

John Wood Community College



**Concurrent Enrollment
Student Handbook**

Welcome all students, parents, secondary administrator or staff members interested in the **John Wood Community College (JWCC) Smart Start Concurrent Enrollment Program!** Our program is designed for current high school students. It is an opportunity to earn college credits while still in high school.

Students can take advantage of Smart Start courses in several different ways. Courses offered and taught at area high schools are dual credit. These courses are taken during the regular school day and taught by high school teachers credentialed through JWCC. Credit is issued from the high school and the college.

JWCC also offers courses that students can enroll in outside of the normal high school schedule. These courses are taught at a JWCC campus location or online and are considered dual enrollment, where the student is dually (or concurrently) enrolled at the local high school and JWCC. College credit will be issued once the course is successfully completed. No high school credit is received, just college credit for these courses.

Concurrent Enrollment credits earned through dual credit or dual enrollment can be used when the student seeks a degree from JWCC, another college or university (two-year and four-year).

For information and support, please contact:

Brittany McKeown

Coordinator of Concurrent Enrollment

bmckeown@jwcc.edu

217.641.4339



Mission, Vision Statement, Philosophy & Core Values

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.

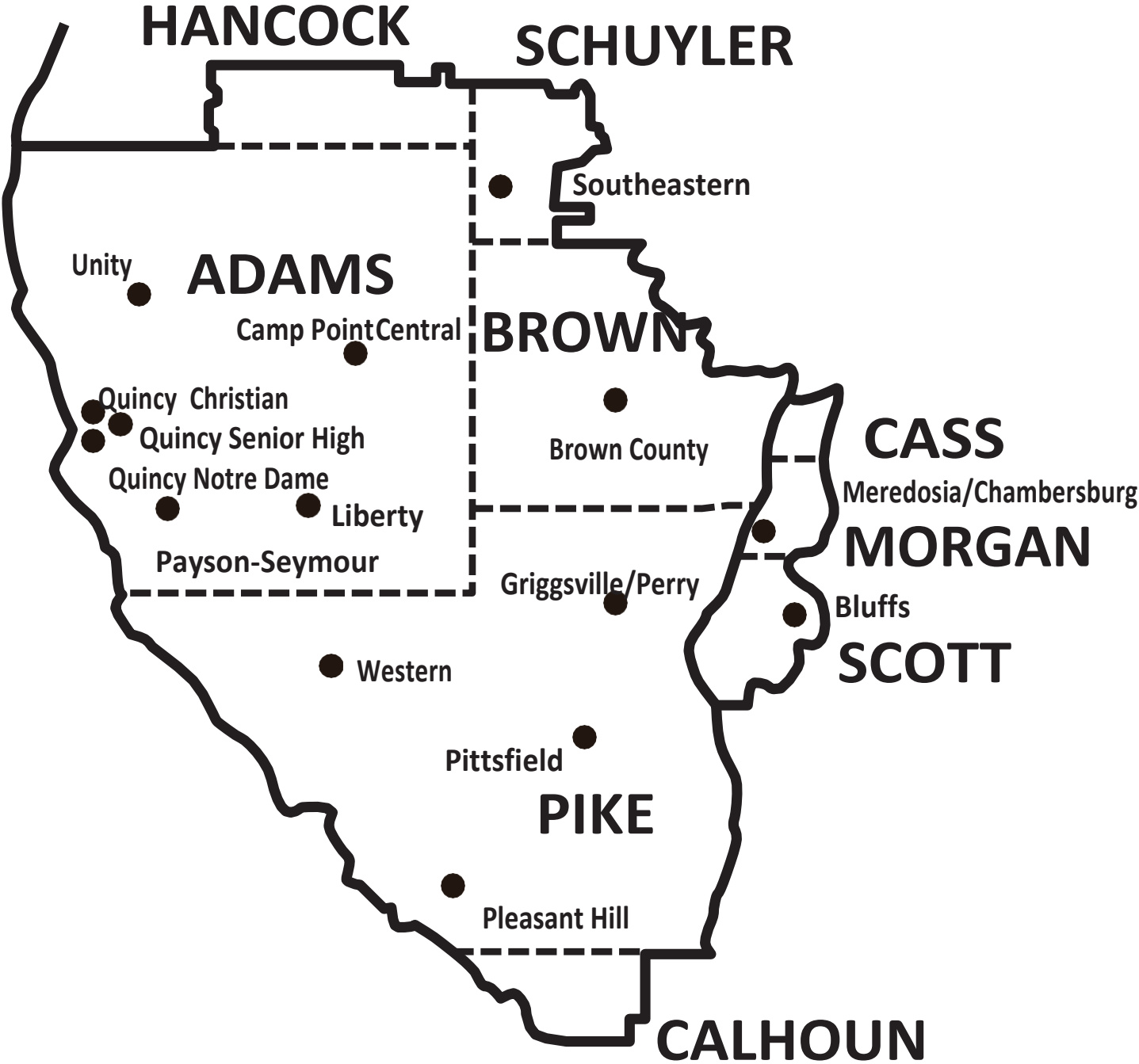
Lifelong Learning: We will encourage everyone to continually improve their knowledge and skills.

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

John Wood Community College

(District #539) Map



To see specific classes by high school and other information, visit jwcc.edu/smartstart

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General Information

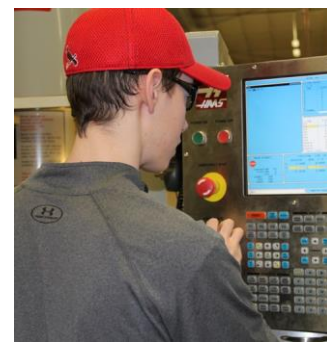


Facilities

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. 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.



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, industrial maintenance, manufacturing technology, robotics and welding are housed in the center.



Southeast Education Center

The JWCC Southeast Education Center opened in its new location two miles north of Pittsfield on U.S. 54 in 2017. JWCC has operated a center to serve the residents within the southeastern portion of its district since 1979. This center offers baccalaureate transfer as well as career/technical and health sciences 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.

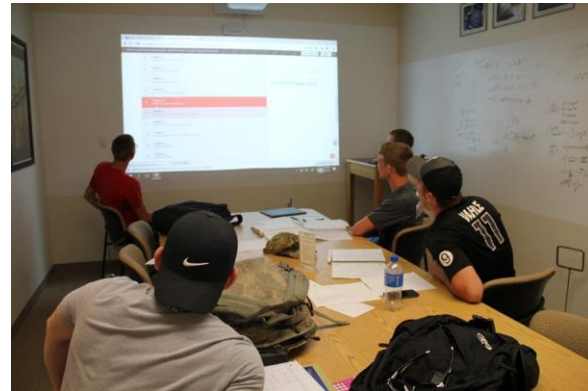
Students may enroll in classroom or online courses and take part in ag-related internships with regional companies.

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.



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 preparatory 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.



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, the Writing Center, 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 60 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.

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

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 (<https://hlcommission.org/> or 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. Numerous organizations assist JWCC in meeting its educational goals.

Family Educational rights and Privacy Act

The Family Educational rights and Privacy Act (FERPA) is a Federal law that protects the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education

If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. In addition, on JWCC Smart Start registration forms, we do ask students for their permission to allow appropriate members of the College to speak with high school counselors, administration, and parents about their information.

It is preferred that members of the high school work through the Coordinator of High School Relations with questions regarding student information or a specific instructor's class.

More information about FERPA can be found on the website www.ed.gov.

Memorandum of Understanding

The Memorandum of Understanding (MOU) is a contract which outlines the requirements and responsibilities of JWCC and the High School. A signed copy of the MOU will be returned to the District and the original will be kept in a central location on the main JWCC campus.

Program Overview

What is Concurrent Enrollment?

Concurrent enrollment provides current high school students the opportunity to take college-credit bearing courses. Courses are available online or in area high schools taught by a qualified high school teacher.

What is Dual Enrollment?

A college course taken by a high school student for credit at the college level, not necessarily for high school credit.

What is Dual Credit?

A college course taken by a high school student for credit at both the college and high school level. The college course is taught by a high school teacher credentialed to teach for JWCC.

Why *Smart Start*?

1. Students earn college credit and are exposed to the college experience while in high school.
2. Courses lead directly to degrees, diplomas, certificates and/or apprenticeships.
3. Students gain hands-on training in technical areas.
4. Career and technical programs give students excellent opportunities to explore career options before leaving high school and without investing money in post-secondary programming that they may decide not to pursue.
5. Career and technical courses reflect the needs of local industry.
6. Students save time and money with an early start on college.

What courses are generally offered?

JWCC offers a full-range of general education and career/technical courses as indicated in the Concurrent Enrollment Course List found in **Appendix A**.

Student Eligibility

Student participation is based on appropriate academic qualification, a high level of motivation, and adequate time to devote to studying a college-level course. High school students who demonstrate readiness for college level work are eligible to enroll in a college level course. All courses must be made in consultations with high school counselors and/or principals and all college criteria and college procedures for enrolling must be completed before registration is finalized.

High School Student Information

How to Enroll

Students should:

1. Meet with their high school counselor to determine which college courses they should take;
2. Complete the registration form, which can be found online at www.jwcc.edu/smartstart or with their high school counselor;
3. Have a parent/guardian and school counselor or principal sign the form.
4. Students will need to submit their high school transcript along with any ACT/SAT scores to the Coordinator of High School Relations. Students who have not taken the ACT/SAT and do not meet requirements via their high school transcript may take the ACCUPLACER assessment at JWCC. Students must meet JWCC admission and course requirements. Math and English requirements can be found at www.jwcc.edu/smartstart.

5. Attend a Smart Start Orientation session or meet individually with the Coordinator of Concurrent Enrollment at the designated high school or JWCC campus.
6. Access their BlazerNet account (<https://blazernet.jwcc.edu>) to view course schedule through SOLAR and JWCC student email. Students will receive documentation in the mail confirming their course registration and other important information.

These steps must be completed prior to the start of the Fall and/or Spring semester. Courses are filled on a first come, first serve basis.

Who pays for Smart Start courses?

Each student is billed separately for the classes in which he or she enrolls. Payment must be paid in full to the Business Office by the deadline or students are removed for non-payment. Students are eligible to set up a payment plan through the Business Office, 217-641-4207. Payment plan information can be found in **Appendix C**.

Payment Deadlines:

Payment is due one week prior to the start of a semester. Each bill states the specific due date

Student Scholarships

Scholarships are available based on high school of attendance. Applications for participating schools can be found online at www.jwcc.edu/smartstart/. All scholarship applications need to be submitted with the Smart Start course application.

Dropping/Adding a Course

Dropping with a refund:

Total refunds will be made to students dropping courses based on the following criteria:

1. Drops 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. Drops 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.

Adding a class:

The add period is the first 3 days of a 16-week term and the first 2 days of an 8-week term.

The High School will be responsible for determining a placement alternative for students who drop concurrent enrollment courses.

Transferring to Other Colleges

JWCC credits transfer readily to other colleges. Students are highly encouraged to meet with the Coordinator of High School and Prospective Student Relations or 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 Representative 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 are available to assist students with these contacts.

Transcripts

Students may request an official or unofficial copy of the John Wood Community College transcript one of three ways:

1. From the student records menu of your SOLAR account available thru BlazerNet;
2. By completing and mailing or faxing (217.641.4192) in the JWCC [Transcript Request Form](#);
3. By calling the Enrollment Services Office at 217.641.4329.

Reminder: Student must have a zero (\$0.00) balance and have no holds on their account for the transcript to be sent or requested.

Grades

All instructors must submit midterm and final grades through SOLAR (Self-Service Online Access to Records). The JWCC Coordinator, Records/Registration will contact each instructor through email prior to the middle and end of the semesters with instructions on how and when grades must be submitted. JWCC's Coordinator, Records/Registration will then provide a grade report to the high school guidance counselor at the conclusion of the course after midterm and final grades have been entered.

Additional questions can be directed to:

Michelle Wright
Coordinator, Records/Registration
mwright@gmail.com
217.641.4362

Grade	Explanation	Grade Point 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.

The grades earned in these courses become part of the permanent college transcript. Grades can be viewed through the student's SOLAR account. Grades will be sent to high school and may be present on the student's high school transcript.

Disability Services

It is JWCC's mission to provide appropriate resources and support services which will ensure students with disabilities the opportunity to competitively pursue a college education. Disability services assist other college departments in providing access to services and programs in the integrated setting possible.

Understanding the difference between K-12 school experience and college experience, especially regarding the

laws, is key to a smooth transition. In K-12 education, the individuals with Disabilities Education Act (IDEA) outlines how educational supports are provided. In postsecondary education, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 form the legal foundation for protections to individuals with disabilities. This distinction forms the basis for the legal and procedural difference that every college student and their parents need to understand.

Once a student is admitted to JWCC and is enrolled in classes either concurrent/dual enrollment the student is considered a college student even though the student is still in high school. If the student will need disability services for their classes, it will be the student's responsibility to contact the Office of Disability Services to schedule an intake meeting and discuss eligibility for services. This meeting should take place two weeks prior to classes starting.

Keep in mind there are no IEPs in college. The Disability Services Office will discuss possible accommodations based on documentation of disability that is provided by the student. Modifications are not required—only accommodations. Student must request accommodations from the college Disability Services Office.

For more information, contact:

Ryan Jansen
Coordinator of Disability Services
217.641.4356
rjansen@jwcc.edu

Location:
John Wood Community College
Student Administration Building
Support Center, RM C122
1301 South 48th Street
Quincy, IL 62305

Student Identification Cards

Student identification cards are issued through Admissions and Advising Offices. 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 of \$10*. ID cards may be obtained during regular business hours.

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

Students attending outlying centers only, can have their ID picture taken at the Southeast Education Center in Pittsfield, Mt. Sterling Education Center, or the Agriculture Education Center in Perry. Once the ID is made in Quincy, it will be sent to the site administrator for release to the student.

Additional Information

Information about concurrent enrollment courses should appear in the high school's program of studies using JWCC course numbers, titles, and course descriptions. Promotion of concurrent enrollment courses available to high school students will be the joint responsibility of the high school and JWCC.

JWCC will provide high school guidance counselors with concurrent enrollment course information and registration forms. Parent and student information sessions will be available through the high school upon request. Students will be informed about the Smart Start Handbook which is located online at www.jwcc.edu/smartstart/

Student Portal Access

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. If you need help with your BlazerNet account, please contact the JWCC IT Help Desk at 217-641-4325. Additional information can also be found by visiting

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 you immediate access to information including your mid-term and final grades, unofficial transcripts, and student account information. By using a computer's print screen function, any of these reports may be printed. Information provided to you on the SOLAR system is confidential.

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.

Contacts & Campus Services

Coordinator of High School Relations

Brittany McKeown

217.641.4339

bmckeown@jwcc.edu

Business Office

217.641.4207

Help Desk

217.641.4325

helpdesk@jwcc.edu

Bookstore

217.641.4280

Advising

advising@jwcc.edu

217.641.4355

Online Learning

Vicky Nieders

217.641.4512

vnieders@jwcc.edu

Coordinator of Disability Services

Ryan M Jansen

217.641.4356

rjansen@jwcc.edu

Dean of Records/Registrar

Melanie Lechtenberg

217.641.4310

mlechtenberg@jwcc.edu

Library

reference@jwcc.edu

217.641.4537

John Wood Community College



Paul Heath Community Education & Fine Arts Center

D Building

Adult Education
 Advancement/Foundation
 Career Services
 Community Education
 Fine Arts Department
 Student Government Association
 Student Life

Student/ Administrative Center

C Building

Blazer Bistro/Cafe/Dining
 Bookstore
 Business Office
 Disability Services
 Enrollment Services
 Human Resources
 Information Desk
 President's Office
 Public Relations
 TRiO Support Services

Learning Center

B Building

Campus Police
 IT Computer Help Desk
 Library/Open Learning/Testing Center
 Online Learning Office

Science & Technology Center

A Building

Health Sciences
 Natural Sciences
 Open Learning Center/Computer Lab

Total, dial 641+extension#	Extension #	Room #	Total, dial 641+extension#	Extension #	Room #
Admissions	4337	C167	Health Sciences	4551	A025
Adult Education/Literacy	4951	D124	Human Resources	4242	C227
Advancement/Foundation	4105	D107	Inst. Support/Online Learning	4512	B014
Advising and Retention	4355	C154	IT Help Desk/Computer Help	4325	B024
Athletic Department	4976	G107	Learning Resource Ctr/Library	4537	B106
Bookstore	4280	C015	Public Relations	4109	C232
Business Office/Fiscal Services	4211	C118	Student Life and SGA	4994	D104
Campus Police	4291	B044	Student Services	4301	C114
Career Services	4905	D128	Testing Room	4536	B131
Community Education	4905	D124	TRiO Support Services	4343	C122
Educational Talent Search	4343	C122	Tutoring Area	4388	B132
Enrollment Services	4329	C167	Upward Bound	4343	C122
Financial Aid	4333	C167			

Appendix A — Concurrent Enrollment Course List

Agriculture

AGR 172 Introduction to Welding
AGR 173 Advanced Welding

Art

ART 115 Art Appreciation
ART 120 Art Survey & Appreciation II

Astronomy

AST 101 Elementary Astronomy

Biological Sciences

BIO 101 General Biology
BIO 103 Environmental Conservation
BIO 105 Human Biology

Business

BUS 101 Introduction to Business
BUS 131 Principles of Marketing
BUS 115/116 Pike Co CEO Program

Communication

CMN 101 Introduction to Speech I

Computer-Aided Design

CAD 101 Introduction to Drafting
and Blueprint Reading for
CAD

Computer Science

CSC 106 Introduction to Computers

Economics

ECO 101 Principles of Economics I
ECO 102 Principles of Economics II

Education

EDU 100 Introduction to Education
EDU 201 Educational Psychology
EDU 202 Child Growth &
Development
EDU 204 Introduction to Technology
in Edu.
EDU 205 Introduction to Special
Education

English

ENG 101 Rhetoric & Composition I
ENG 102 Rhetoric & Composition II

Fire Science Technology

FSC 180 Fire Service and the Law

German

GER 101 German I (QHS Only)
GER 102 German II (QHS Only)

History

HIS 101 Western Civilization I
HIS 102 Western Civilization II
HIS 121 US History I
HIS 122 US History II

Humanities

HUM 101 Introduction to Humanities

Law Enforcement

LEN 101 Law Enforcement I

Logistics

LOM 100 Introduction to Logistics
Managements
LOM 102 Supply Chain Management

Mathematics

MAT 100 Technical Mathematics
MAT 109 Elementary Statistics
MAT 114 Trigonometry
MAT 113 College Algebra
MAT 220 Analytical Geometry and
Calculus I

Music

MUS 102 Music Appreciation

Nursing Assistant

NUA 101 Basic Nurse Assistant
NUA 103 Nursing Assistant Practicum

Office Technology

OFT 281 Medical Terminology

Philosophy

PHL 201 Major World Religions

Political Science

PSC 101 American Government

Psychology

PSY 101 Introduction to Psychology
PSY 203 Adolescent Psychology

Science

SCI 100 Environmental Geology
SCI 105 Weather and Climate

Sociology

SOC 101 Introduction to Sociology
SOC 111 Social Problems

Spanish

SPN 101 Elementary Spanish I
SPN 102 Elementary Spanish II

Welding/Manufacturing/FYE

FYE 101 Blazing Your Trail
MFG 113 Introduction to
Manufacturing & Industrial
Safety
WLD 122 Flux Core Inner Shield
WLD 123 Flux Core Dual Shield
WLD 124 Welding Spray Transfer
WLD 125 Stick Welding I
WLD 130 Welding Inspection & Testing
WLD 161 Interpreting Welding Prints
WLD 180 Thermal Cutting Process

***Approved high schools only**

Last Updated September, 2019

Appendix B — Concurrent Enrollment Course Description

Art

ART 115 Art Appreciation

Designed to expose/cultivate an awareness of art in our culture with some emphasis on contemporary times. IAI: F2 900

ART 220 Art Survey and Appreciation II

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.*

Agriculture

AGR 172 Introduction to Welding

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 lectures, 3 lab hours.

AGR 173 Advanced Welding

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

Astronomy

AST 101 Elementary Astronomy

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

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

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 – or Southeastern High School dual credit.

BIO 105 Introduction to Business

Prerequisite: MAT 010 with a grade of "C" or above within two semesters, or appropriate 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.

Business

BUS 101 Introduction to Business

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 115 Business Leadership I

Prerequisite: Consent of department

This course will provide an introduction to entrepreneurial skills for self-employment and small business ownership. Students in this course will write multiple business plans, visit with loan officers on their selected plans, and start their own business. Course includes decision-making, feasibility studies, risk taking, business ethics, finance, marketing, organization and other skills. This course will include guest speaker presentations.

BUS 116 Business Leadership II

Prerequisite: BUS 115 and consent of department

This course will be a continuation of business Leadership I. Students will continue their introduction to entrepreneurial skills for self-employment and small business ownership. Students in this course will write multiple business plans, visit with loan officers on their selected plans, and start their own business. Course includes decision-making, feasibility studies, risk taking,

business ethics, finance marketing, organization and other skills. This course will include guest speaker presentations.

Communication

CMN 101 Introduction to Speech I

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

Computer Science

CSC 106 Introduction to Computers

An introductory course in which students learn basic terminology, equipment, history, various software including operation 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)

Economics

ECO 101 Principles of Economics I

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

ECO 102 Principles of Economics II

Market structures, distribution of income, allocation of resources through the market, and contemporary microeconomic problems. IAI: S3 901

Education

EDU 100 Introduction to Education

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 201 Educational Psychology

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, mea-

EDU 202 Child Growth and Development

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

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

Prerequisite: EDU 100 or EDU 102, 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.

English

ENG 101 Rhetoric and Composition I

Prerequisite: ENG 080 with a grade of "C" or higher within two semesters or appropriate JWCC English placement test score or consent of department.

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

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

Fire Science Technology

FSC 180 Fire Service and the Law

An introduction to laws influencing the fire service. General areas include civil action; criminal actions; the

judicial system; organization, authority and responsibility of fire services 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.

German (Quincy High School Only)

GER 101 German I

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

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

History

HIS 101 Western Civilization I

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 Reformations. IAI: S2 902

HIS 102 Western Civilization II

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 people and cultures beginning with the Renaissance and Reformation and progressing to the present. IAI: S2 903

HIS 121 US History I

History of the United States from the early foundation of the republic to 1877. IAI: S2 900

HIS 122 US History

Continuation of HIS 121 to the present. IAI: S2 901

Humanities

HUM 101 Introduction to Humanities

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

Law Enforcement

LEN 101 Law Enforcement I – Overview

A general examination of the various aspects of police, court, probation, correction, and parole practices.

Logistics

LOM 100 Introduction to Logistics Management

This course presents an overview of logistics and supply chain management, customer 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 102 Supply Chain Management

Prerequisite: LOM 100 or consent of department

This course introduces basic supply chain principles including warehousing, transportation and distribution.

Mathematics

MAT 100 Technical Mathematics

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 109 Elementary Statistics

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 114 Trigonometry

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 co-tangent 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 manipulations of trigonometric functions; applications of trigonometric functions; analytic trigonometry; trigonometric form of complex numbers; and polar coordinates, equations and graphs.

MAT 113 College Algebra

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 220 Analytical Geometry and Calculus I

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; applications of differentiation; integrations; and applications of integration. IAI: M1 900-1. MTH 901

Music

MUS 102 Introduction to Music

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

Nursing Assistant

NUA 101 Basic Nurse Assistant

Prerequisite: Admission to the CNA program; concurrent enrollment in 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 103 Nursing Assistant Practicum

Prerequisite: Admission to the CNA program; concurrent enrollment in NUA 101

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 facilities. Course is required for the CNA certificate. 0 lecture hours, 3 clinical hours

Office Technology

OFT 281 Medical Terminology

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.

Philosophy

PHL 201 Major World Religions

A study of the great religions of the world today. IAI: H5 904N

Political Science

PSC 101 American Government

Fundamentals of federal, state and local governments

with emphasis on national government, including the Constitution of the United States. IAI: S5 900

Psychology

PSY 101 Introduction to Psychology

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 social aspects of behavior. Course will combine research with real life application throughout. IAI: S6 900

PSY 203 Adolescent Psychology

Prerequisite: PSY 101

This course provides a detailed examination of the development 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

Science

SCI 100 Environmental Geology

An introductory study of forces that continually shape the surface of the earth, including examination of geological formation processes and out impact on the environments. 3 lecture hours, 2 lab hours. IAI: P1 905L

SCI 105 Weather and Climate

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

Sociology

SOC101 Introduction to Sociology

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 imaginations. IAI: S7 900

SOC 111 Social Problems

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

Spanish

SPN 101 Elementary Spanish I

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

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 communication in Spanish and learning about the Spanish-speaking world. 3 lecture hours, 2 lab hours

Welding/Manufacturing/FYE

FYE 101 Blazing Your Trail

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.

MFG 113 Introduction to Manufacturing & Industrial Safety

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.

WLD 122 Flux Core Inner Shield Welding

Corequisites: *WLD 121, WLD 123, WLD 124, WLD 180 or consent of department chair.*

Perform proper weld safety, machine setup and welding techniques for Flux Cored Arc Welding Self-Shielded. Produce AWS D1.1 Structural Welding Code-Steel compliant welds on carbon steel in the flat, horizontal, vertical and overhead positions. This course aligns to SENSE 1 Module 6 – Key Indicators 1,2 and 8-12, as well as Module 2 – Key Indicator 7, Module 3 – Key Indicator 3, and Module 9 – Key Indicator 2. *0.5 lecture hours, 1 lab hour*

WLD 123 Flux Core Dual Shield Welding

Corequisites: *WLD 121, WLD 122, WLD 124, WLD 180 or consent of department chair.*

Students learn proper weld safety, machine setup and welding techniques for Flux Cored Arc Welding (Gas Shielded). Produce AWS D1.1 Structural Welding Code-Steel compliant welds on carbon steel in flat, horizontal, vertical and overhead positions. This course aligns to AWS SENSE 1, Module 2 – Key Indicator 7, Module 3 – Key Indicator 3, Module 6 – Key Indicators 1-7, and Module 9 – Key Indicator 2. *0 lecture hours, 2 lab hours*

WLD 124 MIG Welding Spray Transfer

Corequisites: *WLD 121, WLD 122, WLD 123, WLD 180 or consent of department chair.*

This course focuses on proper weld safety, machine setup and welding techniques of Gas Metal Arc Welding Spray Transfer. Perform AWS D1.1 Structural Welding Code-Steel compliant welds on carbon steel in flat and horizontal positions. This course aligns with AWS SENSE 1 Module 2 – Indicator 7, Module 3 – Key Indicator 3, Module 5 – Key Indicators 1, 2 and 8-12, and Module 9 – Key Indicator 2. *0 lecture hours, 2 lab hours*

WLD 125 Stick Welding I

Prerequisites: *MFG 113 and WLD 180 or consent of department*

This course focuses on safety, amperage settings, polarity and the proper selection of electrodes for the shielded metal arc welding process. Students perform AWS D1.1 Structural Welding Code-Steel compliant welds on carbon steel in the flat and horizontal positions using visual and destructive methods for determining weld quality. This course aligns to AWS sense 1 Module 4 – Key Indicators 1-7 for the flat and horizontal positions, as well as Module 2 – Key Indicator 7, Module 3 – Key Indicator 3, and Module 9 – Key Indicator 2. *0.5 lecture hours, 5 lab*

hours.

WLD 130 Welding Inspection and Testing

Visually examine and test various weldments and thermally cut surfaces per multiple welding codes, standards, and specifications. This course aligns to AWS SENSE I, Module 9: Welding Inspection and Testing Principles.

WLD 161 Interpreting Welding Prints

Students interpret welding prints and sketches focusing on English/Metric measurements, AWS welding symbols, and fabrication requirements. Learn to prepare, assemble and tack weld parts together complying to a print using proper materials and tools. This course aligns to SENSE 1 Module 3: Drawing and Welding Symbol Interpretation, Key Indications 1 and 2.

WLD 180 Thermal Cutting Processes

Corequisite: *MFG 113*

Practice proper safety, equipment setup and cutting techniques for manual and mechanized OxyFuel, Plasma and Air Arc cutting, scarfing and gouging on carbon steel, aluminum and stainless steel in the flat and horizontal positions conforming to AWS C4.1. This course aligns to AWS SENSE 1 Module 2 – Key Indicator 7, Module 8 Units 1-4, and Module 9 – Key Indicator 1. *0.5 lecture hours, 3 lab hours*

APPENDIX C – JOHN WOOD COMMUNITY COLLEGE PAYMENT PLAN INFORMATION

PAYMENT METHODS

- ❖ Automatic Bank Payment (ACH)
- ❖ Credit card/debit card

Payments are processed on the 5th or each month and will continue until the balance is paid in full. If a credit/debit card is used a service fee in addition to the enrollment fee will be assessed.

COST TO PARTICIPATE

- ❖ \$25 enrollment fee per semester (ACH & credit card)
- ❖ \$30 returned payment fee if a payment is returned

SIMPLE STEPS TO ENROLL

- ❖ Go to www.jwcc.edu, click on “BlazerNet JWCC Portal”
- ❖ Log in to the portal, click on the “SOLAR” icon
- ❖ At main menu, click on “Student”
- ❖ Click on “Student Records”
- ❖ Click on “Set up a Payment Plan”

TARGET DATES TO ENROLL BY:

Last Day to Enroll Online	Required Down Payment	Number of Payments	Months of Payments
July 1	None	5	July – Nov 5
July 20	20%	4	Aug – Nov 5
Aug 17	30%	3	Sept – Nov 5

Fall 2019 – Payment Plan available on June 8, 2019.

Full payments may be made directly to the JWCC Business Office.

Last Day to Enroll Online	Required Down Payment	Number of Payments	Months of Payments
Dec 2	None	5	Dec – Apr 5
Dec 20	20%	4	Jan – Apr 5
Jan 17	30%	3	Feb – Apr 5

Spring 2020 Payment Plan available on November 8, 2019.

Full payments may be made directly to the JWCC Business Office.

Last Day to Enroll Online	Required Down Payment	Number of Payments	Months of Payments
May 1	None	3	May – July 5
May 19	30%	2	June – July 5
June 14	50%	1	July 5 only

Summer 2020 Payment Plan available on April 10, 2020.

Full payments may be made directly to the JWCC Business Office.

Note: All down payments are processed immediately!

Payment Plan Availability

Availability of the payment plan is determined by John Wood Community College. Please be aware the college may elect not to have the payment plan available during specific times and dates during registration.

