

# BUSINESS DEPARTMENT

Business Department degree and certificate programs prepare students to enter positions in the challenging and ever-changing work environment in business, industry, and government. Knowledge and up-to-date skills acquired through these programs, combined with the right attitude and work habits, will provide students with the potential for success in the workplace.

Business programs and courses are also designed to improve the level of job competency and to enhance the career and professional opportunities for those individuals currently in the work force.

In addition to career certificates and A.A.S. degrees, several transfer A.A. and A.S. degrees are also offered. Certain A.A.S. degrees transfer into a variety of bachelor degree programs at SIUC. All A.A. and A.S. degrees easily transfer to universities and four-year colleges.

Business classrooms are equipped with state-of-the-art technology and instruction is provided by exceptional, dedicated faculty.

## CAREER PROGRAMS

- Accounting
- Administrative Assistant
- Bookkeeper-Clerical
- Business Management
- Computer Application Specialist
- Computer Information Systems
- Computer Support and Networking
- Data Entry Assistant
- General Business
- Information Processing
- Information Systems and Accounting
- Legal Office Specialist
- Medical Administrative Assistant
- Medical Transcription
- Marketing
- Office Assistant
- Office Supervision and Management
- Realtime Captioning Judicial Reporter
- Realtime Captioning Scopist Reporter
- Retailing

## TRANSFER PROGRAMS

- Business Administration and Accounting
- Business Teacher Education
- Economics

## ADMISSION POLICY

John A. Logan College is an open-admissions college that meets the needs of the public through several special attributes.

- A tuition rate that is among the lowest in the state
- Scholarship programs and other financial aid
- Sophisticated training programs
- State-of-the-art equipment
- Service and social clubs
- Intercollegiate athletics
- Easy transfer of credits
- Job placement assistance

John A. Logan College admits students who have graduated from an accredited high school, completed a general education degree, or attained the age of 16 years or more. Non-graduates may apply for admission if scholastic records, test scores, and other data indicate that the student can do college-level work.

Students wishing to enroll at the College should complete an application form and return it to the Admissions Office at John A. Logan College, 700 Logan College Road, Carterville, Illinois, 62918, or complete the on-line admission form. Prospective students should also have a high school transcript and ASSET test scores sent to the Admissions Office.

**For more information,  
call one of the following  
toll-free numbers:**

Carbondale.....	549-7335
Carterville.....	985-3741
Crab Orchard.....	1-800-851-4720
DeSoto.....	549-7335
Du Quoin.....	542-8612
Elkville.....	542-8612
Gorham.....	1-800-851-4720
Herrin.....	985-3741
Johnston City.....	985-3741
Marion.....	985-3741
Murphysboro.....	549-7335
Trico.....	1-800-851-4720
West Frankfort.....	937-3438
TTY (Hearing Impaired).....	985-2752



*John A. Logan College does not discriminate  
on the basis of race, religion, color, national origin,  
disability, age, gender orientation.*

**FOR ADDITIONAL INFORMATION  
CONTACT:**

**Shayne Crawshaw**  
**Business Department Chairperson**  
E-mail: shaynecrawshaw@jalc.edu  
Phone: (618) 985-2828, Ext. 8526  
Office: C236B

**John A. Logan College Homepage:**  
<http://www.jalc.edu/>

**Business Department Homepage:**  
<http://www.jalc.edu/business/>

**Curriculum Guides:**  
[http://www.jalc.edu/admissions/  
curriculum\\_guides.html](http://www.jalc.edu/admissions/curriculum_guides.html)

**Schedule of Classes:**  
[http://www.jalc.edu/schedules/  
schedules.html](http://www.jalc.edu/schedules/schedules.html)

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