 0 lecture hours, 9 lab hours

**EMS 270** **Paramedic IV** **7 cr. hrs.**
**Prerequisite: EMS 260 and EMS 265**
**Corequisite: EMS 275**
Assessment and management of patients with infectious diseases, toxic conditions, anaphylaxis, and environmental injuries. Extends paramedic assessment and intervention skills to gynecologic, obstetric, neonatal and pediatric patients and those with other special considerations. Course is required for the AAS/paramedic program. 6 lecture hours, 2 lab hours

**EMS 275** **Paramedic Clinical Practice IV** **3 cr. hrs.**
**Corequisite: EMS 270**
Supervised clinical practice in labor, delivery, nursery and pediatric units and on an ambulance. Course is required for the AAS/paramedic program. 0 lecture hours, 9 lab hours

## ENGINEERING

**EGR 203** **Engineering Mechanics: Statics** **3 cr. hrs.**
**Prerequisite: PHY 227**
This course teaches basic theory of engineering mechanics using calculus, involving the description of forces, movements, and couples acting on stationary engineering structures, equilibrium in two and three dimensions, free-body diagrams, friction, centroids, centers of gravity, and moments of inertia. IAI: EGR 942

**EGR 204** **Engineering Mechanics: Dynamics** **3 cr. hrs.**
**Prerequisite: EGR 203**
This course teaches basic theory of engineering mechanics using calculus, involving the motion of particles, rigid bodies, and systems of particles, Newton's Law, work and energy relationships, principles of impulse and momentum, and application of kinetics and kinematics to the solution of engineering problems. IAI: EGR 943

**EGR 221** **Electrical Circuit Analysis I** **4 cr. hrs.**
**Prerequisite: PHY 228**
This course is designed to teach principles of electrical circuits and systems as well as basic circuit elements (resistance, inductance, mutual inductance, capacitance, independent and dependent controlled voltage, and current sources). Other topics covered include topology of electrical networks, Kirchhoff's laws, node and mesh analysis, DC circuit analysis, operational amplifiers, transient and sinusoidal steady-state analysis, AC circuit analysis, first- and second-order circuits, Bode plots, and use of computer simulation software to solve circuit problems. 3 lecture hours, 2 lab hours

## ENGLISH

**ENG 005** **English for Developmental Education***** **3 cr. hrs.**
This course is designed for students who need to review or develop basic English grammar and writing skills necessary to enter developmental education programs.

**ENG 080** **Basic Writing***** **3 cr. hrs.**
**Prerequisite: ENG 005 with a passing grade within two semesters or appropriate JWCC English placement test score or consent of department**
A review of basic grammar, usage, mechanics, and writing skills.

**ENG 099** **Writing Skills***** **3 cr. hrs.**
**Prerequisite: ENG 080 with a grade of "C" or higher within two semesters or appropriate JWCC English placement test score or consent of department.**
A review of grammar, punctuation, and sentence structure and an introduction to paragraph structure and essay writing. A grade of "C" or higher should be received in order to advance to ENG 101.

**ENG 101** **Rhetoric and Composition I** **3 cr. hrs.**
**Prerequisite: ENG 099 with a grade of "C" or above or appropriate COMPASS placement test score**
An introductory course in writing at the college level with attention to skills needed at each stage of the writing process. Placement in ENG 101 presupposes competence in English grammar, mechanics, punctuation, and spelling. IAI: C1 900

**ENG 102** **Rhetoric and Composition II** **3 cr. hrs.**
**Prerequisite: completion of ENG 101 with a grade of "C" or above**
A continuation of ENG 101; provides further practice in writing at the college level for a variety of purposes and audiences, using both fixed and open or developing forms. Research paper required. IAI: C1 901R

**ENG 114** **Fiction** **3 cr. hrs.**
**Prerequisite: ENG 101**
A study of fiction, including short stories and novels. IAI: H3 901

**ENG 130** **Introduction to Film** **3 cr. hrs.**
A survey course emphasizing elements of visual story telling, aesthetics, and differences among genres such as science fiction, westerns, war, gangster, and horror. Film criticism and interpretation, as well as models of film theory, will be discussed. The history of the motion picture industry will be presented with an emphasis on the origin and evolution of Hollywood. Students will also be instructed in both the creative and technical aspects of film making, including pictorial composition, movement, sound, lighting and editing.

**ENG 191** **Business Communication** **3 cr. hrs.**
**Prerequisite: ENG 099 with a grade of "C" or above or appropriate COMPASS placement test scores.**
This course instructs students in the techniques of composing effective business letters, memoranda, electronic communication, resumes and cover letters, and reports. It covers introductory business communication principles including intercultural communication, teamwork strategies, business etiquette, meeting strategies, business presentations, and employment communication.

**ENG 195** **Special Topics in Languages/Literature***** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in languages or literature 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.

**ENG 231** **American Literature I** **3 cr. hrs.**
**Prerequisite: ENG 101 or consent of department**
Major American writers,1620-1865. IAI: H3 914

**ENG 232** **American Literature II** **3 cr. hrs.**
**Prerequisite: ENG 101 or consent of department**
Major American writers, 1865 to present. IAI: H3 915

**ENG 241** **English Literature I** **3 cr. hrs.**
**Prerequisite: ENG 101 or consent of department**
British masters up to the nineteenth century. IAI: H3 912

**ENG 242** **English Literature II** **3 cr. hrs.**
**Prerequisite: ENG 101 or consent of department**
British masters, nineteenth and twentieth centuries. IAI: H3 913

**ENG 251** **World Literature** **3 cr. hrs.**
**Prerequisite: ENG 101 or consent of department**
A survey of the literature of Africa, Continental Europe, the Far East, Great Britain, Latin America, Mediterranean, and North America. A variety of literary genres, including poetry, short fiction and drama, will be discussed. IAI: H3 906

**ENG 295** **Advanced Special Topics in Languages/Literature***** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in languages or literature 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.

# FIRE SCIENCE TECHNOLOGY

**FSC 122** **Fire Apparatus Engineer** **3 cr. hrs.**
Study of basic design, operating characteristics, testing, and maintenance of motorized fire apparatus. Includes purchasing contracts and specification writing. (Designed to meet certification requirement for Fire Apparatus Engineer.) 2 lecture hours, 2 lab hours

**FSC 123** **Pumpers and Tankers** **1 cr. hr.**
This course is designed to teach the student the basics of water supply, through hydrants, drafting and water shuttles. It is important for fire companies to be able to obtain water from sources other than hydrants at the fireground, and operate a tanker shuttle to provide adequate water supply for firefighting operations. This skill is not limited to rural applications, and may be necessary to supplement hydranted areas where there is inadequate water supply.

**FSC 132** **Basic Firefighter - Module A** **3 cr. hrs.**
This course begins to cover the development of the knowledge needed by the firefighter on the fireground with the first of three modules. It will augment and expand upon training received from the fire department at drill sessions. It is also designed to give the fundamental training necessary to the new firefighter and the student just entering fire science who has no knowledge of tools, equipment, and strategies that are essential to the profession.

**FSC 134** **Basic Firefighter - Module B** **3 cr. hrs.**
This course continues to cover the development of the knowledge needed by the firefighter on the fireground with the second of three modules. It will augment and expand upon training received from the fire department at drill sessions. It is also designed to give the fundamental training necessary to the new firefighter and the student just entering fire science who has no knowledge of the tools, equipment, and strategies that are essential to the profession.

**FSC 136** **Basic Firefighter - Module C** **3 cr. hrs.**
This course continues to cover the development of the knowledge needed by the firefighter on the fireground with the third of three modules. It will augment and expand upon training received from the fire department at drill sessions. It is also designed to give the fundamental training necessary to the new firefighter and the student just entering fire science who has no knowledge of tools, equipment, and strategies that are essential to the profession.

**FSC 141** **Skills in SCBA's** **1 cr. hr.**
This course is designed for the beginning student firefighter to become familiar with the self contained breathing apparatus, which they will be using during firefighting operations. The course will educate the firefighter with the background, anatomy, operations and maintenance requirements of this tool. Being proficient with this tool could be the difference between life and death of the firefighter.

**FSC 150** **Building Construction for the Fire Service** **3 cr. hrs.**
Analysis of various methods of building construction, various types of construction materials and basic principles of construction design. Also covered are the fire resistant features of materials, life safety methods of construction and an introduction to the fire codes and laws.

**FSC 160** **Vehicle and Machinery Operations** **3 cr. hrs.**
Development of skills in the use and care of equipment needed to perform rescue, extrication, and hazardous control functions. Upon successful completion of this course, the student will be qualified for state certification as ERT. 2 lecture hours, 2 lab hours

**FSC 162** **Technical Rescue Awareness** **1 cr. hr.**
Developed by fire fighters within the state of Illinois in conjunction with the Office of the State Fire Marshal following the guidelines of the OSFM and NFPA 1670. This course provides students a means to identify and properly react to uncommon, dangerous and difficult rescue situations in the following topics: structural collapse, rope rescue, confined space, vehicle and machinery, water, wilderness search and rescue, trench and excavation. Further training is required for actual rescue operations and practices.

**FSC 165** **Confined Space Rescue Specialist** **3 cr. hrs.**
Throughout this class the firefighter will learn to perform rescues in confined spaces which consists of vertical and horizontal vessels and tanks in facilities with vertical and horizontal manways and a variety of obstacles commonly found in an industrial environment. This course meets certification requirements based on NFPA 1670, 1999 edition, NFPA 1006, 2000 edition.

**FSC 166** **Vehicle and Machinery Technician** **3 cr. hrs.**
This course is designed to give fire service personnel the basic knowledge and skills to safely perform vehicle and machinery rescues as defined by NFPA 1670 (2004), Operations and Training for Technical Rescue Incidents. The course teaches the skills set forth by the Illinois Office of the State Fire Marshal. 2 lecture hours, 2 lab hours

**FSC 167** **Rope Operations** **3 cr. hrs.**
This rope operations course has been developed by firefighters within the State of Illinois in conjunction with the Office of the State Fire Marshal. The members of the steering committee followed the guidelines of the OSFM and NFPA 1670, NFPA 1006 and NFPA 1983. This course is meant to provide the student a means in which to identify and properly react to uncommon, dangerous and difficult rescue situations in the area of rope operations.

**FSC 170** **Aircraft Rescue Fire Fighter** **3 cr. hrs.**
This course concentrates on the information and skills required by the fire fighter in conducting duties related to aircraft fires and aircraft rescue.

**FSC 173** **Hazardous Materials Awareness** **1 cr. hr.**
This course educates emergency responders about the basic safeguard in responding to hazardous materials emergencies. Teaches skills necessary for detection of hazardous materials, consulting references for additional information, and implementation of the proper notification process. Meets the requirements of 29CFR1910120HAZWOPER, and NFPA 472.

**FSC 180** **Fire Service and the Law** **3 cr. hrs.**
An introduction to laws influencing the fire service. General areas include civil action; criminal actions; the judicial system; organization, authority and responsibility of fire service organizations; city liability for acts of the fire department personnel; municipal liability to members of the fire department; fire prevention bureau; laws and rules governing employment of fire fighters; duty owed to the public by members of the fire service; and liabilities of fire fighters.

**FSC 184** **Fire Department Safety Officer** **3 cr. hrs.**
This course reviews the various components of an inclusive safety program for the modern fire department and review procedures which impact personnel safety. Available via Internet only.

**FSC 195** **Special Topics in Fire Science***** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in fire science 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.

**FSC 270** **Fire Fighting Tactics and Strategy I** **3 cr. hrs.**
Explores the company officer's role on the fire ground. Areas of study include fire behavior, truck company functions, engine company functions, safety, pre-fire planning and hazardous materials response. This program is part of the Illinois State Fire Marshal's Fire Officer I certification program and meets the tactics and strategy requirements of that program.

**FSC 280** **Fire Fighting Tactics and Strategy II** **3 cr. hrs.**
This course reviews the fundamentals and advanced techniques in fire suppression tactics and strategy. The content for this course is consistent with NFPA standards for fire officer training and has been validated by the Illinois State Fire Marshal's office for the tactics requirement for Fire Officer II certification in that state. Topics include relevant standards for fire tactics, scene safety, multi-company operations, scene management, response to mixed occupancies and disaster response. Students should have a firm understanding of basic fire ground operations, fire terminology and fire behavior prior to enrolling in this course.

**FSC 290** **Basic Fire Service Instructor** **3 cr. hrs.**
Teaches the fire officer how to be more proficient in his or her work and how to use available resources. Also covers how to develop outlines, prepare classes, evaluate students and prepare tests. The student will participate in practice teaching. This course meets the guidelines of the Illinois State Fire Marshal to qualify personnel to conduct training and education courses for fire service personnel.

**FSC 292** **Fire Service Management I** **3 cr. hrs.**
Introduces the fire officer to elementary concepts of leadership and basic management styles. Topics include human resource management, organization structure, and public relations and budget management. Satisfies the Illinois State Fire Marshal's Management I requirement for certification in the Fire Officer I program.

**FSC 293** **Fire Service Management II** **3 cr. hrs.**
This course covers the study of management principles, theories and techniques for leadership in a fire department. Topics include oral and written communications, group dynamics and safety practices relating to the fire service.

**FSC 294** **Fire Prevention Principles** **3 cr. hrs.**
This course concentrates on the information and skills required of a fire service officer in conducting duties related to fire prevention. The bulk of the course concentrates on fire inspection techniques and pre-fire planning exercises. Course is approved by the Illinois State Fire Marshal for state certification of Fire Prevention and Principles. Completion also contributes to Fire Officer I certification. Available via Internet only.

**FSC 295** **Advanced Fire Service Instructor** **3 cr. hrs.**
Introduces the fire officer to concepts and skills required in the process of course development and presentation. Emphasis is placed on identifying the curriculum, developing learning objectives and creating teaching outlines. Course is part of the Illinois State Fire Marshal's Fire Officer II certification program and meets requirements for Illinois state certification as an Instructor II.

**FSC 296** **Fire Service Management III** **3 cr. hrs.**

Course is designed to introduce students to some of the essential skills necessary to function effectively as a senior staff officer in the modern fire service. Course is based on the objectives mandated by the Illinois State Fire Marshal's Office, subject to its Fire Officer II designation. For Illinois students, completion of this program will meet the Management III course requirements for that certification. Topics covered include reports and documentation, policy and procedure promulgation, discipline, personnel evaluation, hiring practices, public relations and information management.

**FSC 297** **Fire Service Management IV** **3 cr. hrs.**

Focus of this course allows students to consider and apply management principles in the context of the functions of senior staff within a fire department. Topics include personnel management, labor relations, health and safety and information management. Course is based on the objectives mandated by the Illinois State Fire Marshal's office, subject to its Fire Officer II designation. Completion of this course will meet the Management IV course requirements for that certification.



## FIRST YEAR EXPERIENCE

**FYE 101** **Blazing Your Trail** **1 cr. hr.**

Directed to new students, this course provides a supportive transition to the culture of higher education. Course objectives aim at preparing students for the college experience by acquiring effective learning techniques and by becoming aware of available college resources for academic and personal growth. This course also develops students' abilities, which will assist them with the complexities of college life.

## GERMAN

**GER 101** **German I** **4 cr. hrs.**

An introduction to basic German grammatical structures, pronunciation and vocabulary. The course emphasizes development of communicative competence in German; hence the focus on listening comprehension, reading, speaking and writing skills. The course also addresses various cultural aspects of the German-speaking countries and thus develops students' cultural awareness. 3 lecture hours, 2 lab hours

**GER 102** **German II** **4 cr. hrs.**

**Prerequisite: GER 101 with a grade of "C" or above**

This course is a continuation of German I, building on the skills acquired during German I - basic grammatical structures, pronunciation and vocabulary. Focus of the course will be the further development of communicative competence in German. The emphasis will be on listening comprehension, reading, speaking and writing skills. The course also addresses various cultural aspects of the German-speaking countries and continues to develop students' cultural awareness. 3 lecture hours, 2 lab hours

## HEALTH, PHYSICAL EDUCATION AND RECREATION

**HPR 100** **Lifetime Fitness and Wellness** **2 cr. hrs.**

Designed to serve as a guide to implement a complete lifetime fitness program for the student. Students will be introduced to physical activities that will maintain fitness and wellness, as well as prescriptive exercises and activities to develop and maintain a healthy lifestyle. A thorough fitness/risk factor assessment will be conducted. 1 lecture hour, 2 lab hours

**HPR 101** **History and Principles of Health, Physical Education & Recreation** **3 cr. hrs.**
History, philosophy and function of physical education.

**HPR 105** **Health and Hygiene** **2 cr. hrs.**
A study of personal health issues with the goal of developing decision-making skills. An emphasis is placed on health behavior and health decision making dealing with consumer choices, personal habit choices, sexual choices, and chemical choices. Available via Internet only.

**PHYSICAL EDUCATION ACTIVITIES**

Not more than one credit hour may be earned in any one activity. (A limit of four hours from activities in Art, Physical Education, Music and Theater Production or any other activity course may be applied toward completion of the associate in arts or the associate in science degree.)

**HPR 150** **Introduction to Weight Lifting*** ** **2 cr. hrs.**
Instruction in the proper use of weights to develop strength and physical conditioning, with an emphasis on safety. An individual program will be established for each student. Special lab fee. 1 lecture hour, 2 lab hours

**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. 0.50 lecture hours, 1 lab hour

**HPR 193** **Advanced Physical Training I*** ** **2 cr. hrs.**
**Prerequisite: Consent of instructor and written medical permission**
This class is designed to provide off-season and pre-season training for athletes and other individuals who desire to be in peak physical condition. Advanced strength training, Pilates, and aerobic activities will be utilized to provide the participant with development of both the aerobic and anaerobic systems. 0 lecture hours, 4 lab hours

**HPR 194** **Advanced Physical Training II*** ** **2 cr. hrs.**
**Prerequisite: HPR 193 and written medical permission**
This class is designed to provide off-season and pre-season training for athletes and others who desire to be in peak physical condition. Builds on the skills learned in Advanced Physical Training I and provides information and skills necessary for creating and implementing a conditioning program. Advanced strength training, Pilates and aerobic activities will be utilized to provide the participant with development of both aerobic and anaerobic systems. 0 lecture hours, 4 lab hours

**HPR 195** **Special Topics in Health, Physical Education & Recreation*** ** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in health, physical education and recreation not covered in other courses. Topics will vary at the discretion of the instructor. No topic will be offered more than twice within three years. May be repeated with different topics to a maximum of four credit hours. Topic to be listed on student's record.

**HPR 230** **Coaching as a Profession** **3 cr. hrs.**
**Prerequisite: Consent of department**
The various aspects of the coaching career, with focus on such topics as how to become a coach, why people coach, how coaches motivate, techniques of coaching, public relations in coaching, and the coach's relationships with other members of the community and institution.

**HPR 235** **Coaching Baseball** **2 cr. hrs.**
**Prerequisite: Consent of department**
The various aspects of coaching baseball will be analyzed, focusing on such areas as rules, strategies, skills, fundamentals, and techniques. Various coaching philosophies, as well as the different responsibilities of the coach, will be examined.

**HPR 295** **Advanced Special Topics in Health, Physical Education & Recreation*** ** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in health, physical education and recreation not covered in other courses. Topics will vary at the discretion of the instructor. No topic will be offered more than twice within three years. May be repeated with different topics to a maximum of four credit hours. Topic to be listed on student's record.



## HISTORY

**HIS 101** **Western Civilization I** **3 cr. hrs.**
A survey of political, social and economic history of the Western world, including the origins and development of its peoples and cultures beginning with a study of the early Middle Eastern civilizations of Mesopotamia and progressing through the civilizations of Egypt, Greece, Rome, and Europe of the Middle Ages, Renaissance, and Reformation. IAI: S2 902

**HIS 102** **Western Civilization II** **3 cr. hrs.**
A continuation of History of Western Civilization I. A survey of the political, social and economic history of the Western world, including the origins and development of its peoples and cultures beginning with the Renaissance and Reformation and progressing to the present. IAI: S2 903

**HIS 111** **World History I** **3 cr. hrs.**
Cultural, economic, and political developments throughout the world from ancient times through the 16th century. IAI: S2 912N

**HIS 112** **World History II** **3 cr. hrs.**
Cultural, economic and political developments throughout the world from the 17th century to the present. IAI: S2 913N

**HIS 121** **U.S. History I** **3 cr. hrs.**
History of the United States from the early foundation of the republic to 1877. IAI: S2 900

**HIS 122** **U.S. History II** **3 cr. hrs.**
Continuation of HIS 121 to the present. IAI: S2 901

**HIS 195** **Special Topics in History*** variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in history 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.

**HIS 222** **U.S. History Since 1945** **3 cr. hrs.**
This course surveys the social, political, and cultural history of the United States from 1945 to the present. Using traditional secondary sources and cultural artifacts, the course encourages students to think critically about the relationship between political developments and the broader strains of a dynamic and contested American culture.

**HIS 295** **Advanced Special Topics in History*** variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in history 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.

## HUMANITIES

**HUM 101** **Introduction to Humanities** **3 cr. hrs.**
Study of human values, self-perceptions, and aspirations expressed in drama, film, music, literature, painting, sculpture, and architecture with an emphasis on history, techniques, meaning, and evaluation of individual works. IAI: HF 900

**HUM 195** **Special Topics in Humanities*** variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in humanities 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.

**HUM 200** **The Art of Being Human** **3 cr. hrs.**
An interdisciplinary course that incorporates aspects of Western European, Far Eastern and Third World art, music, philosophy, religion, drama, and literature. The humanities are treated as a process leading to the enrichment of human experience. IAI: HF 901

**HUM 295** **Advanced Special Topics in Humanities*** variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in humanities 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.

## INDUSTRIAL MAINTENANCE TECHNOLOGY

**IMT 110** **Industrial Wiring** **2 cr. hrs**
This course is designed to provide a theoretical framework for the understanding of industrial wiring and its applications with hands-on activities to reinforce the concepts introduced. Students will learn about the electrical power distribution and the installation and wiring of industrial electrical equipment. 1 lecture hour, 2 lab hours

**IMT 120** **Industrial Motors & Controls** **3 cr. hrs.**
This course is designed to provide a theoretical framework for the understanding of motors and controls and its applications with hands-on activities to reinforce the concepts introduced. Students will learn about motor control systems, devices, circuits and troubleshooting. 1.5 lecture hours, 3 lab hours

**IMT 140** **Pumps/Piping** **2 cr. hrs.**
This course is designed to provide a theoretical framework for the understanding of pump and piping operation and its applications with hands-on activities to reinforce the concepts introduced. Students will learn about maintenance tasks such as pump installation, shaft alignment, wiring, operation, inspection, piping schematics, calculation or pipe lengths, fabrication, installation, and testing of piping circuits, maintenance, troubleshooting and component replacement. 1 leture hour, 2 lab hours

**IMT 150** **Fluid Power I (Hydraulics)** **3 cr. hrs.**
This course is designed to provide a theoretical framework for the understanding of hydraulics and its applications with hands-on activities to reinforce the concepts introduced. Students will learn about hydraulic fundamentals, electrical control of hydraulic systems, hydraulic applications, sensors, and troubleshooting hydraulic circuits. 1.5 lecture hours, 3 lab hours

**IMT 155** **Fluid Power II (Pneumatics)** **2 cr. hrs.**
This course is designed to provide a theoretical framework for the understanding of pneumatics and its applications with hands-on activities to reinforce the concepts introduced. Students will learn about pneumatic fundamentals, electrical control of pneumatic systems, pneumatic applications, sensors, and troubleshooting pneumatic circuits. 1 lecture hour, 2 lab hours

**IMT 199** **Industrial Maintenance Internship** **variable 1-5 cr. hrs.**
**Prerequisite: Successful completion of 16 credit hours of course work or consent of department**
Students are placed in selected areas of an industrial maintenance department to learn about and become acquainted with the many different aspects of the working environment. Dual supervision is provided by college staff and the operating business. Course requires 80 hours of work experience for each credit hour.

**IMT 200** **Mechanical Systems** **3 cr. hrs.**
This course is designed to provide a theoretical framework for the understanding of mechanical systems and predictive maintenance and its applications with hands-on activities to reinforce the concepts introduced. Students will learn about the installation, use, predictive maintenance, and troubleshooting of mechanical drive components. 1 lecture hour, 4 lab hours

**IMT 235** **Mechatronics** **4 cr. hrs.**
**Prerequisite: ELE 135**
This course introduces the student to industrial robots, programmable logic controllers (PLCs), and troubleshooting integrated systems. The student will learn ladder logic operation of PLCs, programing industrial robots, and troubleshooting methods/practices. 2 lecture hour, 4 lab hours

**IMT 290** **Rigging** **2 cr. hrs.**
This course is designed to provide a theoretical framework for the understanding of rigging systems and its applications with hands-on activities to reinforce the concepts introduced. Students will learn about the fundamentals of rigging practices and the techniques to move, lift and install machines.

## LAW ENFORCEMENT

**LEN 101** **Law Enforcement I - Overview** **3 cr. hrs.**
A general examination of the various aspects of police, court, probation, correction, and parole practices.

**LEN 103** **Law Enforcement Terminology** **1 cr. hr.**
A programmed course taking the student through a series of police terms, emphasizing both vocabulary and spelling.

**LEN 111** **Juvenile Justice** **3 cr. hrs.**
This course covers definitions of delinquent behavior; development and trends in the juvenile court movement; laws and procedures; the adjudication process - philosophy and practices; causation, prevention, treatment and control.

**LEN 122** **Police Patrol Operations and Tactics** **3 cr. hrs.**
**Prerequisite: LEN 101 preferred**
A variety of proven police tactics and procedures for handling situations ranging from misdemeanors to felonies.

**LEN 125** **Law Enforcement Report Writing** **3 cr. hrs.**
The writing of preliminary and supplementary reports typically used by law enforcement agencies. This course stresses skills involving note taking; the use of forms and formats; and the writing of narrative, analytical and descriptive paragraphs.

**LEN 130** **Probation and Parole** **3 cr. hrs.**
**Prerequisite: LEN 101 preferred**
A study of the probation and parole systems on a local, state, and national level and expected future trends.

**LEN 150** **Scientific Criminal Investigation** **3 cr. hrs.**
**Prerequisite: LEN 101 preferred**
This course focuses on the technique of crime scene investigation. Emphasis is placed on the importance of information, interrogation, and instrumentation in the solution and preparation of criminal cases for trial.

**LEN 195** **Special Topics in Law Enforcement***** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in law enforcement 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.

**LEN 205** **Adult Corrections** **3 cr. hrs.**
**Prerequisite: LEN 101**
A study of the historical overview of adult corrections as well as the evaluation of the aims and goals, success and failure of the penal system and an introduction to new experiments in adult corrections. IAI: CRJ 911

**LEN 212** **Criminal Law** **3 cr. hrs.**
Study of legal terminology and definitions of crimes, criminal procedures, criminal responsibility, analysis of crimes and their proof in the context of practical fact situations.

**LEN 260** **Criminal Justice Seminar I** **3 cr. hrs.**
**Prerequisite: Consent of department**
A consideration of contemporary law enforcement and criminal justice programs and problems.

**LEN 261** **Criminal Justice Seminar II** **3 cr. hrs.**
**Prerequisite: LEN 260 or consent of department**
Continuation of Criminal Justice Seminar I.

**LEN 295** **Advanced Special Topics in Law Enforcement*** variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in law enforcement 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. Topics to be listed on student's permanent academic record.

## LOGISTICS

**LOM 100** **Introduction to Logistics Management 3 cr. hrs.**
This course presents an overview of logistics and supply chain management, cutomer service, and inventory management for personnel working in retail, wholesale and the manufacturing sectors. Course content is based on the Manufacturing Skill Standards Council Certified Logistic Technician (MSSC-CLT) curriculum.

**LOM 101** **Transportation 3 cr. hrs.**
This course presents an overview of transportation, the transportation environment, the basic modes of transportation, the regulatory and public policy frameworks, and emerging transportation management issues.

**LOM 102** **Supply Chain Management 3 cr. hrs.**
**Prerequisite: LOM 100 or consent of department**
This course introduces basic supply chain principles including warehousing, transportation and distribution.

**LOM 180** **Project Management 3 cr. hrs.**
**Prerequisite: CSC 104 and CSC 107 or consent of department**
This course introduces a practical approach to managing essential resources, people and deadlines. It will address real-world challenges required to bring any project in on time, on targe and on budget. Students will learn skills and concepts of essential project management processes, defining requirements, schedules, risk management assessment, change control and project management software applications. This course provides a practical approach to developing projects with opportunities to apply skills and elements by completing activities based upon real-time projects and case studies.

**LOM 199** **Logistics Internship variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Students are placed in selected areas of Logistics, Operations Management or Supply Chain Management department to learn about and become acquinted with the many different aspects of the working environment. Dual supervision is provided by college staff and the operating business. Course requires 80 hours of work experience for each credit hour.

**LOM 202** **Applied Supply Chain Management 3 cr. hrs.**
**Prerequisite: LOM 102**
This course provides an understanding of the importance of individual components (supplies, manufacturers, distributors and customers) in the operation of a supply chain.

## MANUFACTURING TECHNOLOGY

**MFG 101** **Manufacturing Processes and Production 2 cr. hrs.**
This course provides the basics of how manufacturing transforms materials into products. Students will learn about the varying types of production and will learn about the materials used in production. They will become familiar with the types of processes used in manufacturing including machining, casting and assembly.

Course content is based on the Manufacturing Skill Standards Council (MSSC) Certified Production Technician curriculum. Students will qualify to sit for MSSC-M3 – Manufacturing Processes and Production Certification through the MSSC.

**MFG 103** **Introduction to Manufacturing Maintenance** **2 cr. hrs.**
This course provides a basic understanding of tools and equipment used in manufacturing and knowledge of how to improve productivity through predictive and preventive maintenance. Course content is based on the Manufacturing Skill Standards Council (MSSC) Certified Production Technician curriculum. Students will qualify to sit for MSSC-M4 – Maintenance Awareness Certification through the MSSC.

**MFG 104** **Quality/Continuous Improvement** **3 cr. hrs.**
This course provides an introduction to controlling and improving quality in a manufacturing setting. It explores ways that manufacturers use data and analysis to improve quality and introduces students to lean manufacturing techniques. Course content is based on the Manufacturing Skill Standards Council (MSSC) Certified Production Technician curriculum. Students will qualify to sit for MSSC-M2 – Quality and Continuous Improvement Certification through the MSSC.

**MFG 105** **Introduction to CNC** **3 cr. hrs.**
This course is a study of Computer Numerical Control (CNC) machine controls, setting tools, machine limits and capabilities, and intermediate programming and operations of CNC equipment. Various applications of 2-D and 3-D machining techniques will be emphasized as they apply to CNC machining operations. 1.5 lecture hours, 3 lab hours

**MFG 106** **CNC Turning** **3 cr. hrs.**
**Prerequisite: MFG 111 or consent of department**
Students will be provided with a blueprint and will be responsible for programming, editing, and choosing cutting tools to create a finished part on a Computer Numerical Control (CNC) turning center. Students will program, set-up and produce finished parts. The course includes programming for producing fast finished parts along with all documentations needed for the parts produced. The course is designed to meet the National Institute of Metalworking Skills (NIMS) Level 1 CNC milling certification. 2 lecture hours, 2 lab hours

**MFG 110** **Introduction to CAD/CAM** **3 cr. hrs.**
**Prerequisite: CAD 114 and MFG 105 or consent of department**
A continuation of the study of Computer Numerical Control (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. Trains machine tool qualified individuals in the operation and programming of CNC machining centers interfaced with CAD/CAM software. CNC applications will be applied to the development of projects through secondary laboratory experiences. 1.5 lecture hours, 3 lab hours

**MFG 111** **CNC Milling** **4 cr. hrs.**
**Prerequisite: MFG 135 or consent of department**
Students will learn to program, edit, and produce a finished part using a Computer Numerical Control (CNC) machining center. The course will start with basic programming methods and advance to more complex programming codes. Students will be responsible for setting-up and producing finished parts within

the tolerances that are specified. The course is designed to meet the National Institute of Metalworking Skills (NIMS) Level 1 CNC milling certification. 3 lecture hours, 2 lab hours

**MFG 113** **Introduction to Manufacturing & Industrial Safety** **3 cr. hrs.**
This course provides students with an introduction to the manufacturing world and provides specific instruction to facilitate safe work practices in industrial environments. It introduces manufacturing specializations such as mechatronics, precision machining and welding and covers fire safety, pressurized gases, electrical hazards, safe machine usage, and lock out tag out. Students learn concepts of industrial noise, machine guarding, electrical safety, chemical exposure, hazardous waste, Worker's Compensation laws, liability, and general safety precautions for the workplace. Students will also receive an OSHA 10 Card (Must be in class for 10 hours with an instructor to earn an OSHA card.) Course content is based on the Manufacturing Skill Standards Council (MSSC) Certified Production Technician curriculum and OSHA standards. Students will qualify to sit for MSSC-M1-Safety Certification through the MSSC.

**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 hours, 2 lab hours

**MFG 135** **Precision Machining I** **3 cr. hrs.**
**Prerequisite/Corequisite: MFG 102 and MFG 104 or consent of department**
This course provides an overview of machining processes. The course introduces a wide variety of skills in the planning, machining and finishing of metal products. Students develop basic skills in the use of hand tools, drill press, band saw, engine lathe, vertical milling machine and related equipment. 1.5 lecture hours, 3 lab hours

**MFG 195** **Special Topics in Manufacturing***** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
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. Topics to be listed on student's permanent academic record. Possible topics include case studies, simulations, special problems or problem-solving techniques.

**MFG 235** **Precision Machining II** **3 cr. hrs.**
**Prerequisite: MFG 135 or consent of department**
This course provides a working, hands-on of machining processes. The course introduces a wide variety of skills in the machining and finishing of metal products. Students develop basic skills in the use of hand tools, drill press, band saw, engine lathe, vertical milling machine and related equipment. Not everyone will pass the NIMS testing; this does not mean you will fail the class. 1.5 lecture hours, 3 lab hours

**MFG 250** **Physical Metallurgy** **3 cr. hrs.**
This course provides an introduction to the properties of metals, effects of metals in various forms and shapes, thermal treatments, phase diagrams, and principles concerning material science including atomic and crystal arrangements and their effect on mechanical properties. Lab work will include testing ferrous and nonferrous metals through hands-on examination. 2 lecture hours, 2 lab hours

**MFG 295** **Advanced Special Topics in Manufacturing*** variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
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. Topics to be listed on student's permanent academic record. Possible topics include case studies, simulations, special problems or problem solving techniques.

## MATHEMATICS

**MAT 010** **Basic Arithmetic and Prealgebra*** 3 cr. hrs.**
This course reviews basic arithmetic skills and develops preliminary algebra skills. Students who successfully complete this course will be prepared to enroll in MAT 109, Elementary Statistics. This course is a hybrid directed learning course blending lectures within an open learning web-based classroom.

**MAT 020** **Elementary and Intermediate Algebra*** 3 cr. hrs.**
**Prerequisite: MAT 010 with a grade of "C" or above within two semesters, or appropriate JWCC math placement test score, or consent of department**
This course briefly reviews prealgebra and develops both elementary and intermediate algebra skills. Students who successfully complete this course will be prepared to enroll in MAT 113, College Algebra. This course is a hybrid directed learning course blending lectures within an open learning web-based classroom.

**MAT 095** **Special Topics in Developmental Education*** variable 1-4 cr. hrs.**
Deals with current topics in developmental education 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. Topics will be listed on student's permanent academic record.

**MAT 100** **Technical Mathematics** 3 cr. hrs.**
A course designed to cover mathematical processes and problems that relate to career, technical and workforce applications. Specific topics include fractions; decimals, ratio, proportion and percentage; measurements; and area and volume.

**MAT 102** **Math for Healthcare Professionals** 1 cr. hr.**
**Prerequisite: Appropriate JWCC math placement test score or consent of department**
This is a one credit hours course designed to learn and apply basic arithmetic skills. Specific topics include whole numbers, fractions and mixed numbers, decimals, percents, ratios and proportions, and measurements and conversions.

**MAT 103** **Business Computations I** 3 cr. hrs.**
A course designed to apply basic arithmetic skills to the areas of business. Specific topics include basic arithmetic review of whole number operations, fractions and decimals; solving percent problems; simple and compound interest; checking and savings accounts; annuities; employee wages, salaries, commissions, federal income tax and social security tax; buying and selling of stocks and bonds.

**MAT 104** **Business Computations II** 3 cr. hrs.**
**Prerequisite: MAT 103 with a grade of "C" or above within two semesters or consent of department**
A course designed to cover retail and accounting mathematics. Specific topics include business and consumer loans; fire, homeowner's, automobile and life insurance; property tax; income statements and balance sheets; trade and cash

discounts plus inventory analysis; preparation of depreciation schedules; markup and markdown; determination of mean, median and mode of a set of data as well as the construction of bar, line and circle graphs. Available only as an Open Learning course.

**MAT 105** **Finite Mathematics** **3 cr. hrs.**
**Prerequisite: MAT 020 with a grade of "C" or above within two semesters, or appropriate JWCC math placement test score, or consent of department**
An introduction to fundamental concepts of mathematics applied to the social sciences. Topics include linear functions; matrices and matrix algebra; geometric and simplex methods in linear programming; annuities, amortization and sinking funds; sets and counting principles; logic; probability including Bayes' Theorem; Markov chain methods; game theory; and the basics of statistics. This course is intended for non-majors.

**MAT 109** **Elementary Statistics** **3 cr. hrs.**
**Prerequisite: MAT 010 with a grade of "B" or above or MAT 020 with a grade of "C" or above within two semesters, or appropriate JWCC math placement test score, or consent of department**
A study of the collection and interpretation of statistical data. Specific topics include description of sample data, probability, probability distributions, sampling, estimation, testing hypotheses, correlation, and regression. IAI: M1 902

**MAT 110** **Math for Elementary Teachers I** **3 cr. hrs.**
**Prerequisite: MAT 020 with a grade of "C" or above within two semesters, or appropriate JWCC math placement test score, or consent of department**
This course is intended for students pursuing a degree in elementary and/or special education. Topics include sets, functions and logic; real number system; number theory; probability and statistics; problem-solving techniques; percent applications. Emphasis will be on active participation on the part of the student in both the learning process and discussions concerning the mathematical content in the elementary school curriculum used to teach mathematics at this level.

**MAT 111** **Math for Elementary Teachers II** **3 cr. hrs.**
**Prerequisite: MAT 020 with a grade of "C" or above within two semesters, or appropriate JWCC math placement test score, or consent of department**
This course meets the requirements for students pursuing a degree in elementary and/or special education. Topics include probability and statistics; odds and expected value; permutations and combinations; measures of central tendency and variation; statistical graphs; geometry of angles, lines, and polygons; congruence and similarity; and length, area, volume, mass, and temperature calculations in both the English and metric systems. This course meets IAI only when both 110 and MAT 111 are taken. IAI: M1 903

**MAT 113** **College Algebra** **3 cr. hrs.**
**Prerequisite: MAT 020 with a grade of "C" or above within two semesters, or appropriate JWCC math placement test score, or consent of department**
This course is intended for students who plan to continue their college mathematics education or to meet college transfer requirements. Topics include advanced factoring of higher order polynomials; solving quadratic inequalities; advanced topics in relations, functions and their graphs; zeroes and graphs of polynomial and rational functions; and exponential and logarithmic functions.

**MAT 114** **Trigonometry** **3 cr. hrs.**
**Prerequisite: MAT 020 with a grade of "C" or above within two semesters, or appropriate JWCC math placement test score, or consent of department**
This course is intended for students who plan to continue their college mathematics education or to meet college transfer requirements. It is the study and analysis of the sine, cosine, tangent, secant, cosecant, and cotangent function; show these functions are used to solve many types of problems involving the

sides and angles of triangles; and how these functions are used to solve many types of problems involving cyclic patterns, some that vary with time. Topics include definitions, properties and manipulation of trigonometric functions; applications of trigonometric functions; analytic trigonometry; trigonometric form of complex numbers; and polar coordinates, equations and graphs.

**MAT 195** **Special Topics in Mathematics*** variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in mathematics 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. Topics to be listed on student's permanent academic record.

**MAT 220** **Analytic Geometry and Calculus I 4 cr. hrs.**
**Prerequisite: MAT 113 and MAT 114 with grades of "C" or above within one academic year, or appropriate JWCC math placement test score, or consent of department**
A course designed to introduce the concepts of derivative and integral to the student interested in pursuing degrees related to engineering, science or mathematics. Specific topics include functions and graphs; slopes and rates of change; limit theory and continuous functions; formal differentiation; application of differentiation; integration; and applications of integration. IAI: M1 900-1, MTH 901

**MAT 221** **Analytic Geometry and Calculus II 4 cr. hrs.**
**Prerequisite: MAT 220 with a grade of "C" or above within one academic year or consent of department**
A course designed to extend the concepts of derivative and integral to transcendental functions and to introduce advanced methods of integration. Specific topics include derivatives and integrals of transcendental functions; advanced integration methods; infinite series; introduction to differential equations; polar graphs and calculus of polar curves. IAI: M1 900-2, MTH 902

**MAT 222** **Analytic Geometry and Calculus III 4 cr. hrs.**
**Prerequisite: MAT 221 with a grade of "C" or above within one academic year or consent of department**
A course designed to extend previously learned calculus concepts to three-dimensional space. Topics include vectors; vector functions and motion; surfaces, coordinate systems and drawing; derivatives of functions of two or more variables; applications of partial derivatives; multiple integration and integration in vector fields. IAI: M1 900-3, MTH 903

**MAT 234** **Calculus for Social Scientists 4 cr. hrs.**
**Prerequisite: MAT 113 with a grade of "C" or above within one academic year, or appropriate JWCC math placement test score, or consent of department**
A course designed to introduce the business and social science student to the concepts of derivative and integral. Applications of these concepts stress the use of calculus to solve business and social science problems. Specific topics include relations and functions; algebraic functions; exponential and logarithmic functions; derivatives; applications of derivatives; advanced derivative techniques; integrals; advanced integration techniques. IAI: M1 900

**MAT 251** **Differential Equations 3 cr. hrs.**
**Prerequisite: MAT 222 with a grade of "C" or above within one academic year or consent of department**
A course designed to introduce the student to solution methods for ordinary differential equations and their applications. Specific topics include ordinary differential equations of the first order; applications of first order differential

equations; linear differential equations; linear differential equations with constant coefficients; applications of second order differential equations; systems of linear differential equations; Laplace transform. IAI: MTH 912

**MAT 263** **Linear Algebra** **3 cr. hrs.**
**Prerequisite: MAT 221 with a grade of "C" or above within one academic year or consent of department**
Linear algebra and matrix theory are introduced in this course. Topics considered include vector spaces, matrices, linear transformations, determinates, and the algebra of matrices. IAI: MTH 911

**MAT 295** **Advanced Special Topics in Mathematics*** ** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in mathematics 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. Topics to be listed on student's permanent academic record.



## MUSIC

**MUS 102** **Music Appreciation** **3 cr. hrs.**
A non technical course designed for the non music major, to develop within the listener an appreciation for music. Includes brief historical background of music and the leading composers of various periods. IAI: F1 900

**MUS 121** **Introduction to Music Literature** **3 cr. hrs.**
A study of the terminology, vocabulary and structure of music literature and style through the history and examination of selected composers and materials. IAI: F1 901

**MUS 131** **Music Theory/Ear Training I** **4 cr. hrs.**
A study of the elements of melody and harmony. Special emphasis is placed on music notation fundamentals, reading, writing, and aural skills. This course is intended for students seeking a degree in music; however, others may enroll with consent of instructor. 2 lecture hours, 4 lab hours

**MUS 132** **Music Theory/Ear Training II** **4 cr. hrs.**
**Prerequisite: MUS 131**
Continuation of Music Theory I. Study of the harmonic and melodic practices of the 18th and 19th centuries. Emphasis will be placed on analysis, harmonization, and aural skills. 2 lecture hours, 4 lab hours

**MUS 151-168 Music Ensemble Activities**
Wind ensemble, chorus, concert choir, band. (May be repeated for credit in the same activity.) Only four semester hours in activity courses from music, physical education, and theater production, combined, may apply toward graduation.

**MUS 151** **Band I*** ** **1 cr. hr.**
Membership is open to all JWCC students who show sufficient experience in instrumental music. The band performs both on and off campus. 0 lecture hours, 2 lab hours

**MUS 163** **Wind Ensemble I*** ** **1 cr. hr.**
Wind ensemble is offered for students interested in small ensembles and depends on available personnel. 0 lecture hours, 2 lab hours

**MUS 165** **Chorus I*** ** **1 cr. hr.**
Membership is open to all JWCC students. The chorus performs several major concerts as well as performing at selected college functions. 0 lecture hours, 3 lab hours

**MUS 168** **Vocal Show Ensemble I*** 1 cr. hr.**
Singers are selected from the chorus and concert choir. Instrumentalists need not be members of the aforementioned ensembles. The Vocal Show Ensemble performs a wide variety of literature ranging from Renaissance to modern jazz and pop. 0 lecture hours, 2 lab hours

**MUS 170-180 Applied Music Lessons* variable 0.5-2 cr. hrs.**
**Prerequisite: Consent of department**
Private music lessons are available in voice, piano, brass instruments, woodwind instruments, and percussion instruments. Each course is repeatable 1 time. A special lab fee applies.
MUS 170 Voice I - private lessons in voice
MUS 171 Piano I - private lessons in piano
MUS 172 Organ I- private lessons in organ
MUS 175, MUS 176 Woodwinds I & II - private lessons in woodwinds
MUS 177, MUS 178 Brass I & II - private lessons in brass
MUS 179, MUS 180 Percussion I & II - private lessons in percussion

**MUS 188** **Class Piano, Level I 1 cr. hr.**
Beginning class piano instruction for music majors and non-majors. Assumes no previous keyboard experience. 0 lecture hours, 2 lab hours

**MUS 189** **Class Piano, Level II 1 cr. hr.**
**Prerequisite: MUS 188 or consent of department**
Class piano instruction for music majors and non-majors. 0 lecture hours, 2 lab hours

**MUS 195** **Special Topics in Music*** variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in music 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. Topics to be listed on student's permanent academic record.

**MUS 213** **Music Theory/Ear Training III 4 cr. hrs.**
**Prerequisite: MUS 132**
A continuation of Music Theory II. The study of melodic and harmonic practices of the 19th century. Includes emphasis on chromatic harmony and aural skills. 2 lecture hours, 4 lab hours

**MUS 214** **Music Theory/Ear Training IV 4 cr. hrs.**
**Prerequisite: MUS 213**
A continuation of Music Theory III. The course includes the study of form and analysis, 20th century compositional techniques, and aural skills. 2 lecture hours, 4 lab hours

**MUS 251** **Band II*** 1 cr. hr.**
**Prerequisite: Invitation by department**
This course is performance oriented. All participants will further rehearse and perform masterworks as well as traditional musical literature in an advanced atmosphere. Students are invited to participate in this course by means of audition and/or consent of the department. 0 lecture hours, 2 lab hours

**MUS 263** **Wind Ensemble II*** 1 cr. hr.**
**Prerequisite: Invitation by department**
All participants will further rehearse and perform masterworks for wind ensemble, as well as traditional literature in an advanced atmosphere. Students are invited to participate in this course by means of audition and/or consent of department. 0 lecture hours, 2 lab hours.

**MUS 265** **Chorus II*** 1 cr. hr.**
**Prerequisite: Invitation by department**
This course is performance oriented. All participants will further rehearse and perform choral masterworks as well as traditional choral literature, in an advanced atmosphere. Students are invited to participate in this course by means of audition and/or consent of department. 0 lecture hours, 2 lab hours

**MUS 268** **Vocal Show Ensemble II*** 1 cr. hr.**
**Prerequisite: Invitation by department**
This course is performance oriented. All participants will rehearse and perform choral masterworks as well as pop choral charts at an advanced level. Students are invited to participate in this course by means of audition and/or consent of department. 0 lecture hours, 2 lab hours

**MUS 270-280 Applied Music* variable 0.5-2 cr. hrs.**
**Prerequisite: Consent of department**
Private music lessons are available in voice, piano, brass instruments, woodwind instruments, and percussion instruments. Each course is repeatable 1 time. A special lab fee applies.
MUS 270 Voice II - private lessons in voice
MUS 271 Piano II - private lessons in piano
MUS 272 Organ II- private lessons in organ
MUS 275, MUS 276 Woodwinds I & II - private lessons in woodwinds
MUS 277, MUS 278 Brass I & II - private lessons in brass
MUS 279, MUS 280 Percussion I & II - private lessons in percussion

**MUS 288** **Class Piano, Level III** 1 cr. hr**
**Prerequisite: MUS 189 or consent of department**
Class piano instruction for music majors and non-majors. 0 lecture hours, 2 lab hours

**MUS 289** **Class Piano, Level IV** 1 cr. hr.**
**Prerequisite: MUS 288 or consent of department**
Class piano instruction for music majors and non-majors. 0 lecture hours, 2 lab hours

**MUS 295** **Advanced Special Topics in Music*** variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in music 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. Topics to be listed on student's permanent academic record.

## NURSING

**NUR 108** **Fundamentals I** 4 cr. hrs.**
**Prerequisite: Admission to the ADN program**
Fundamentals I is a basic foundational nursing course which introduces students to the fundamental knowledge of person, health, environment and nursing. The course focuses on concepts including the nursing process, basic nursing care, therapeutic communication, collaboration, comfort, infection control, mobility, nutrition, sensory perception, diversity, spirituality and safety. Students will gain cognitive, technical and interpersonal skills in theory and lab experiences necessary for the practice of nursing. 3 lecture hours, 2 lab hours

**NUR 115** **Nutritional Concepts for Health** **3 cr. hrs.**

This course is designed to engage students in nutritional aspects that affect not only individuals but the community in which we live. Students will learn to utilize resources available in the modern world to explore nutritional concepts and trends. Students will explore resources such as Health People 2020, the Centers for Disease Control and Prevention, and the National Institute of Health to develop a basic understanding of governmental initiatives for health. By engaging in discussion and acquiring the knowledge of nutritional requirements including digestion and absorption of nutrients, the student will be able to apply this knowledge in their field of study and personal lives. Nutrition has become integral to health.

**NUR 118** **Physical Assessment** **1 cr. hr.**

**Prerequisite: Admission to the ADN program**

This course provides a systematic method for conducting a physical examination of the adult client. Students are introduced to assessment methods and devices used to collect data. Physiologic, social and cultural aspects of assessment are also introduced. Both normal and abnormal assessment findings will be discussed. Students will also learn correct documentation of findings. 0.5 lecture hours, 1 lab hour

**NUR 128** **Fundamentals II** **5 cr. hrs.**

**Prerequisite: Admission to the ADN Program**

This course focuses on basic alterations in major body systems. Concepts covered include acid-base balance, fluid and electrolytes, oxygenation, inflammation/infection, metabolism, perfusion, elimination, musculoskeletal function, thermoregulation, tissue integrity and cellular regulation. Students will be introduced to related assessment findings, lab and diagnostic tests, nursing diagnoses, and nursing interventions. Theory and skills are reinforced in classroom, laboratory, and clinical experiences. Identification with the nurse's role is fostered by direct involvement and active participation in the nursing care of assigned clients. 3 lecture hours, 2 lab hours, 3 clinical hours

**NUR 138** **Foundation of Pharmacology and Disease Process** **4 cr. hrs.**

**Prerequisite: Admission to the ADN program**

This course further develops the concepts within the three domains of individual, healthcare and nursing as they relate to pharmacology. The concepts include medication administration, clinical decision making, nutrition, evidence-based practice, informatics, communication, individual-centered care, quality improvement, ethics and interdisciplinary teams.

**NUR 148** **Health & Illness Concepts** **5 cr. hrs.**

**Prerequisite: Admission to the ADN program**

This course builds on concepts covered in NUR 128 with an emphasis on chronic illness. Material covered will include assessment and abnormal lab/diagnostic findings, nursing interventions, and medical treatments for each chronic health condition. The nursing process will be utilized to discuss appropriate nursing care. Theory and skills are reinforced in classroom, laboratory and clinical experiences. 2 lecture hours, 2 lab hours, 6 clinical hours

**NUR 158** **Family Health Concepts** **4 cr. hrs.**

**Prerequisite: Admission to the ADN program**

This course introduces care of the family across the lifespan, from children to older adults. The nursing process is utilized in the care of the health family. Emphasis is placed on the nurse's role in health promotion, disease prevention and supporting the childbearing/childrearing family. 3 lecture hours, 3 clinical hours

**NUR 190** **LPN Scope of Practice** **3 cr. hrs.**

**Prerequisite: Admission to the ADN program**

The focus of this course is the role of the Licensed Practice Nurse (LPN) across

the wellness-illness continuum. Current legal responsibilities and accountability of the LPN in the state of Illinois based on the Illinois Nurse Practice Act and the Illinois State Board of Nursing will be reviewed, along with moral and ethical issues. Students will prepare for the NCLEX-PN exam by identifying strengths and concerns. This course will also help the student prepare for the transition into the LPN role with additional focus on priority setting, delegation and professional behaviors.

**NUR 195** **Special Topics in Nursing*** ** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in nursing for the practical nurse student 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.

**NUR 238** **Advanced Pharmacology** **1 cr. hr.**
**Prerequisite: Second year standing in ADN program**
This course builds on concepts covered in NUR 138. Students will apply previous knowledge of the major drug classes to the care of individuals experiencing critical or life-threatening conditions. Students will also apply their medication calculation knowledge to emergency and critical care medication administration.

**NUR 248** **Health & Illness Concepts II** **6 cr. hrs.**
**Prerequisite: Second year standing in ADN program**
This course builds on concepts covered in NUR 148 with an emphasis on acute disease processes. The nursing process will be utilized to discuss related materials including assessment and recognition of complications, abnormal lab/diagnostic findings, and medical and nursing interventions for each acute health condition. Learning will be reinforced in lab and clinical experiences. The concepts of critical thinking and decision making in the role of a registered nurse will be emphasized. 3 lecture hours, 2 lab hours, 6 clinical hours

**NUR 258** **Family Health Concepts II** **3 cr. hrs.**
**Prerequisite: Second year standing in ADN program**
This course builds on concepts covered in NUR 158 with an emphasis on acute and chronic health conditions in childbearing and childrearing families. Material covered will include assessment and abnormal lab/diagnostic findings, nursing interventions and medical treatments for each acute health condition. The nursing process will be utilized in developing appropriate nursing care. Family education and community resources will be covered in the course. Learning will be reinforced in clinical experiences and will focus on providing nursing care to families with acute illnesses. 2 lecture hours, 3 clinical hours.

**NUR 268** **Complex Health Concepts** **5 cr. hrs.**
**Prerequisite: Second year standing in ADN program**
This course builds on concepts covered in NUR 148 and NUR 248 with an emphasis on critical and life threatening conditions and disease processes. The nursing process will be utilized to discuss related materials including assessment and recognition of complications, abnormal lab/diagnostic findings, and medical and nursing interventions for each complex health condition. Emphasis will be placed on collaboration of the interdisciplinary team. Learning will be reinforced in lab and clinical experiences. 3 lecture hours, 2 lab hours, 3 clinical hours

**NUR 278** **Community Health and Mental Health Concepts** **4 cr. hrs.**
**Prerequisite: Second year standing in ADN program**
This course will cover topics related to the delivery of community and mental health care. Specific health needs of individuals, families, and populations will be addressed across the lifespan. Health education, health promotion, and illness prevention are stressed as strategies for meeting the health needs of populations. Attention will be given to diverse and at-risk populations. Mental health concepts will concentrate on specific mental health disorders and adaptive/maladaptive behaviors. Community resources will be examined in relation to specific types of support offered to diverse individuals and populations. Learning will be reinforced in clinical experiences. 3 lecture hours, 3 clinical hours

**NUR 289** **RN Leadership** **2 cr. hrs.**
**Prerequisite: Second year standing in ADN program**
This course is designed to examine current trends and issues in the rapidly changing healthcare environment that may influence the transition of students to nursing practice. Concepts and theories of nursing care delivery models, leadership and management, delegation of patient care, communication, time management, conflict resolution, legal responsibilities, ethical issues, decision making, issues, trends in nursing, and graduate role integration and professional development will be explored. Strategies for acquiring and maintaining a RN license, planning a career in nursing, and advancing in the profession are developed within the standards set forth by the Illinois Nursing and Advanced Practice Nursing Act.

**NUR 295** **Advanced Special Topics in Nursing***** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in nursing for ADN students 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.

## NURSING ASSISTANT

**NUA 100** **Fundamentals for the Nursing Assistant** **3.5 cr. hrs.**
**Prerequisite: Admission to the CNA program; concurrent enrollment in NUA 100 and NUA 103**
This course provides theoretical and clinical foundation for skills needed to practice as a nursing assistant with introduction to nutrition, anatomy and physiology, and disease processes. Skills are included to prepare students to acquire and maintain employment. Course is required for the basic nursing assistant certificate.

**NUA 102** **Basic Patient Care Skills** **3.5 cr. hrs.**
**Prerequisite: Admission to the CNA program; concurrent enrollment in NUA 100 and NUA 103**
Focuses on development of basic nursing assistant skills with opportunities to practice patient care in the lab setting. Includes skills for personal care in hygiene, activity, basic assessment, safety, nutrition, elimination, and documentation. Course is required for the basic nursing assistant certificate. 3 lecture hours, 1 lab hours

**NUA 103** **Nursing Assistant Practicum** **1 cr. hr.**
**Prerequisite: Admission to the CNA program; concurrent enrollment in NUA 100 and NUA 102**
Introduces the student to the clinical setting with supervised practice of basic patient care. The focus is on application of principles of patient care skills and developing competencies in the long-term care setting. Course is required for the CNA certificate. 0 lecture hours, 3 clinical hours

**NUA 106** **Care of Person with Dementia** **1 cr. hr.**
**Prerequisite: Student must be on the IDPH (IL Department of Public Health) Registry in good standing; concurrent enrollment in NUA 100, NUA 102, NUA 103**
Prepares the certified nursing assistant with advanced skills to provide holistic care for the person with dementia. The disease process, safety issues, communication techniques, and strategies for dealing with challenges associated with the disease are addressed.

**NUA 107** **Physical Rehabilitation Aide Training** **1 cr. hr.**
**Prerequisite: Certified nursing assistant or consent of department**
This course will prepare the nursing assistant to provide rehabilitation services for residents living in licensed long-term care facilities. Topics include philosophy, purpose, and techniques of rehabilitation and restorative nursing; medical terminology and abbreviations used in assessment and physical rehabilitation; and normal aging and disease processes associated with aging. 0.5 lecture hours, 1 lab hour

**NUA 108** **Focus on Geriatric Issues** **3 cr. hrs.**
**Prerequisite: Student must be on the IDPH (Ill. Department of Public Health) Registry in good standing; concurrent enrollment in NUA 100, NUA 102, NUA 103**
This course provides a greater depth of knowledge and skills for the certified nursing assistant caring for the older adult. Included are issues relating to culture change, diversity, regulatory issues in the long-term care facility, nutrition and diet therapy, observation skills, documentation, age-related changes, health conditions, abuse and neglect, end of life, and advanced skills. 2.5 lecture hours, 4 clinical hours

**NUA 195** **Special Topics in Nursing Assistant***** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics for nursing assistant 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 to a maximum of four credit hours. Topics to be listed on student's permanent academic record.

**NUA 295** **Advanced Special Topics in Nursing Assistant***** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics for nursing assistant 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 to a maximum of four credit hours. Topics to be listed on student's permanent academic record.

## OFFICE TECHNOLOGY

**OFT 101** **Beginning Keyboarding** **2 cr. hrs.**
This course is intended to provide students with the ability to operate a standard keyboard rapidly and accurately using the touch method and build basic key boarding skill.

**OFT 102** **Keyboarding I** **2 cr. hrs.**
**Prerequisite: OFT 101 with a grade of "C" or above or consent of department**
This course teaches major business document formats, such as memos, letters, reports and tables.

**OFT 162** **Business Machines** **2 cr. hrs.**
Students will become proficient with the electronic printing calculator screen using the touch method. The student will be able to solve common business problems. Available only as an Open Learning course.

**OFT 165** **Alphabetic Filing** **1 cr. hr.**
This course is designed to teach the basic rules of alphabetic filing and then adapt the rules for subject, geographic, and numeric filing methods. Available only as an Open Learning course.

**OFT 170** **Introduction to the Medical Office** **4 cr. hrs.**
This course is designed to teach the concepts and procedures associated with entry-level medical office administrative positions. Students will learn basic medical terms, customer service techniques, Microsoft Office tasks, Electronic Health Record (EHR) system functionality and data privacy requirements.

**OFT 195** **Special Topics in Office Technology*** ** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in office technology 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.)

**OFT 211** **Keyboarding Speed and Accuracy** **1 cr. hr.**
**Prerequisite: OFT 102**
This course is designed to help the student increase his or her keyboarding speed and accuracy. Available only as an Open Learning course.

**OFT 212** **Keyboarding Document Production** **3 cr. hrs.**
**Prerequisite: OFT 102 with a grade of "C" or above**
This course is designed to help the student develop the strong keyboarding, word processing, and formatting skills that will be needed for communicating and working.

**OFT 260** **Customer Service** **3 cr. hrs.**
This course prepares students to meet and exceed customer service expectations of both internal and external customers. The course addresses attitude and personal approach with customers; resolution of customer conflicts and complaints; importance of nonverbal communication and listening skills; appropriate telephone, online and written communication; professionalism; and stress and time management.

**OFT 265** **Clerical Procedures** **3 cr. hrs.**
**Prerequisite: OFT 102 or consent of department**
This course deals with office environment. Topics include the changing workplace; teamwork; verbal, nonverbal and written communications; presentation skills; telecommunications; workplace mail; hardware and software; reprographics; ethics; anger, stress and time management; meetings and travel arrangements; job search; and leadership.

**OFT 270** **Electronic Health Records** **3 cr. hrs.**
An overview course that focuses on the fundamental concepts, terminology and functions of the electronic health record (EHR). The course will emphasize the principles of creating and maintaining electronic health records in acute and ambulatory health settings. EHR history, benefits, standards, functionality, security, and confidentiality in a variety of healthcare settings will be examined. Students will have hands-on training using the common functions of an electronic health record system.

**OFT 281** **Medical Terminology** **3 cr. hrs.**
Teaches medical language of prefixes, suffixes, and combining forms. Students will learn to pronounce and spell medical terms and also learn how to combine prefixes, suffixes, and combining forms to describe a medical term. Course utilizes a body system approach focusing upon specific body systems and providing a brief overview of anatomy and physiology, pathology, word roots, related terms, and special procedures with emphasis on building a working medical vocabulary based on body systems.

**OFT 282** **Medical Transcription** **3 cr. hrs.**
**Prerequisite: OFT 102 and OFT 281**
Transcription of authentic physician-dictated reports organized by body systems of medical specialties. Emphasis is on development of accuracy, speed, and medical knowledge for transcription of letters, chart notes, history and physical examination reports, discharge summaries, laboratory reports, diagnostic studies, radiology and pathology reports; using reference materials and other resources efficiently; editing and proofreading techniques; and grammar and punctuation review. Available only as an Open Learning course.

**OFT 283** **Pharmacology for the Medical Office** **2 cr. hrs.**
**Prerequisite: OFT 281**
Students are introduced to the mechanisms of actions of drugs so that there is an understanding of why drugs must be dispensed in certain ways. Groupings of most-used drugs into categories provide a basis for understanding basic pharmaceutical concepts. Available only as an Open Learning course.

**OFT 284** **Medical Coding - ICD** **2 cr. hrs.**
**Prerequisite: BIO 275 and OFT 281**
This is a fundamental course which deals with the International Classification of Diseases (ICD). ICD is designed for the classification of patient morbidity (sickness) and mortality (death) information for statistical purposes. Available only as an Open Learning course.

**OFT 285** **Medical Coding - CPT** **2 cr. hrs.**
**Prerequisite: BIO 275 and OFT 281**
This is a fundamental course which deals with the Current Procedural Terminology (CPT). CPT is designed for communicating information about clinical services to address the needs of health care professionals, patients, accreditation organizations, and payers for administrative, financial, and analytical purposes. Available only as an Open Learning course.

**OFT 286** **Patient Billing** **3 cr. hrs.**
Designed to introduce the concepts and skills needed for a career in the medical office billing field. Students will work with a patient billing and accounting software program to complete assignments and a simulation project. Available only as an Open Learning course.

**OFT 289** **Introduction to Legal Office** **2 cr. hrs.**
This course is designed for those students who are seeking a career in a legal office. The course provides an explanation of the law office and experience in preparing the legal papers and forms required of a law office staff member. Available only as an Open Learning course.

**OFT 290** **Legal Terminology** **3 cr. hrs.**
**Prerequisite: OFT 289**
This course is designed for those students who are preparing for a career in a legal office. It will stress legal definitions and learning to transcribe from taped dictation legal information. Available only as an Open Learning course.

**OFT 291** **Legal Transcription** **3 cr. hrs.**
**Prerequisite: OFT 290**
This course is designed to give students an opportunity to learn the activities performed by a transcriptionist in a law firm or other legal setting where documents are converted from the spoken word to printed form. Available only as an Open Learning course.

**OFT 299** **Office Internship** **variable 1-5 cr. hrs.**
**Prerequisite: Successful completion of program requirements leading to internship experience and consent of department**
The internship program is designed to provide practical "real world" experience in a carefully designed and structured program. The student is given an opportunity to apply skills learned during formal training, as well as learn new skills, by the use of on-the-job experience. Students learn office procedures and develop responsibility and professionalism. Eighty hours of on-the-site work equals one credit hour. Students may enroll for up to five credit hours. 0 lecture hours, 25 lab hours

## PARAMEDICINE (SEE EMERGENCY SERVICES)

## PHILOSOPHY

**PHL 101** **Introduction to Philosophy** **3 cr. hrs.**
Introduction to basic problems, procedures, and systems of philosophy and the development of powers over independent analysis on the student with a constructive attitude toward knowledge. IAI: H4 900

**PHL 111** **Logic/Critical Thinking** **3 cr. hrs.**
This course covers inductive and deductive methods in logic. It is designed to assist students in methods of logical analysis and reasoning. IAI: H4 906

**PHL 121** **Ethics** **3 cr. hrs.**
A study of values. This course is designed to assist students in the development of a philosophic understanding of human nature, moral philosophy, and principles of ethics that will help them assume individualized responsibility in a democratic society. IAI: H4 904

**PHL 195** **Special Topics in Philosophy***** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in philosophy 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. Topics to be listed on student's permanent academic record.

**PHL 201** **Major World Religions** **3 cr. hrs.**
A study of the great religions of the world today. IAI: H5 904N

**PHL 211** **Philosophy of Religion** **3 cr. hrs.**
A philosophical approach to a study of one's religious experience. IAI: H4 905

**PHL 295** **Advanced Special Topics in Philosophy***** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in philosophy 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. Topics to be listed on student's permanent academic record.

# PHYSICS

**PHY 103** **Fundamentals of Physics I** **4 cr. hrs.**
**Prerequisite: MAT 113; MAT 114 is highly recommended and may be taken concurrently; high school physics**
General survey of various aspects of mechanics, heat, sound, electricity, magnetism, modern physics optics, and relativity. (Will not transfer for engineering or physics major.) 3 lecture hours, 2 lab hours; IAI: P1 900L

**PHY 104** **Fundamentals of Physics II** **4 cr. hrs.**
**Prerequisite: PHY 103**
A continuation of Physics I. 3 lecture hours, 2 lab hours

**PHY 195** **Special Topics in Physics*** ** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
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. Topics to be listed on student's permanent academic record.

**PHY 227** **Principles of Physics I** **5 cr. hrs.**
**Prerequisite: MAT 220; Advanced high school physics recommended**
First of the two-semester calculus-based physics sequence, this course is for engineering and science majors. A thorough coverage of the fundamental principles of physics, including conservation of momentum, energy and angular momentum, Newton's Laws of motion, oscillatory, motion, planetary motion, and special relativity. 4 lecture hours, 2 lab hours; IAI: PHY 911

**PHY 228** **Principles of Physics II** **5 cr. hrs.**
**Prerequisite: MAT 221, PHY 227**
Continuation of the two-semester calculus-based physics sequence. This course is for engineering and science majors. A thorough coverage of the fundamental principles of physics, including electricity, circuits, magnetism, thermodynamics, waves, optics, quantum physics, and atomic and nuclear physics. 4 lecture hours, 2 lab hours; IAI: PHY 912

**PHY 295** **Advanced Special Topics in Physics*** ** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
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. Topics to be listed on student's permanent academic record.

# POLITICAL SCIENCE

**PSC 101** **American Government** **3 cr. hrs.**
Fundamentals of federal, state and local governments with emphasis on national government, including the Constitution of the United States. IAI: S5 900

**PSC 110** **Introduction to Political Science** **3 cr. hrs.**
Survey of major concepts and approaches employed in political science. IAI: S5 903

**PSC 131** **State and Local Government** **3 cr. hrs.**
Comparative analysis of state political systems with emphasis on the executive, the bureaucracy under the executive, state legislatures and county boards. IAI: S5 902

**PSC 195** **Special Topics in Political Science*** variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in political science 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. Topics to be listed on student's permanent academic record.

**PSC 295** **Advanced Special Topics in Political Science*** variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in political science 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. Topics to be listed on student's permanent academic record.

# PSYCHOLOGY

**PSY 101** **Introduction to Psychology 3 cr. hrs.**
Basic introduction to the major areas of psychology--the study of behavior and the mind. Areas of emphasis include human development, personality theory, learning, thinking, stress and motivation, mental illnesses, and biological and social aspects of behavior. Course will combine research with real life application throughout. IAI: S6 900

**PSY 108** **Applied Psychology 3 cr. hrs.**
Practical applications of the psychological principles that lead to learning efficiency, social adjustment, motivation, interpersonal skills, and success-oriented attitudes.

**PSY 111** **Psychological Principles Across the Lifespan 3 cr. hrs.**
This course introduces students to some of the basic principles of psychology as they apply to lifespan development. The material focuses on the physical maturation, cognitive advancements, and social/emotional changes that occur during specific periods of development including infancy, childhood, adolescence, and adulthood. Basic psychological concepts, including historical and theoretical perspectives, research fundamentals, sensation and perception, learning and behavior, motivation and emotion, abnormal psychology, brain development, and memory will be emphasized as they apply to the developmental periods.

**PSY 123** **Career Management 1 cr. hr.**
Strategy and skills for developing a career management program, particularly self-assessment, decision making, life planning, and communication skills, for the individual entering or re entering the job market, moving within occupations, or changing occupations.

**PSY 145** **Human Relations in the Workplace 3 cr. hrs.**
Introduction to the application of psychology and guidelines for the field of human relationships in the workplace. The course will examine the information and guidelines to promote effective functioning in the workplace. Topics covered will include diversity in the workplace, groups and organizations, ethics, productivity, teamwork communication, and motivation. Also emphasized will be workplace attitudes for job satisfaction, interpersonal relations, dealing with stress and discrimination, and career choice planning.

**PSY 195** **Special Topics in Psychology*** variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in psychology 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. Topics to be listed on student's permanent academic record.

**PSY 201** **Educational Psychology** **3 cr. hrs.**
**Prerequisite: PSY 101**
A study of the application of the principles of psychology to the field of education and a review of educational research in the areas of motivation, intelligence, measurement, evaluation, the learning process, learning styles, and the impact of culture in education. Observational experiences may be included. (Same as EDU 201.)

**PSY 202** **Child Psychology** **3 cr. hrs.**
**Prerequisite: PSY 101**
A psychological examination of human development from conception through adolescence. Topics include interaction of diverse influences of biological factors, individual characteristics, and the environment in relation to human growth and development. IAI: S6 903

**PSY 203** **Adolescent Psychology** **3 cr. hrs.**
**Prerequisite: PSY 101**
This course provides a detailed examination of the developmental period of adolescence, including cognitive, social, personality and psychosocial developmental milestones. Physical maturation and the emergence of new social references are discussed. IAI: S6 904

**PSY 212** **Human Sexuality** **3 cr. hrs.**
This class will examine the physiological, psychological and sociological aspects of human sexuality. Topics will include human reproduction, contraception, STI's, cross-cultural perspectives on sexual behavior, gender roles and stereotyping, sexual response, sexual desire, sexual performance, love and sexual deviance and problems.

**PSY 221** **Social Psychology** **3 cr. hrs.**
**Prerequisite: PSY 101 or SOC 101**
A study of the impact of social factors on individual and group behavior, including attitudes, behavior, and motivation. (Same as SOC 221.) IAI: S8 900

**PSY 233** **Developmental Psychology** **3 cr. hrs.**
**Prerequisite: PSY 101**
A study of human development from conception across the life span to death. Attention will be given to physical, cognitive, emotional and social aspects of development. IAI: S6 902

**PSY 238** **Abnormal Psychology** **3 cr. hrs.**
**Prerequisite: PSY 101**
A study of mental illness including the causes, characteristics, progression and treatment of mental illness. IAI: PSY 905

**PSY 250** **Psychology of Personality** **3 cr. hrs.**
**Prerequisite: PSY 101**
A study of the major theories, schools, and systems of psychology relating to the growth and structure of individual human personality.

**PSY 295** **Advanced Special Topics in Psychology***** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in psychology 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. Topics to be listed on student's permanent academic record.

## QUALITY ASSURANCE

**QAL 210** **Introduction to Quality Assurance** **3 cr. hrs.**
This course provides a fundamental, yet comprehensive, coverage of quality assurance functions and activities. Students will be introduced to the knowledge and skills that are needed to make an organization more cost- and time-efficient and more responsive to the challenges of the world market. The focus is on the solution of quality problems and issues. IAI: IND 914

## READING (SEE COMMUNICATIONS)

## RELIGIOUS STUDIES

**RST 101** **Introduction to the Bible** **3 cr. hrs.**
A study of Jewish and Christian scriptures from a historical viewpoint with emphasis on literary genres in the Bible and the relationship to Western culture. Students enrolled in this course may not enroll in RST 111 or RST 112. IAI: H5 901

**RST 111** **Introduction to the Old Testament** **3 cr. hrs.**
Jewish scriptures from a historical viewpoint with emphasis on literary genres in the Bible and the relationship to Western culture. Students enrolled in this course may not enroll in RST 101. IAI: H5 901

**RST 112** **Introduction to the New Testament** **3 cr. hrs.**
A study of Christian scriptures from a historical viewpoint with emphasis on literary genres in the Bible and the relationship to Western culture. Students enrolled in this course may not enroll in RST 101. IAI: H5 901

**RST 175** **Foundational Religious Texts** **3 cr. hrs.**
The humanistic study of the foundational documents of Judaism, Christianity, and Islam. Course looks at the Hebrew Bible, the New Testament, and the Qur'an, as well as secondary sacred texts that are used by each tradition to explain the meaning of these primary texts. IAI: H5 901

**RST 195** **Special Topics in Religious Studies***** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in religious studies 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. Topics to be listed on student's permanent academic record.

**RST 295** **Advanced Special Topics in Religious Studies***** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in religious studies 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. Topics to be listed on student's permanent academic record.

## SCIENCE

**SCI 100** **Environmental Geology** **4 cr. hrs.**
An introductory study of forces that continually shape the surface of the earth, including examination of geological formation processes and our impact on the environment. 3 lecture hours, 2 lab hours. IAI: P1 905L

**SCI 105** **Weather and Climate** **4 cr. hrs.**
An elementary survey of the properties of the atmosphere and the principles that govern weather and climate change. Real-time weather data will be used to predict weather and historical data archives to study climate. 3 lecture hours, 2 lab hours

**SCI 195** **Special Topics in Science*** ** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in science 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.

**SCI 295** **Advanced Special Topics in Science*** ** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in science 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. Topics to be listed on student's permanent academic record.



## SOCIOLOGY

**SOC 101** **Introduction to Sociology** **3 cr. hrs.**
This course is an introduction to sociology as a way of understanding the world and how it applies to everyday life. Major theoretical perspectives and concepts are presented including socialization, culture, the social construction of knowledge, social control and deviance, inequality, race and ethnic relations, poverty, and the sociological imagination. IAI: S7 900

**SOC 111** **Social Problems** **3 cr. hrs.**
This course describes social problems facing the United States today and identifies how these problems impact and are impacted by our institutions and culture. Students will learn how to interpret social problems by looking at them through the lens of sociological theory. The course examines the causes of various social problems, the effects of these problems on society and possible remedies or policies. IAI: S7 901

**SOC 195** **Special Topics in Social Science*** ** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in social science 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.

**SOC 221** **Social Psychology** **3 cr. hrs.**
**Prerequisite: PSY 101 or SOC 101**
A study of social factors in individual and group behavior including social perceptions; motivation and learning; attitudes, conformity and social influences process; and the development of group performances. (Same as PSY 221.) IAI: S8 900

**SOC 222** **Sociology of Diversity** **3 cr. hrs.**
This course will focus on the social construction of race and its impact on racial identities and relations. The historical structural foundations of racial inequality in contemporary society will be addressed as well as group relations of other

minority groups, including religious and sexual minorities. Students will explore the social implications of difference with particular reference to issues of race, ethnicity, religion, class and gender. Key components of cross-cultural theories, methods and research as they relate to living and working in a multicultural society will also be examined. IAI: S7 903D

**SOC 224** **Marriage and the Family** **3 cr. hrs.**
The social context of marriage and family patterns in the current American society; nature, purpose and obligations of marriage and family. IAI: S7 902

**SOC 243** **Introduction to Social Work** **3 cr. hrs.**
Introduction to basic methodologies of social work intervention in problem situations at individual, group and community levels.

**SOC 295** **Advanced Special Topics in Social Science*** variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in social science 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. Topics to be listed on student's permanent academic record.

## SPANISH

**SPN 101** **Elementary Spanish I** **4 cr. hrs.**
Fundamentals of grammar and pronunciation, with emphasis on reading, writing, and conversation. Also incorporates geography, customs, and cultures of the Spanish-speaking world. 3 lecture hours, 2 lab hours

**SPN 102** **Elementary Spanish II** **4 cr. hrs.**
**Prerequisite: SPN 101 with a grade of "C" or better**
Continuation of Elementary Spanish I, continuing to emphasize development of proficiency in the language in five areas: listening, speaking, reading, writing, and cultural understanding. In class, students will be actively engaged in communicating in Spanish and learning about the Spanish-speaking world. 3 lecture hours, 2 lab hours

## SURGICAL TECHNOLOGY

**SUR 100** **Professional Issues for the Surgical Technologist** **1 cr. hr.**
This course encompasses professional, self, and workplace management skills for the surgical technologist. Credentialing, communication, professionalism, affective behaviors, standards of conduct, employability skills, hospital organization, the surgical environment and the scope of practice are included.

**SUR 110** **Introduction to Surgical Technology** **8 cr. hrs.**
This course introduces the learner to the basic skills and concepts necessary to build a knowledge base for surgical technology. Emphasis is placed on the surgical team and the role of the surgical technologist, asepsis, sterile technique, preparing the patient for surgery and providing a safe surgical environment. Also included are wound closure, hemostasis, surgical pharmacology, instrumentation, and surgical routines and emergencies. Lab and clinical components are included to provide hands-on experiences. 5 lecture hours, 6 lab hours

**SUR 114** **Surgical Pharmacology** **2 cr. hrs.**
**Prerequisite: Admission to the Surgical Technology AAS Degree**
This course is designed to enhance pharmacology information the student has already covered in prior coursework. It will further prepare the surgical

technologist to safely handle those medications required for surgical cases. The emphasis is on reviewing drug sources, forms, actions and effects, routes of administration, classifications, and names; a more in-depth review of math, units of measures and conversions, drug handling techniques, and commonly used medications in the operating room. Methods and techniques of anesthetic administration are also included.

**SUR 120** **Surgical Technology I** **9 cr. hrs.**
**Prerequisite: SUR 110**
This course is designed to provide not only instruction regarding specific surgical procedures, but also to provide actual surgical experience in the operating room. Emphasis is on the role of the surgical technologist in preparing for and participating in general surgeries, minimal access surgeries, obstetric and gynecologic surgery, neurosurgery, peripheral vascular surgical procedures and cardiothoracic surgical procedures. Hands-on experience will be provided at surrounding area hospitals and surgical clinics to allow the student to perfect the skills learned in the classroom and laboratory. 3 lecture hours, 24 clinical hours

**SUR 140** **Surgical Technology II** **9 cr. hrs.**
**Prerequisite: SUR 120**
This course is designed to provide the student with the instruction and actual hands-on clinical experience in the operating room for specialty surgeries. The emphasis is placed on the role of the surgical technologist in preparing for and participating in surgeries relating to urogenital procedures, orthopedic procedures, eye procedures, ear, nose throat, and mouth procedures, and plastics and reconstructive surgery. Clinical experience will be provided at surrounding area hospitals and surgical clinics. 3 lecture hours, 24 clinical hours

## SUSTAINABLE LOCAL FOODS

**SLF 110** **Computer Apps for the Small Business*** **2 cr. hrs.**
This course prepares students who are unfamiliar with common computer applications to use the internet for research and communication. Microsoft Office programs will be used to prepare business letters, newsletters and spreadsheets. Focus will be on formatting and content.

**SLF 112** **Integrated Pest Management*** **2 cr. hrs.**
This course will expose students to integrated pest management strategies appropriate for fruit and vegetable crops in the Midwest. Course content includes study of major pests, diseases, and weeds affecting fruit and vegetable crops of the Midwest. Students will gain practical knowledge of pest life cycles and methods of control in order to effectively implement an integrated pest management program within a fruit and vegetable operation. Students will also work toward gaining the Illinois pesticide applicator's license.

**SLF 114** **Introduction to Organic Practices*** **2 cr. hrs.**
This course explores the production of specialty crops using organic methods. Topics include production methods and record-keeping procedures. Emphasis is placed on the USDA National Organic Program certification process as well as cultural practices and technologies employed by organic producers. Upon completion, students will demonstrate knowledge of organic production practices and knowledge of the USDA National Organic Program certification process.

**SLF 116** **Sanitation and Post-Harvest Handling** **2 cr. hrs.**
This course addresses principles of on-farm sanitation and safe post-harvest handling of fruit and vegetable crops. Students will learn practices designed to minimize consumer health hazards and maintain produce quality. Emphasis is placed on principles of food safety and the practices required by the USDA Good Agricultural Practice (GAP) and Good Handling Practices (GHP) Audit Verification Program.

**SLF 118** **Season Extension*** **2 cr. hrs.**
This course provides students with a working knowledge of season extension strategies and practices commonly employed by Midwest fruit and vegetable producers. Students are exposed to technologies and cultural practices which allow fruit and vegetable production outside the traditional growing season.

**SLF 120** **Introduction to Small Farm Viability*** **2 cr. hrs.**
This course explores the practices and conditions that lead to small farm viability. Students will study economic and policy issues that affect small farm viability. Students will also examine practices of successful small farm operations.

**SLF 125** **Business Planning and Startup*** **2 cr. hrs.**
This course is designed to guide students in creating a business plan, evaluating the financial and risk-taking skills associated with starting and managing a business, and researching and evaluating a business idea. Students will have the opportunity to identify all the steps for starting a new business.

**SLF 127** **Fiscal Management for the Small Business*** **2 cr. hrs.**
This course is an introduction to financial management practices employed by successful small businesses. Students will become familiar with bookkeeping terminology, bookkeeping software, financial statements, accounting methods and budgeting.

**SLF 129** **Legal Risk Management for the Small Business*** **2 cr. hrs.**
This course examines the legal liabilities associated with small business ownership. The focus of the course is on minimizing risk through an understanding of the legal environment surrounding small business ownership. Upon completion, students will be able to identify and manage risk associated with small business ventures.

**SLF 130** **Marketing Practices for the Small Business*** **2 cr. hrs.**
This course offers a functional overview of marketing vehicles, including social media. Additional attention will be given to terminology to highlight the quality and benefits of products, as well as presentation of the products (branding, logo, packeting, layouts). Discussion of how the entrepreneur can move the market.

**SLF 135** **Fruit Production*** **2 cr. hrs.**
This course exposes students to fruit crops grown commercially in the Midwest. Topics include variety selection, production methods and record-keeping procedures. Upon completion, students will demonstrate knowledge of crop-specific production practices appropriate for the Midwest.

**SLF 140** **Vegetable Production*** **2 cr. hrs.**
This course is an overview of vegetable production in the Midwest. Topics include variety selection, production methods and record-keeping procedures. Upon completion, students will demonstrate knowledge of crop specific production practices appropriate for the Midwest.

**SLF 145** **Practical Soil Management*** **2 cr. hrs.**
This course introduces students to the concepts of soil quality and health. The course emphasizes practical aspects of physical, chemical and biological soil conditions. Students will assess soil quality and gain knowledge of soil managements practices to improve and maintain soil quality.

**SLF 155** **Small Farm Maintenance and Operations*** **2 cr. hrs.**
This course is a practical study of maintenance and operation of equipment and infrastructure common to small farms. Focus of the course is o the operation and maintenance of common tools and equipment, maintenance of on-farm structures and infrastructure, and mechanical systems associate with the small farm. Applicable EPA and OSHA regulations will be studied.

**SLF 160** **Plant Propagation*** **3 cr. hrs.**
This course provides students with a working knowledge of sexual and asexual plant propagation methods. Topics will include seed saving and seed propagation of common horticultural crops as well as asexual propagation methods including cuttings, budding, grafting, division and layering. Plant propagation facilities will be studied.

**SLF 168** **Summer Vegetable & Small Fruit Production** **4 cr. hrs.**
This course includes the study and practice of vegetable and small fruit production using sustainable methods. Topics include variety selection, production methods and record-keeping procedures. Study for each topic incorporates fieldwork to enhance practical application of specific learning objectives. Students should achieve proficiency with the use of tolls and equipment associated with sustainable production methods. Upon completion, students will demonstrate knowledge of crop-specific sustainable production practices appropriate for summer in the Midwest. 3 lecture hours, 2 lab hours

***Developed with DOL funds.***

## SWINE MANAGEMENT (SEE AGRICULTURE)

## TRUCK DRIVER TRAINING

**TRK 150** **Introduction to Truck Driver Training**
**Prerequisite: Minimum of 21 years of age (or waiver by the Dean of CTHE), certification that medical requirements of Federal Motor Carrier Safety Regulations are met, certification of driving privileges are current with no serious driving violations within the past three years.**
This course is designed to provide basic information needed by a truck driver. An overview of vehicle braking and electrical, mechanical, and air systems will be covered, as well as Department of Transportation's (D.O.T.) rules and regulations. Successful completion of this course will prepare the student to obtain a Commercial Driver's License (CDL) Learner's Permit.

**TRK 180** **Truck Driver Training: Fundamentals**
**Prerequisite: TRK 150**
This course is designed to provide basic information needed by an entry-level truck driver. Presents an overview of truck transportation, a description of truck systems and how they work, and basic defensive driving skills. Vehicle braking and electrical, mechanical, and air systems will be emphasized, as well as Department of Transportation's (D.O.T.) rules and regulations, logs and legal topics of interest to trucking and transportation. Additional topics included defensive driving, cargo handling, hazardous materials, and other closely related topics as required by the Professional Truck Driver Institute model curriculum.

**TRK 181** **Truck Driver Training: Operations**
**Prerequisite: TRK 150 and TRK 180; Students must possess a valid Illinois State CDL Learner's Permit**
This course is designed to develop the basic skills needed by an entry-level truck driver. Provides extensive hands-on experience in backing, parking, start-up, preventive maintenance, and over the road driving. The hours of training will meet all of the requirements for the student to receive a Professional Truck Driver Institute certificate. Successful completion of this course will prepare the student to take the necessary exams to obtain a Commercial Driver's License (CDL) to operate a tractor-trailer.

## VETERINARY ASSISTANT

**VET 101** **Veterinary Assistant I** **3 cr. hrs.**
This class prepares students to work in the animal care field. Class consists of 30 classroom hours and a minimum of 25 lab hours actually observing and practicing veterinary assistant skills learned from content instruction. Trained assistants support veterinary technicians and veterinarians in a variety of inpatient and outpatient activities. Available during the fall semester only. 2 lecture hours, 2 lab hours

**VET 102** **Veterinary Assistant II** **3 cr. hrs.**
**Prerequisite: VET 101**
This class is an extension of VET 101 to further prepare students to work in the animal care field. Students will gain in-depth knowledge in anatomy, pathophysiology of animal diseases, emergency care and anesthesia/surgery protocols. Class consists of 30 online hours and a minimum of 25 hours actually observing and practicing intermediate veterinary assistant skills learned in the classroom setting. Trained assistants support veterinary technicians and veterinarians in a variety of inpatient and outpatient activities. Available during the spring semester only. 2 lecture hours, 2 lab hours

## WELDING

**WLD 120** **Industrial Welding** **3 cr. hrs.**
This course is designed to provide the necessary welding skills required for industrial maintenance, industrial machinists, mechatronics and other individuals employed in the field of advanced manufacturing. Students will learn the theory and operation of welding equipment, related safety issues, metallurgy and related metal properties. 2 lecture hours, 2 lab hours

**WLD 155** **Basic Welding** **3 cr. hrs.**
**Prerequisite: Appropriate JWCC math placement test score**
The setting up and use of arc welding and oxyacetylene welding equipment, with safety emphasized. Basic techniques such as striking an arc, lighting torch equipment, acetylene cutting, heat measurement and rod movement are practiced. 1 lecture hour, 4 lab hours.

**WLD 160** **Welding Symbols & Welding Blueprint Reading** **2 cr. hrs.**
**Prerequisite: Appropriate JWCC math placement test score**
Theory of the important area of welding symbols and the reading of welding blueprints that are required of the welder. An overall coverage of shop safety is included.

**WLD 181** **TIG and MIG Welding** **3 cr. hrs.**
**Prerequisite: WLD 155 and WLD 160 or consent of department**
Covers the essential theory knowledge involved in the tungsten-inert gas welding process and the metal-inert gas process, with emphasis on the reactions on nonferrous metals to the processes, safety considerations and equipment construction. Welding Math explores the math needed by today's professional welder, including measurements, tolerances and metrics. 1 lecture hour, 4 lab hours

**WLD 185** **Commercial Welding** **3 cr. hrs.**
**Prerequisite: WLD 181 or consent of department**
Lab course assisting the advanced welding student in becoming a knowledgeable, employable welder. Arc welding, oxyacetylene welding, TIG, MIG, cost and waste control and safety are covered. 1 lecture hour, 4 lab hours

**WLD 188** **Welding Specialized Materials** **3 cr. hrs.**
**Prerequisite: WLD 185 or consent of department**
This course covers the essential theory knowledge involved in the welding of cast iron, aluminum and stainless steel. The gas metal arc welding (GMAW) process, the shielded metal arc welding (SMAW) process, and the gas tungsten arc welding (GTAW) process are all covered as well. Emphasis will be placed on the reactions on nonferrous metals, safety considerations and equipment usage. 1 lecture hour, 4 lab hours

**WLD 195** **Special Topics in Welding*** ** **variable 1-4 cr. hrs.**
**Prerequisite: Consent of department**
Deals with current topics in welding 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.

**WLD 199** **Welding Internship** **variable 1-5 cr. hrs.**
**Prerequisite: WLD 185 or consent of department**
Students are placed in selected areas of manufacturing and production using proper welding techniques to learn about and become acquainted with the many different aspects of the working environment. Dual supervision is provided by college staff and the operating business. Course requires 80 hours of work experience for each credit hour.



## II. ADULT EDUCATION COURSES

Courses in this section are designed to improve basic skills, meet secondary equivalency requirements, meet U.S. citizenship and Senate Bill 195 requirements, assist non-native speakers of English, and provide pre-employment skills. They do not apply to AA, AS, AES, AFA, or AAS degrees or certificates. **Each course is repeatable 3 times.**

**ABE 001** **Beginning Skills—General** **3 cr. hrs.**
**Prerequisite: TABE reading (grade) level of 0-3.9 or consent of instructor**
Courses that include basic skills, such as literacy, reading, communication and computational skills; library and study skills; and family education skills.

**ABE 002** **Intermediate Skills—General** **3 cr. hrs.**
**Prerequisite: TABE reading (grade) level of 4.0-8.9 or consent of instructor**
Courses that include basic skills, such as literacy, reading, communication and computational skills; library and study skills; and family education skills.

**ABE 020** **Bridge to Manufacturing** **3 cr. hrs.**
**Prerequisite: TABE reading (grade) level of 6.0 or higher or consent of instructor**
This course is designed to educate and train workers for sustainable employment or post-secondary education in the field of Manufacturing. The course combines adult education academics with the skills needed in the workplace through contextualized instruction in reading, writing, math, science and social studies. The course includes a combination of identified workplace competencies, career exploration and basic skills presented in an occupational context.

**ABE 030** **Bridge to Healthcare** **3 cr. hrs.**
**Prerequisite: TABE reading (grade) level of 6.0 or higher or consent of instructor**
This course is designed to educate and train workers for sustainable employment or post-secondary education in the Healthcare field. The course combines adult education academics with the skills needed in the workplace through contextualized instruction in reading, writing, and math. The course includes a combination of identified workplace competencies, career exploration, and basic skills presented in an occupational context.

**ASE 001** **Advanced Skills—General** **3 cr. hrs.**
**Prerequisite: TABE reading (grade) level of 9.0-12.9**
Courses that include instruction in reading, writing, literature, mathematics, science and social studies in preparation for the GED examination. Includes study skills and test preparation skills.

**ASE 020** **Bridge to Manufacturing** **3 cr. hrs.**
This course is designed to educate and train workers for sustainable employment or post-secondary education in the field of Manufacturing. The course combines adult education academics with the skills needed in the workplace through contextualized instruction in reading, writing, math, science and social studies. The course includes a combination of identified workplace competencies, career exploration and basic skills presented in an occupational context.

**ASE 030** **Bridge to Healthcare** **3 cr. hrs.**
This course is designed to educate and train workers for sustainable employment or post-secondary education in the Healthcare field. The course combines adult education academics with the skills needed in the workplace through contextualized instruction in reading, writing, and math. The course includes a combination of identified workplace competencies, career exploration, and basic skills presented in an occupational context.

**ESL 001** **Beginning ESL (English as a Second Language)** **3 cr. hrs.**
Course designed for beginning ESL (English as a Second Language) students who need a thorough review of basic English language structures and vocabulary. The course covers the four skills of listening, speaking, reading, and writing. The goal of the course is to improve the student's English communication skills so he or she can use English more successfully in daily life and in the workplace.

**ESL 002** **Intermediate ESL (English as a Second Language)** **3 cr. hrs.**
Course designed for ESL (English as a Second Language) students who have completed the beginning level. The course covers the four skills of listening, speaking, reading, and writing at an intermediate level. The goal of the course is to improve the student's English communication skills so he or she can use English more successfully in daily life and in the workplace.

**ESL 003** **Advanced ESL (English as a Second Language)** **3 cr. hrs.**
Course designed for students who have completed the intermediate level. This course covers the four skills of listening, speaking, reading, and writing at an advanced level. The goal of the course is to improve the student's English communication skills so he or she can use English more successfully in daily life and in the workplace.

**ESL 020** **Bridge to Manufacturing** **3 cr. hrs.**
**Prerequisite: English language proficiency at the low-intermediate ESL level or above**
This course is designed to educate and train workers for sustainable employment or post-secondary education in the field of Manufacturing. The course combines adult education academics with the skills needed in the workplace through contextualized instruction in reading, writing, math, science and social studies. The course includes a combination of identified workplace competencies, career exploration and basic skills presented in an occupational context.

**ESL 030** **Bridge to Healthcare** **3 cr. hrs.**
**Prerequisite: English language proficiency at the low-intermediate ESL level or above**
This course is designed to educate and train workers for sustainable employment or post-secondary education in the Healthcare field. The course combines adult education academics with the skills needed in the workplace through contextualized instruction in reading, writing, and math. The course includes a combination of identified workplace competencies, career exploration, and basic skills presented in an occupational context.

**JSK 001** **Workforce Skills** **2 cr. hrs.**
This course focuses on the development of skills related to job searches, creating a resume, writing a letter of application, interviewing, and the post-interview follow-up. This course is designed for students at various levels of ability.

# FACULTY AND STAFF

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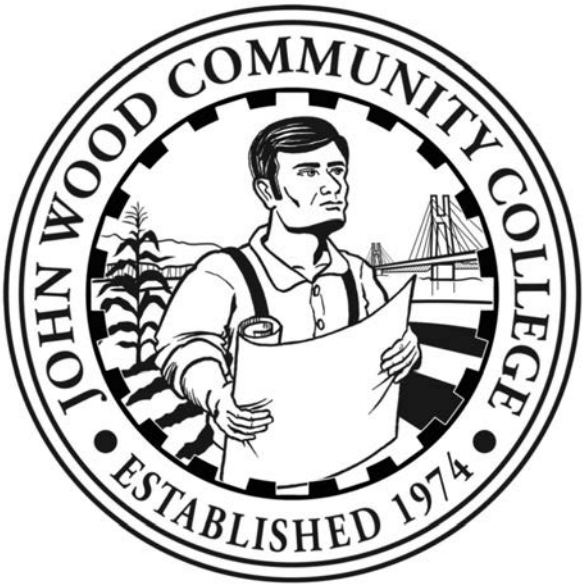


The Official Seal of John Wood Community College depicts John Wood, pioneer and trailblazer, standing tall and strong, looking to a future filled with opportunity. The plat map he holds in his hands reflects planning and the pursuit of knowledge, while the cornstalk rising from the fertile field is at once a representation of agriculture as well as a metaphor for the seed of knowledge planted in the mind of the student, carefully cultivated, and maturing to benefit many. The bluffs and tree line of the Mississippi River Valley are enduring landmarks, while the bridge and roads identify strengths in industry, transportation, and technology. Finally, the cog border symbolizes John Wood Community College as an important part of a greater mechanism. Like John Wood the man, John Wood Community College is a pioneer of innovation helping to build a better future.

- Unanimously adopted by the JWCC Board of Trustees on January 21, 2009
- Seal design by William Beard, JWCC student 2008-09
- Narrative description by James Huber, JWCC student 2008-09

# NOTES

# NOTES

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# NOTES

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# John Wood Community College 2016-2017 Academic Calendar

| ***Fall 2016*** | **16-weeks** | **1st 8-weeks** | **2nd 8-weeks** | **12-weeks** |
|---|---|---|---|---|
| Classes Begin | August 22 | August 22 | October 19 | September 19 |
| Labor Day Holiday (College Closed) | September 5 | September 5 | N/A | N/A |
| Mid-term | October 14 | September 16 | November 15 | October 28 |
| Fall Recess (No Classes) | October 17-18 | N/A | N/A | October 17-18 |
| Thanksgiving Holiday (College Closed) | November 24-25* | N/A | November 24-25* | November 24-25* |
| Last Day of Classes | December 9 | October 14 | December 9 | December 9 |
| Final Exams | December 12-15 | October 10-14** | December 12-15 | December 12-15 |
| Winter Recess (College Closed) | December 23-January 2 | N/A | December 23-January 2 | December 23-January 2 |

*All classes that start 5:00 p.m. or later on Wednesday, November 23 will not be held. All other classes that day will meet.
**Final exams for 1st 8-week courses are conducted during the last class session.

| ***Spring 2017*** | **16-weeks** | **1st 8-weeks** | **2nd 8-weeks** | **12-weeks** |
|---|---|---|---|---|
| College Reopens | January 3 | January 3 | January 3 | January 3 |
| Martin Luther King, Jr. Day Holiday (College Closed) | January 16 | January 16 | N/A | N/A |
| Classes Begin | January 17 | January 17 | March 20 | February 13 |
| Mid-term | March 10 | February 10 | April 14 | March 31 |
| Mid-term Break (No Classes) | March 13-17 | N/A | N/A | March 13-17 |
| Spring Recess (No Classes; College Closed April 14) | April 13-14 | N/A | April 13-14 | April 13-14 |
| Last Day of Classes | May 12 | March 10 | May 12 | May 12 |
| Final Exams | May 15-18 | March 6-10** | May 15-18 | May 15-18 |
| Graduation | May 19 | N/A | May 19 | May 19 |

*All classes that start 5:00 p.m. or later on Wednesday, April 12 will not be held. All other classes that day will meet.
**Final exams for 1st 8-week courses are conducted during the last class session.

| ***Summer 2017*** | ***Intersession 3-weeks*** | ***8-weeks*** | ***1st 4-weeks*** | ***2nd 4-weeks*** |
|---|---|---|---|---|
| Memorial Day Holiday (College Closed) | May 29 | May 29 | N/A | N/A |
| Classes Begin | May 22 | June 12 | June 12 | July 10 |
| Independence Day Holiday (College Closed) | N/A | July 4 | July 4 | July 4 |
| Mid-term | N/A | July 7 | N/A | N/A |
| Last Day of Classes | June 9 | August 4 | July 7 | August 4 |

# John Wood Community College 2017-2018 Academic Calendar

| ***Fall 2017*** | **16-weeks** | **1st 8-weeks** | **2nd 8-weeks** | **12-weeks** |
|---|---|---|---|---|
| Classes Begin | August 21 | August 21 | October 18 | September 18 |
| Labor Day Holiday (College Closed) | September 4 | September 4 | N/A | N/A |
| Mid-term | October 13 | September 15 | November 14 | October 27 |
| Fall Recess (No Classes) | October 16-17 | N/A | N/A | October 16-17 |
| Thanksgiving Holiday (College Closed) | November 23-24 | N/A | November 23-24 | November 23-24 |
| Last Day of Classes | December 8 | October 13 | December 8 | December 8 |
| Final Exams | December 12-14 | October 9-13 | December 11-14 | December 11-14 |
| Winter Recess (College Closed) | December 22-January 1 | N/A | December 22-January 1 | December 22-January 1 |

*All classes that start 5:00 p.m. or later on Wednesday, November 22 will not be held. All other classes that day will meet.
**Final exams for 1st 8-week courses are conducted during the last class session.

| ***Spring 2018*** | **16-weeks** | **1st 8-weeks** | **2nd 8-weeks** | **12-weeks** |
|---|---|---|---|---|
| College Reopens | January 2 | January 2 | January 2 | January 2 |
| Martin Luther King, Jr. Day Holiday (College Closed) | January 15 | January 15 | N/A | N/A |
| Classes Begin | January 16 | January 16 | March 19 | February 12 |
| Mid-term | March 9 | February 9 | April 13 | March 30 |
| Mid-term Break (No Classes) | March 12-16 | N/A | N/A | March 12-16 |
| Spring Recess (No Classes; College Closed March 30) | March 29-30 | N/A | March 29-30 | March 29-30 |
| Last Day of Classes | May 11 | March 9 | May 11 | May 11 |
| Final Exams | May 14-17 | March 5-9** | May 14-17 | May 14-17 |
| Graduation | May 18 | N/A | May 18 | May 18 |

*All classes that start 5:00 p.m. or later on Wednesday, March 28 will not be held. All other classes that day will meet.
**Final exams for 1st 8-week courses are conducted during the last class session.

| ***Summer 2018*** | ***Intersession 3-weeks*** | ***8-weeks*** | ***1st 4-weeks*** | ***2nd 4-weeks*** |
|---|---|---|---|---|
| Memorial Day Holiday (College Closed) | May 28 | N/A | N/A | N/A |
| Classes Begin | May 21 | June 11 | June 11 | July 9 |
| Independence Day Holiday (College Closed) | N/A | July 4 | July 4 | July 4 |
| Mid-term | N/A | July 6 | N/A | N/A |
| Last Day of Classes | June 8 | August 3 | July 6 | August 3 |

JOHN WOOD
COMMUNITY COLLEGE

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