JOHN A. LOGAN COLLEGE

2020-2021 College Catalog

Why would you go anywhere else?

John A Logan College 2020-2021 Catalog

College Mission: *John A. Logan College is a diverse learning and teaching community committed to improving individual life and society through high-quality, accessible educational programs and engaged-learning opportunities.*

John A Logan College

700 Logan College Road
Carterville, IL 62918

(618) 985-3741
(618) 985- 2248 (fax)
(800) 851-4720
http://www.jalc.edu

Alongi Du Quoin Extension Center
72 Southtowne Shopping Center
Du Quoin, IL 62832
Phone: 618-542-9210
Fax: 618-542-9152

West Frankfort Extension Center
19 West Frankfort Plaza
West Frankfort, IL 62896
Phone: 618-932-6639
Fax: 618-932-6263

Southern Illinois Collegiate Common Market
3213 S Park Ave
Herrin, IL 62948
Phone: 618-942-6902
Fax: 618-942-6658

Accredited by:

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, Il 60604-1411
https://www.hlcommission.org/

Recognized by:

Illinois Community College Board
Illinois Board of Higher Education
Illinois State Board of Education
Illinois Department of Veterans Affairs

An Institutional Member of:

Southern Illinois Collegiate Common Market
3212 S Park Avenue
Herrin, Il 62948

For the most up to date information visit the college website.

Why Would You Go Anywhere Else

Table of Contents

John A. Logan College Facts

The John A. Logan College district consists of one central campus and extension centers in the towns of DuQuoin and West Frankfort. Many courses in baccalaureate transfer, career education, continuing education and adult literacy are taught in high schools and public facilities throughout the five-county district. The College takes pride in providing high-quality, affordable education to its citizens. JALC is in very close proximity to a four-year educational institution, Southern Illinois University-Carbondale (SIU-C). Please see a district map in the supplemental materials section at the end of this document. The College district serves the following high school districts in Illinois: Marion, Johnston City, Herrin, Crab Orchard, Carterville, Carbondale, Tri-Co, Elverado, Murphysboro, West Frankfort, and DuQuoin. The area has a long history of manufacturing and coal-mining. With closures of many mines and manufacturing plants, the College has successfully worked with state and local agencies to provide transition services and training programs to help these workers obtain degrees and training to obtain employment.

Type of College:	Public two-year comprehensive community college
Founded:	1967
Location:	700 Logan College Rd. Carterville, Illinois 62918, 618-985-3741 or (800) 851-4720
Extension Centers:	Alongi Du Quoin Extension Center, located at 72 Southtowne Shopping Center Du Quoin, IL. 62832, 618-542-9210 West Frankfort Extension Center, located at 19 West Frankfort Plaza West Frankfort, IL. 62896, 618-932-6639 SICCM – Southern Illinois Collegiate Common Market, located at 3213 S Park Avenue, Herrin, IL 62948, 618-942-6902.
Academic Calendar:	Academic calendars are located on the JALC website, www.jalc.edu and a yearly calendar is printed in the catalog.
College District:	*#530* Jackson, Williamson Counties; portions of Franklin, Perry and Randolph Counties
Current President:	Ron House, PhD - October, 2015 to present
Current Budget:	$31,665,984 – Budgeted Operating Expenditures
Annual Enrollment:	Approximately 11,933 full and part-time students
Tuition:	In-district $125 for FY 2020
Library:	48,770 physical collections 34,906 number of books 27 magazines and journals 12,415 government documents 673 DVD 157 VHS 4,430 Pro Quest Central E-Books 50,000 + Cloud Library E-Books and Audio 10,00 + miscellaneous E-Resources Streaming Videos – 8 databases – over 20,000 titles. Journals, Magazines, Newspaper Articles, Articles from books, Miscellaneous – 40+ databases including thousands of full text titles.

Faculty/Staff: 682 employees, 68 full-time faculty, 147 adjunct faculty, 239 part-time staff, and 228 full-time staff

Programs of Study: Associate of Arts (AA)
Associate in Science (AS)
Associate in Fine Arts (AFA)
Associate in Engineering (AES)
Associate in General Studies (AGS)
Associate in Applied Science (33)
Certificates of Achievement (31)
A comprehensive list of programs are available at
https://www.jalc.edu/college-catalog/program-guides

In-district population: 143,000

School Districts: 11 public, 2 private

Past Presidents:

Dr. Nathan Ivey	1968 to 1973
Dr. Thomas E. Deem	1973 to 1974
Dr. Robert E. Tarvin	1974 to 1982
Dr. Harold R. O'Neil	1982 to 1989
Dr. Ray Hancock	1989 to 2000
Dr. Robert L. Mees	2000 to 2012
Dr. Mike Dreith	2012 to 2015

History of John A Logan College

John A. Logan College (JALC) is an open admission, comprehensive community college designed to provide high-quality, affordable educational opportunities to its citizens. The College owes its existence to the Illinois Public Community College Act of July 15, 1965 which provided legislation to create a junior college system in the state of Illinois. John A. Logan College district citizens approved the creation of the Junior College district in September, 1967.

The College is named in honor of John Alexander Logan, a prominent southern Illinoisan whose political career led from county clerk to U.S. Congressman. During the Civil War, Logan volunteered as a citizen soldier and fought in eight major campaigns and is considered one of the premier volunteer generals of the Civil War. After the war, Logan returned to Congress and he helped found Memorial Day as a national holiday. In 1871, and again in 1874, Logan was elected to the U.S. Senate and was James G. Blaines' vice-presidential running mate. Throughout his political career, he was a strong advocate for public education. Logan drafted legislation that established normal schools, teachers' institutes, and instruction in the industrial and mechanical arts.

Senator Logan's speech in support of this public education legislation attracted attention throughout the country. His emphasis on planning for the future helped to refocus and rebuild the nation. The College motto, "To education must we look . . .," is derived from the following excerpt:

"*To education, therefore, must we look for all the elements of national strength, and the more generally it is diffused and the higher its grade, in like proportion will our national power be increased*."

(Congressional Record, March 16, 1882)

Message from the President

Dear Students:

Welcome to John A. Logan College,

I am pleased to have you as a student at John A. Logan College. I hope you find the information within this Catalog useful in helping you make decisions about your program of study, and I urge you to contact one of the offices on campus if you need additional information or assistance.

John A. Logan College has something for everyone with a diverse student body that includes both traditional college age students and adult learners who are either re-entering higher education or starting a new chapter in their lives. John A. Logan College offers a variety of degree programs in both traditional baccalaureate transfer and occupational areas. Students can earn their associate degree and transfer easily to a senior institution or go directly into the workforce.

To help ensure student success, the College's Student Services division provides students with guidance from enrollment through graduation. Academic advisement, student support services, financial assistance, and career counseling are just some of the benefits students receive at John A. Logan College.

The campus is located in the heart of southern Illinois on 169 manicured acres with well-maintained buildings providing a safe learning environment for students. The College's highly trained police force is visible on campus and committed to providing the best possible service to students and staff. The College also has a dining service, coffee shop, and book store centrally located on campus for your convenience.

I think you will find that John A. Logan College is committed to providing a high quality low-cost education to our students. The College is fully accredited by the Higher Learning Commission, recognized by the Illinois Community College Board, and the Illinois Department of Education and Illinois Department of Veteran Affairs. John A. Logan College is a state and national leader in community college education. While we know you have many choices when it comes to your college education, we believe that with JALC, why would you go anywhere else?

Cordially,

Ronald K House

Ron K. House, PhD

President

Board of Trustees

William J. Kilquist, Chair
Mandy Little, Vice Chair
Jacob "Jake" Rendleman, Secretary
Rebecca Borgsmiller
Ray Hancock
Glen Poshard
Aaron Smith
Joshua Payne, Student Representative

Officers of the College

Ron House, President
Brad McCormick, Vice-President for Business Services
Melanie Pecord, Vice-President for Instructional Services

John A Logan College Directory

Campus Operator 618/985-3741
Toll Free Number.....800-851-4720
TTY (College Hearing-Impaired Access Number).... 618/985-2752
Admission and Records Fax Number..... 618/985-4433

Name	Ext #	Room #
Admissions and Records	8298	C201
Athletics	8439	C101
Book Store	8128	Building C
Bursars Office	8201	C213
Cafeteria	8335	C113
Campus Safety Department	8218	E120
Campus Support Services	8381	C115
Career Education	8217	E202
Career Services	8424	C215
Center for Business and Industry	8506 – 8510	H202
CHEC (Community Health Education Complex)	8502	J-Building
Child Care Center	8246 – 8682	D270
Continuing Education	8248	H104
Dual Credit	8312	C207
DuQuoin Alongi Extension Center	618/542-9210	
Facility Scheduling	8343	C109
Financial Aid	8308	C210
Foundation	8355	B33
GED	8539 – 8266	H105
High School (ASE)	8349	H105
Information Technology	8388	E108
Institutional Research	8296	A18
Instructional Services (Academic Affairs)	8386	G204
Learning Lab	8277	C227
Learning Resource Center (LRC)	8278	C230
Library	8338	C123
Mail Room	8381	C115
Maintenance	8208	E102
Man-Tra-Con	8239	C143
Payroll	8614	C114
Personnel Office	8273 – 8543	C116
President's Office	8408	A1
Shipping and Receiving	8419	E103
SICCM	942-6902	SICCM
SIU System Service Center	8295	C204A
Student Activities	8287 – 8416	B29
Student Success Center	8289	C219
Testing Services	8518 – 8520 – 8497	C205
Tutoring/Counseling	8304	C219
Veterans Affairs	8422	C206
West Frankfort Extension Center	618/932-6639	

John A. Logan College Instructional Calendar
2020-2021

Fall Semester 2020

Advisement
All students……..…..March 30, 2020

Academic Year Faculty & Staff Meeting...August 11

Late Registration……August 10-August 18
Last Day to Register……August 18

Instruction begins…… Aug. 12, 2020

Block Scheduling
first half……..…Aug. 12 (W)—Oct. 5 (M)
second half……..……Oct. 6 (T)—Dec.7 (M)

Last day to withdraw with 100% refund
first half……..August 18
full semester courses……..August 25
second half……..October 12

Last day to withdraw with "W" grade
first half…….. September 25
full semester courses and second half block……November 20

Faculty/Staff Development Day (no classes)…October 9 (F)

Holidays
Labor Day (M)……..…September 7
Veteran's Day (W)……..……November 11
Thanksgiving Break(Mon-Sat)……..….November 23—28
Final exams (T-F)……..……December 8-11

Spring Semester 2021

Advisement
All students……..November 2, 2020

Late Registration ……January 7-January 14
Last Day to Register……..……January 14

Instruction begins……Jan. 11, 2021

Block Scheduling
first half……..January 11 (M)- March 5 (F)
second half……March15 (M)-May 6 (TH)

Last day to withdraw with 100% refund
first half block……January 17
full semester courses……...January 24
second half……March 21

Last day to withdraw with "W" grade
first half block……..……February 19
full semester and second half block……April 23

Faculty/Staff Development Day (no classes)……April 1 (TH)

Holidays
New Year's Day (F)……..……..January 1
Martin Luther King's Birthday (M)……..January 18
President's Day(M)……...…...February 15
Spring Break (Mon.—Sat.)……...March 8-13
Good Friday (F)……..……April 2
Memorial Day (M)……May 31

Final exams (M-TH)……May 10-13
Commencement (TH,F)……May 13 & 14

Summer Semester 2021

Advisement
All students……..…....March 29, 2021

Late Registration……...June 2-June 8
Last day to register……..……..June 8

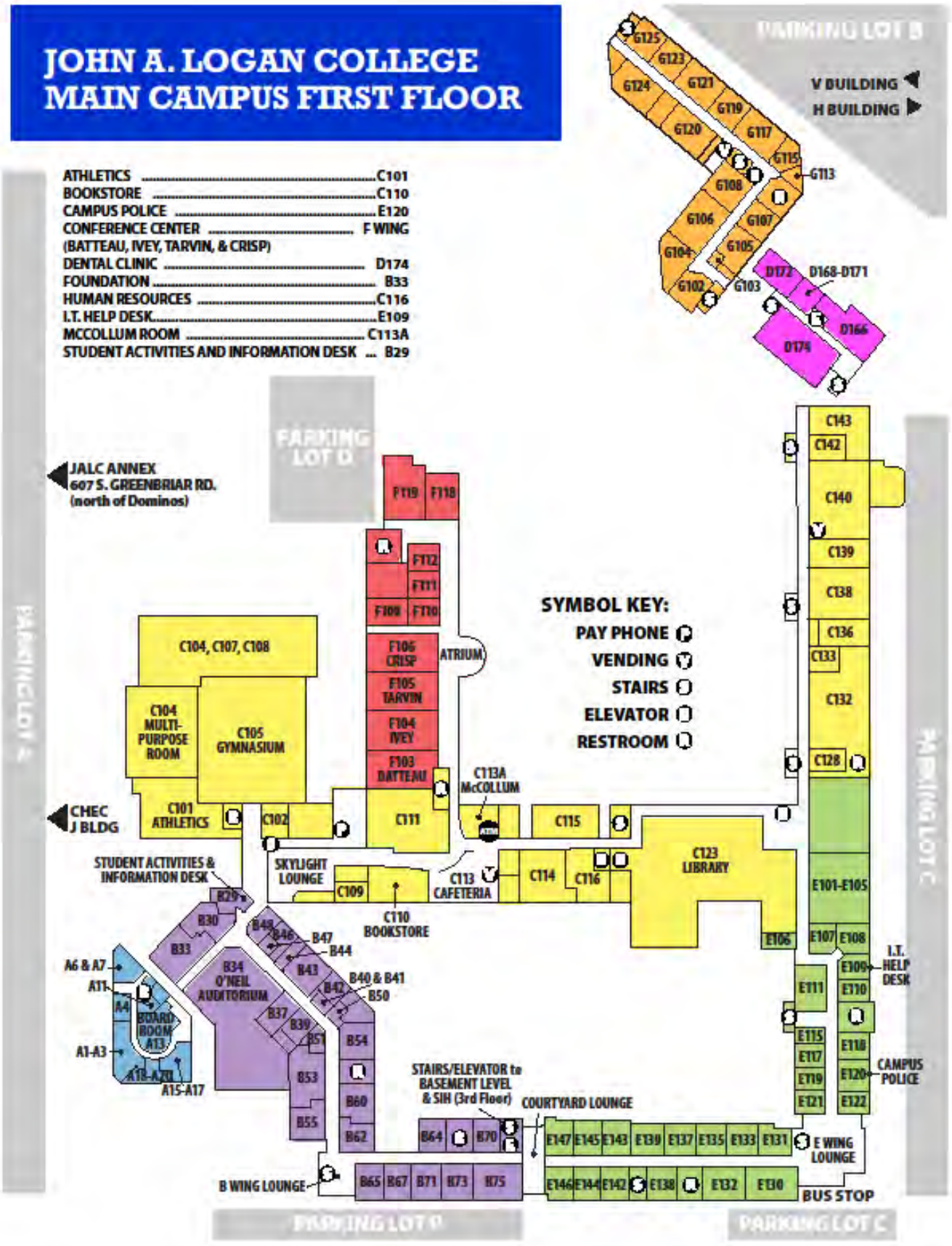
Instruction begins .....June 7, 2021

Last day to withdraw with 100% refund…..……June 13
Last day to withdraw-first block with a "W" grade..June 24
Last day to withdraw with "W" grade……..July 15

Holiday—Independence Day (M)……...July 5

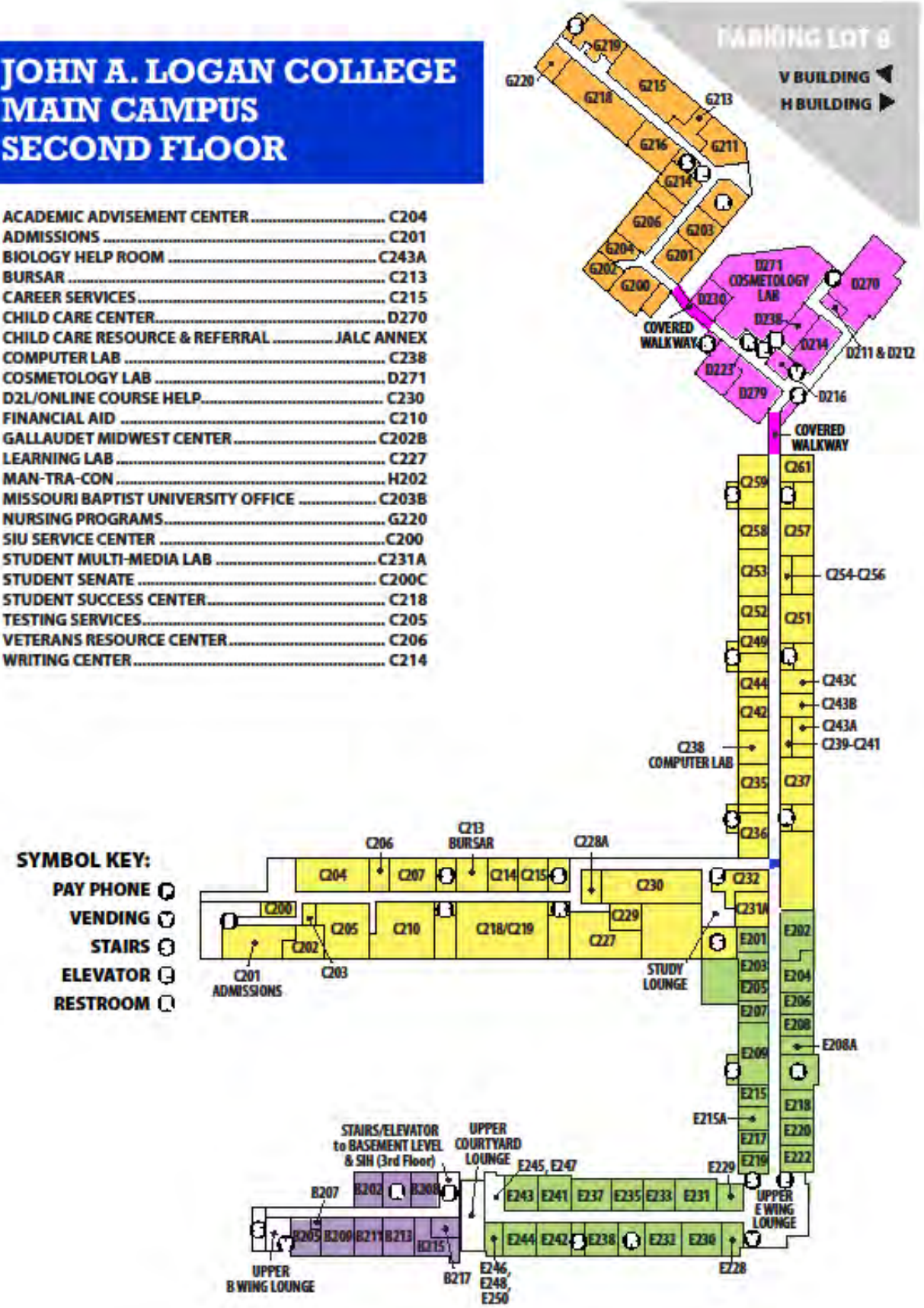
Final Exams (TH)……...July 29

** Provides sufficient duration and contact hours to meet ICCB Administrative Rules requirements of Section 1501.309(b).*
Final exam schedule will be adjusted if any emergency days are used during the semester. 12-13-19


JOHN A. LOGAN COLLEGE
MAIN CAMPUS FIRST FLOOR
ATHLETICS C101
BOOKSTORE C110
CAMPUS POLICE E120
CONFERENCE CENTER ..... F WING
(BATTEAU, IVEY, TARVIN, & CRISP)
DENTAL CLINIC D174
FOUNDATION B33
HUMAN RESOURCES C116
I.T. HELP DESK E109
MCCOLLUM ROOM C113A
STUDENT ACTIVITIES AND INFORMATION DESK ... B29
PARKING LOT B
V BUILDING
H BUILDING
G125
G123
G124
G121
G119
G120
G117
G115
G113
G108
G106
G107
G105
G104
G102
G103
D172
D168-D171
D166
D174
PARKING LOT D
JALC ANNEX
607 S. GREENBRIAR RD.
(north of Dominos)
F119
F118
F112
F111
F109
F110
F106 CRISP
F105 TARVIN
F104 IVEY
F103 BATTEAU
ATRIUM
SYMBOL KEY:
PAY PHONE
VENDING
STAIRS
ELEVATOR
RESTROOM
C104, C107, C108
C104 MULTI-PURPOSE ROOM
C105 GYMNASIUM
C101 ATHLETICS
C102
C111
C113A McCOLLUM
C115
C143
C142
C140
C139
C138
C136
C133
C132
C128
CHEC J BLDG
STUDENT ACTIVITIES & INFORMATION DESK
B29
SKYLIGHT LOUNGE
C109
C110 BOOKSTORE
C113 CAFETERIA
C114
C116
C123 LIBRARY
E101-E105
E106
E107
E108
I.T. HELP DESK
E109
E110
E111
E115
E117
E119
E121
E118
E120
E122
CAMPUS POLICE
B30
B33
B48
B46
B47
B44
B43
B42
B40 & B41
B50
A6 & A7
A11
A4
BOARD ROOM A13
A1-A3
A18-A20
A15-A17
B34 O'NEIL AUDITORIUM
B37
B39
B51
B54
B53
B55
B60
B62
STAIRS/ELEVATOR to BASEMENT LEVEL & SIH (3rd Floor)
COURTYARD LOUNGE
B64
B70
E147
E145
E143
E139
E137
E135
E133
E131
E WING LOUNGE
B WING LOUNGE
B65
B67
B71
B73
B75
E146
E144
E142
E138
E132
E130
BUS STOP
PARKING LOT A
PARKING LOT C

JOHN A. LOGAN COLLEGE
MAIN CAMPUS
SECOND FLOOR

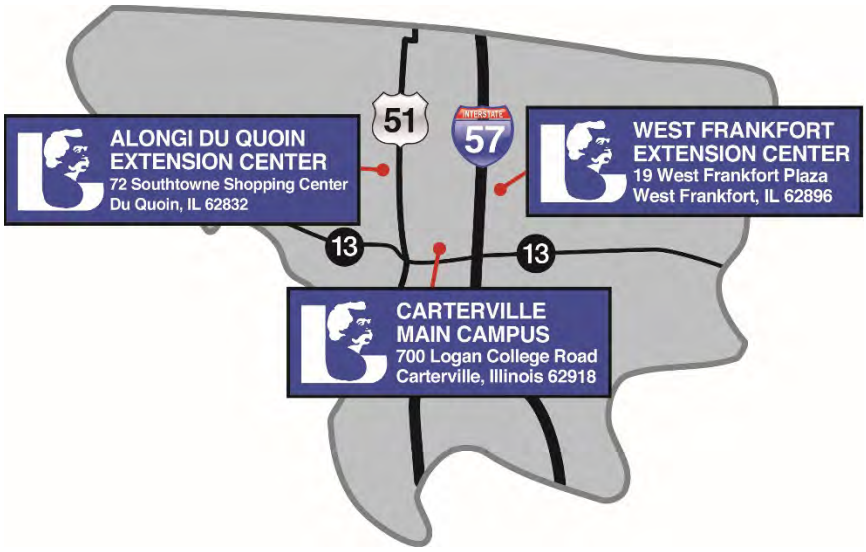
ACADEMIC ADVISEMENT CENTER	C204
ADMISSIONS	C201
BIOLOGY HELP ROOM	C243A
BURSAR	C213
CAREER SERVICES	C215
CHILD CARE CENTER	D270
CHILD CARE RESOURCE & REFERRAL	JALC ANNEX
COMPUTER LAB	C238
COSMETOLOGY LAB	D271
D2L/ONLINE COURSE HELP	C230
FINANCIAL AID	C210
GALLAUDET MIDWEST CENTER	C202B
LEARNING LAB	C227
MAN-TRA-CON	H202
MISSOURI BAPTIST UNIVERSITY OFFICE	C203B
NURSING PROGRAMS	G220
SIU SERVICE CENTER	C200
STUDENT MULTI-MEDIA LAB	C231A
STUDENT SENATE	C200C
STUDENT SUCCESS CENTER	C218
TESTING SERVICES	C205
VETERANS RESOURCE CENTER	C206
WRITING CENTER	C214



College Locations

Main Campus: John A. Logan College, 700 Logan College Road, Carterville, Illinois 62918. Located on Rt. 13.

Driving Directions
Get driving directions to any of our campus locations. Google Maps



John A. Logan College Extension Centers

The presence of the extension centers allows traditional and non-traditional students to pursue or continue their education because the students are able to attend classes that are close to home. The extension centers offer a variety of general education, liberal arts, basic adult education, continuing education and children's classes. The extension centers provide opportunity for students to attend classes close to home, prepare for the GED, learn skills to become an effective employee and parent, gain knowledge in basic computer skills, and address other interests of the community, as well as provide wholesome activities for children.

The extension centers allow students to utilize information, applications, financial aid forms, advisement, a place to study, pay tuition, and have access to the computer lab. The extension centers are a place where personal contact with students and citizens of the communities are valued. Knowing the needs of the students and the community, providing information, attending organizational meetings, and offering specific classes students want are just a few examples. The facility provides a pleasant and quiet atmosphere and is easily accessible to those in the surrounding communities.

Alongi Du Quoin Extension Center: The Alongi Du Quoin Extension Center is located on U. S. 51 south in the Southtowne Shopping Center. The center is host to regular College classes as well as to adult and continuing education classes, children's classes, and seminars for business and industry.

Address:
John A. Logan College
Alongi Du Quoin Extension Center
72 Southtowne Shopping Center
Du Quoin, IL 62832
Phone: 618-542-9210
Fax: 618-542-9152

West Frankfort Extension Center: The West Frankfort Extension Center is located at 19 West Frankfort Plaza, West Frankfort. The center is the site for regular College courses as well as for adult and continuing education classes, children's classes, and seminars for business and industry.

Address:
John A. Logan College
West Frankfort Extension Center
19 West Frankfort Plaza
West Frankfort, IL 62896

Phone: 618-932-6639
Fax: 618-932-6263

SICCM - Southern Illinois Collegiate Common Market
The Southern Illinois Collegiate Common Market (SICCM) is a 501(c)(3) not-for-profit corporation organized in 1973. SICCM was organized to provide a means of sharing human and material resources in higher education to fast-growing institutions within the consortium. The members of the organization are John A. Logan College at Carterville, Kaskaskia College at Centralia, Rend Lake College at Ina, Shawnee Community College at Ullin, Southeastern Illinois College at Harrisburg, Southern Illinois University Carbondale, and Southern Illinois University Edwardsville.

Address:
Southern Illinois Collegiate Common Market
3213 S Park Ave
Herrin, IL 62948

Phone: 618-942-6902

Statement of Mission/Goals/Vision/ Philosophy/Core Values

Statement of Mission and Goals
(Board Policy 3110)

John A. Logan College is a diverse learning and teaching community committed to improving individual life and society through high-quality, accessible educational programs and engaged-learning opportunities.

Goals

- To foster an environment where diverse individuals, groups, and views are valued.
- To provide programs and services for lifelong learning that create and enhance opportunities for achieving career and personal goals in a changing society.
- To serve with integrity and accountability as a model of institutional excellence.
- To offer affordable programs and services enhanced by technology in an accessible and safe learning and working environment.
- To be a center for intellectual, economic, cultural, and recreational resources for individuals and communities.

Statement of Philosophy
(Board Policy 3111)

John A. Logan College believes in the inherent worth and dignity of the individual.
Derived from that belief is the concept that education is important to the cultural, intellectual, and social enlightenment of the individual; that high-quality educational opportunities are the right of the citizens to whom the College belongs; and that education is vital to the area's economic growth. Because our citizens have worth, dignity, and potential regardless of their age, economic status, or social station, the College assumes the obligation to serve its citizens through an open-admission concept with lifelong learning opportunities.

Within the limits of the College's ability to attain and maintain a solid financial base, it is ready and eager to provide low-cost traditional and non-traditional education opportunities whenever, wherever, and however they are needed by the citizens to improve the quality of their lives.

Statement of Core Values
(Board Policy 3112)

- **Service**
  We are committed to the cultivation of positive relationships and common experiences among students, faculty, staff and communities we serve.
- **Responsibility**
  We accept responsibility for our own actions and accountability for the use, preservation, and enhancement of human and material resources.
- **Respect**
  While recognizing and valuing the dignity and uniqueness of every person, we are committed to creating a community where everyone is appreciated and considered for their contributions and performance.
- **Compassion**
  We respond to the feelings of each person with kindness, concern, and empathy for their needs.
- **Integrity**
  We are committed to creating trust and confidence in our college community that acts with honesty and forthrightness, holding ourselves to high academic and ethical standards.

Statement of Vision: Learning for Life
(Board Policy 3113)

John A. Logan College strives to be a learning-centered institution that prepares students for effective global citizenship and responds to regional needs.

Accountability

Assessment

John A. Logan College recognizes that assessment of student learning is central to its mission and has developed a systematic and purposeful process for the assessment of student learning based on five student learning outcomes. To learn more about assessment visit the JALC Assessment web page.

Student Learning Outcomes

The faculty and staff of John A. Logan College are committed to providing students with opportunities to develop learning abilities that will last a lifetime. Graduates will be prepared to succeed in their personal and professional lives because of achieved competence in the following student learning outcomes:

1. **Communication:** Students express thoughts, ideas, and feelings in both written and oral modes. Students will demonstrate one or more of the following:

    a. Articulate and select appropriate purposes for reading, writing, speaking, and listening, as individuals and in groups.
    b. Engage in the stages of the written and oral communication process.
    c. Select, organize, and present details to support a main idea.
    d. Demonstrate knowledge of target audiences' expectations and values in the communication process.
    e. Select appropriate rhetorical strategies for writing and speaking.
    f. Apply appropriate reading strategies to comprehend literature, nonfiction, and academic texts.

2. **Critical Thinking**: Students apply a rational and methodical approach to problem solving based on use of appropriate evidence. Students will demonstrate one or more of the following:

    a. Develop analytical skills to interpret, evaluate, and synthesize information across disciplines.
    b. Interpret and evaluate statements, theories, problems, and observations from different points of view to make appropriate inferences.
    c. Use evidence from a variety of credible sources, including literary texts, to support conclusions.
    d. Apply principles that guide the aesthetic valuation of a work or movement within a discipline and articulate subjective preference.
    e. Apply the scientific method, empirical methods, and/or testing processes as appropriate.
    f. Evaluate the relevance and credibility of evidence.

3. **Cultural and Global Awareness**: Students demonstrate an understanding of the influence of culture and society. Students will demonstrate one or more of the following:

    a. Identify the influence of history, geography, the arts, humanities, and the environment on individuals and their cultural development.
    b. Differentiate subjective opinions and ideologies based on social and individual bias from objective findings and data.

4. **Information Literacy:** Students locate, evaluate, retrieve, organize, create, and disseminate information. Students will demonstrate one or more of the following:

    a. Integrate information from various sources.
    b. Distinguish between credible and non-credible scholarly information.
    c. Cite information and sources correctly.
    d. Demonstrate the ability to access and use information legally and ethically in appropriate disciplines.

5. **Quantitative Reasoning:** Students use and understand numbers to interpret, evaluate, and express information in quantitative terms. Students will demonstrate one or more of the following:

    a. Interpret, analyze, and solve problems.
    b. Differentiate among reasonable and plausible results.
    c. Interpret, evaluate, and present data.

Equal Opportunity Statement for Students and Employees (Board Policy 3510)

John A. Logan College is an equal opportunity institution.

John A. Logan College is committed to equal access and equal opportunity for all students. Admission, financial aid, student employment, curriculum requirements, extracurricular participation, counseling, placement service, athletic programs, or any other service or program of the College shall be provided without regard to race, religion, color, national origin, ancestry, marital status, citizenship status, disability, age, order of protection status, arrest record, sexual orientation (including gender-related identity), military status, unfavorable discharge from military service, language, pregnancy or genetics when such College activity is consistent with the applicable laws and regulations. The admission and retention of (as well as services, programs and activities for) students with identified disabilities will be in accordance with applicable laws and regulations.

The College is also committed to equal opportunity for all employees. Every effort shall be made to insure that all employment decisions, including the hiring, terms and conditions of employment, wages/salaries, promotion, layoffs, retentions, terminations, training, benefits, and social recreation programs, shall be administered without regard to race, religion, color, national origin, ancestry, marital status, citizenship status, disability, age, order of protection status, arrest record, sexual orientation (including gender-related identity), military status, unfavorable discharge from military service, language, pregnancy, protected veteran status or genetics.

All grievances filed by a student shall be in accordance with the procedures established in Board Policy 3512 and published in the RIGHTS AND RESPONSIBILITIES: A STUDENT CODE OF CONDUCT. All grievances of any employee shall be filed and handled in accordance with the Board approved grievance system contained in Board Policy 3511. These procedures also apply to Title IX (sex equity), Section 504 (handicapped), and Title VI (minorities) complaints.

Questions in reference to educational opportunities in relation to sex equity (Title IX), handicapped (Section 504), and minorities (Title VI) should be directed to:

College employees should contact:
John A. Logan College
Executive Director of Human Resources
700 Logan College Road, Room C116
Carterville, Illinois 62918
Telephone: (618) 985-2828, Ext. 8589,
or TTY (618) 985-2752

Students should contact:
John A. Logan College
Vice-President for Instruction
700 Logan College Road, Room A15
Carterville, Illinois 62918
Telephone: (618) 985-2828, Ext. 8362,
or TTY (618) 985-2752

Persons who believe they have been denied equal opportunity may have the right to file and pursue claims through the Illinois Department of Human Rights, the Human Rights Commission and the U.S. Equal Employment Opportunity Commission (EEOC).

These agencies can be reached at:

Human Rights Commission William G. Stratton Office Building Suite 802 Springfield, Illinois 62706 Tel: (217) 785 - 4350 TDD: (217) 557 - 1500 Fax: (217) 524 - 4877

Illinois Department of Human Rights Springfield Office 222 South College, Room 101-A, Intake Unit Springfield, IL 62704 TEL: (217) 785-5100 TTY: (866) 740-3953

EEOC Chicago District Office 500 West Madison Street Suite 2000 Chicago, Illinois 60661 Phone: 1-800-669-4000 Fax: 312-869-8220 TTY: 312-869-8001

Discrimination/Equal Opportunity Grievance/Compliant Policy for John A. Logan College Students (Board Policy 3512)
All grievances filed by students shall be in accordance with the procedures established in Board Policy 3512 as published in Rights and Responsibilities: A Student Code of Conduct.

Requests for further information or action on complaints should be directed to the Vice President for Instruction, Administration Building, John A. Logan College, 700 Logan College Road, Carterville, Illinois 62918, phone (618) 985- 3741, extension 8362.

Educational Guarantees: JALC issues educational guarantees applicable to graduates of the Associate in Arts, Associate in Arts in Teaching, Associate in Fine Arts, Associate in Science, Associate in Engineering Science, Associate in Applied Science and career certificate programs, subject to specific conditions and program approval. Transfer program guarantees assure the student that Illinois Articulation Agreement approved courses will transfer to the Illinois four-year public institution chosen by the student. Occupational guarantees assure the student and employer that a graduate has learned entry-level skills. Further information is available through the Admissions Office for programs covered by the educational guarantee.

Release of Student Information and Access to Student Records (Board Policy 8430**)**: John A. Logan College maintains individual records and information about students for the purpose of providing educational, vocational, and personal services to the student.

Use the link provided to print Request to Prevent Disclosures of Directory Information form. The completed form can be submitted to Admissions and Records Office, Room C201, 700 Logan College Road, Carterville, IL 62918.

Student Complaints (Board Policy 8316)
John A. Logan College is committed to continuously improving academic and non-academic support services and recognizes that student complaints are helpful in fulfilling this commitment. The College systematically addresses and documents student grievances/complaints in a timely manner. The process is outlined in the Rights and Responsibilities: A Student Code of Conduct.

Administration of the Freedom of Information Act (Board Policy 8431)
John A. Logan College following Board Policy 8431 procedures in an effort to provide information to the public under the requirements of Illinois Revised Statutes, Chapter 116, Section 206, et seq. (Freedom of Information Act):

Tuition and Fees

Tuition (Board Policy 7310)
In-district students will pay tuition as approved by the Board of Trustees.

Out-of-district students will pay a minimum of 1.5 times the highest in-district tuition rate of any of John A. Logan College's neighboring contiguous Illinois community college districts. Students who qualify for charge-back payments by their home district will pay the same rate as in district students.

Out-of-state students will pay a minimum of 1.67 times the in-district tuition rate of John A. Logan College.

Out-of-country students will pay per capita cost as calculated by the treasurer of the board.

All on-line and hybrid classes will be billed at the current in-district rate plus 10%, rounded to the nearest dollar, for all students regardless of residency.

These figures were accurate at the time the catalog was published. Tuition and fee rates are subject to change. Consult website for current rate.

Tuition – In-District	$125.00 per credit hour
Tuition – Online/Hybrid Courses	$138.00 per credit hour *DNA, ADN, PNE, DMS Programs will have variable tuition rates
Tuition – Out-of-District	$173.00 per credit hour
Tuition – Out-of-State	$209.00 per credit hour
Tuition – International	$209.00 per credit hour
Technology Fee	$5.00 per credit hour
Graduation Fee	$10.00
Return Check Fee	$15.00
Transcript Fee	$6.00 – online requests $8.00 – in-person requests
Student Activity Fee	$65.00 – for fall or spring terms $40.00 – students enrolled in 3 or more credit hours for summer terms
Test Proctoring Fee	$25.00 – applicable for tests proctored at the request of other institutions
Specific Course Fees	Click here for specific course fee listing
Allied Health Restricted Program Costs	Click on the link below for specific program costs: *Associate Degree Nursing *Associate Degree Nursing Hybrid Online *Dental Assisting *Diagnostic Cardiac Sonography Massage Therapy Medical Assistant Medical Laboratory Technology Nursing Assistant Occupational Therapy Assistant *Practical Nursing Surgical Technology *Variable tuition rates apply

These figures were accurate at the time the catalog was published. Tuition and fee rates are subject to change. Consult website for current rate.

Establishment of Fees (Board Policy 7315)
Based on the cost of materials and services and for the smooth functioning of the College, the president shall establish all fees, and he shall have the authority to change these fees as necessary. All such fee changes and new fees shall be reported to the Board of Trustees at its next regular meeting following the date of the change or addition.

Tuition Waivers (Board Policy 7370): Tuition waivers shall be given following Board Policy 7370.

FACTS Payment Plan: The FACTS payment plan program allows students to make monthly payments that are automatically withdrawn from a designated account of the students' choice. Students who are not eligible for financial assistance but unable to pay their tuition in full by their due date may utilize the FACTS payment plan. If financial assistance eligibility is established, it is the student's responsibility to request cancellation of the FACTS payment plan.

Pre-Registration, Tuition and Fees (Board Policy 7332): Students who fail to pay deferred tuition and fee charges by the end of the designated deferment deadline for any semester will have their pre-registration canceled, dropping them from all of their classes and necessitating a completely new registration process for available classes at that point in the registration process.

Refund Policy (Board Policy 7320): Students withdrawing from classes in the transfer, career, or community education divisions of the College during the **following periods** will be given **100%** refunds:

First **14 calendar days** of the Fall and Spring Semesters **excluding spring break;**

First **7 calendar days** of **Block and** Summer Semesters.

Upon notification that an enrolled student has died during a semester, the student will be removed from all courses and all charges pertaining to the semester will be refunded to his/her student account. If the refunding of charges generates a credit, such will be remitted to the student's estate.

Consumer Statement: JALC provides specific consumer, textbook and gainful employment information to current and prospective students through the college website. For consumer information, visit Students Right to Know/Consumer Information webpage. Student can also access information through the MyJALC portal.

Financial Responsibility: By registering for classes at John A. Logan College, the student accepts full financial responsibility for payment of the term tuition and fees, as well as associated costs related to registration and/or other JALC services, by the applicable deadlines. The student understands that should you default on your account, JALC may use any and all means necessary to collect this debt in accordance with state and federal laws.

Debt Collection (Board Policy 7180).
The Business Office should make all efforts possible to collect debts owed to the College by any person.

Charge-back (Board Policy 7350) : A resident of Community College District 530 who wants to enroll in an educational program which is not available at John A. Logan College may apply for charge-back tuition if he/she enrolls in such a program at another public community college in Illinois.

The student must notify John A. Logan College 30 days before the beginning of the semester that he/she will be attending another college in a program not offered at John A. Logan College in order to receive this charge-back.

The president or his/her designee is authorized to sign the necessary forms on behalf of the College.

Definition of In-District Residency for Tuition and Credit Hour Claim Purposes (Board Policy 7311)

In-district tuition for John A. Logan College, District No. 530, for tuition purposes is defined as a person who can establish proof of residency within the legal boundaries of District No. 530.

Employer In-District: Out-of-district and out-of-state students who receive training from, and are employed at least 35 hours per week by, an entity located within District 530 may qualify for in-district rates. Interested students may obtain the required

form in the Admissions Office. The in-district employer must complete a new form each semester. This form must be submitted before the midterm date of the affected class(es).

Financial Aid and Scholarships

Financial Aid Standards of Progress (Board Policy 8152/Administrative Procedure 833): John A. Logan College will follow The Code of Federal Regulations – Title 34: Education, Part 668 – Student Assistance General Provisions Subpart C – Student Eligibility to develop financial aid standards of progress for students receiving Title IV funds. The College shall maintain reasonable satisfactory academic progress procedures for determining whether an otherwise eligible student is making satisfactory academic progress in his/her educational program and may receive assistance under the Title IV HEA programs. The procedures for standards of progress are published in the College Catalog and in Administrative Procedure 833, Satisfactory Academic Progress.

General Information

The objective of John A. Logan College in maintaining a student financial assistance program is to assist in the removal of barriers to postsecondary education. To accomplish this goal, the College endeavors to provide financial assistance that is designed to complement the financial resources of students rather than to finance their education totally. Financial assistance at John A. Logan College is available in the form of grants, part-time employment, and scholarships. Information concerning assistance may be obtained from the John A. Logan College Student Financial Assistance Office.

The John A. Logan College Financial Aid Office does not participate in the Federal Direct Loan Program. Students interested in the Private Alternative Loan Program should contact a bank, a credit union, or other qualified lender. The John A. Logan College Financial Aid Office does not keep a listing of these vendors. All students who apply for private alternative loans must first submit a FAFSA with John A. Logan College, federal school code 008076. Students will also be required to meet with a financial aid coordinator for loan counseling to fully understand their debt and its consequences.

Students seeking to become fully eligible for financial assistance programs administered by the College must be aware of, and comply appropriately with, the following:

1. Be enrolled or accepted for enrollment at John A. Logan College as a degree- or certificate-seeking student and maintain "satisfactory academic progress" as defined by John A. Logan College.
2. Must have received a high school diploma (or its equivalent) or passed the GED exam to be eligible for financial assistance.
3. Be a full-time student (carry 12 hours or more each semester).
4. Have not earned a bachelor's degree.
5. Complete the Free Application for Federal Student Aid (FAFSA) form to apply for a monetary-award program award, from the Illinois Student Assistance Commission (ISAC), and a federal Pell Grant award. The Federal Student Aid Form is also required for private loan consideration.
6. Complete a John A. Logan College Student Employment Request Form if interested in applying for the Federal Work Study Program or part-time employment.
7. Complete a John A. Logan College Scholarship application.
8. Demonstrate financial need.
9. Complete (with their parents, if applicable) a Free Application for Federal Student Aid form (see item 5 above), and apply via the web at http://www.fafsa.gov. Application results will be returned to the student within two weeks if applying over the web. Students should complete all necessary paperwork with the Financial Aid Office in order to receive any assistance. Students who are interested in obtaining a Federal Work Study job or part-time employment must complete an Application for Financial Assistance and a Student Employment Request Form (see item 6 above), which can be obtained from the John A. Logan College Career Services Office.

Financial need is generally considered to be the difference between one year's educational

expenses (tuition, books, board, transportation, etc.) and the student's resources for the same period. Student resources include aid from parents, guardian, relatives, personal savings, vacation earnings, and other forms of assistance. Financial need must be documented each year because financial need is the basis for financial assistance distribution.

The following link will show the breakdown for the cost of attendance Cost of Attendance.

The college adheres to the policies and guidelines set forth by the Department of Education. To review the Department of Education's policies and guidelines in detail visit the Financial Aid webpage and the Financial Aid Handbook.

Financial aid will not be awarded for courses not required for degree/certificate programs. Financial aid will be awarded for the total number of hours for required courses that are listed on the curriculum guide for their degree/program. Students will be responsible to cover any costs associated with courses they choose to take but are not required for their degree/program

Financial aid does not apply to students who are not seeking a degree at John A. Logan College. Courses such as MAT 052H, 062H, orientation courses (ORI) business and industry courses, as well as adult and continuing education courses are not eligible for financial assistance. The nursing assistant program (NAD 101), pharmacy technician, and short term certificate programs are also **not** covered by financial assistance.

Student Loans: The John A. Logan College Financial Aid Office does not participate in the Federal Direct Loan Program. Students interested in the Private Alternative Loan Program should contact a bank, a credit union, or other qualified lender, The John A. Logan College Financial Aid Office does not keep a listing of these vendors. All students who apply for private alternative loans must first submit a FAFSA with John A. Logan College, federal school code 008076. Students will also be required to meet with a financial aid coordinator for loan counseling to fully understand their debt and its consequences.

Return of Funds: Students who receive Federal Title IV Funds (Pell Grant, SEOG Grant) and stop attending classes, withdraw from classes, receive all failing grades, or a combination of withdrawals and failing grades are subject to a Return of Title IV Funds. This may result in the student owing a refund to the College, to the Federal Student Aid Program or both.

Please refer to the "Return of Title IV Funds" in the Financial Aid Handbook.

FACTS Payment Plan: Students who are not eligible for financial assistance but unable to pay their tuition in full by their due date may use the FACTS payment plan. This program allows students to make monthly payments that are automatically withdrawn from a designated account of the students' choice.

If financial assistance eligibility is established, it is the student's responsibility to request cancellation of the FACTS payment plan.

Satisfactory Academic Progress Requirements for All Veterans' Benefits: Students receiving veteran's benefits must follow the academic policy for satisfactory academic progress.

Satisfactory Academic Progress, Probation and Suspension (Board Policy 8151)

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

A student is considered to be making satisfactory academic progress if the following conditions are met:

1. Maintain regular class attendance as determined by the instructor.

2. Maintain a cumulative GPA of at least 2.0. A student who fails to maintain the required cumulative GPA will be placed on probation for one semester. Probation is only a warning status. While on probation, the student is eligible for Pell Grants, ISAC monetary awards, scholarships, outside awards, or veteran benefits. If, after the probation semester, the student does not have the required cumulative GPA of 2.0, the student may remain on probation if the semester GPA is at least 2.0. If, after the

probation semester, the student does not return to satisfactory academic standing or qualify to remain on probation, the student will be placed on academic suspension.

ACADEMIC SUSPENSION

Failure to meet any of the aforementioned procedures will result in academic suspension subject to appeal to the Academic Progress Review Committee. Academic suspension is a state of involuntary separation of the student from the institution for a period of one calendar year.

APPEALS INVOLVING THE PLACEMENT OF STUDENTS ON ACADEMIC SUSPENSION

Decisions involving the placement of students on academic suspension, based on the requirements of this section, may be appealed as follows:

1. Instances involving academic suspension may be appealed in writing to the Academic Progress Review Committee through the dean for student services within ten (10) calendar days of the notification by the dean for student services.

2. Appeals shall be heard by the Academic Progress Review Committee.

3. Further appeals may be made within ten (10) calendar days to the vice president for instructional services of the College who may consider the appeal further.

Withdrawals Prior to 60% Completion Point:
Students that stop attending before the 60% point in a semester are reported by the instructor to the Admissions Office, along with a last date of attendance. The last date of attendance is also reported by the instructor if a student receives a failing grade and has stopped attendance before the end of the semester. The earlier date will be used to determine the Return of Funds calculation if there is an official student withdrawal date and an instructor reported last date of attendance.

If the student withdraws prior to the 60% completion point, the Return to Title IV Funds calculation will determine the amount of funds which must be returned to the programs. The student will be responsible for this amount and must repay these funds to the institution before he or she will be allowed to register for classes or receive a transcript from the college.

Before withdrawing from the college, the student who has received financial aid should notify the Student Financial Aid office of his or her decision. The Financial Aid Office will perform the Return of Funds calculation and send notification to the student of funds refunded back to the Department of Education by the college and in turn owed by the student to his or her account with John A. Logan College. A notification is sent within 30 days of the school's determination of the student's withdrawal. The institution must return these funds within 45 days.

Financial Aid Procedure For Withdrawal or Non-Attendance In All Courses: A student who withdraws from (or) stops attending ALL COURSES before the 60% point in a semester WILL have their Financial Aid Award adjusted. Students earn financial aid by attendance. Once a student has attended beyond the 60% point of a semester, the Department of Education allows the student to keep ALL of the awarded aid. If the student stops attending or withdraws from ALL courses before the 60% point the Financial Aid Office is REQUIRED to calculate the aid earned by the student. That will change the financial aid award. A percentage of the aid that was awarded or could have been awarded after the non-attendance or withdrawal date must be sent back to the Department of Education. The student will then owe the college a percentage of the aid that was disbursed or could have been disbursed to the student because the student didn't earn all of the aid awarded. The amount owed will depend on the last date of attendance or the official withdrawal date of the student.

Post Withdrawal Disbursements: In some cases, a student may be eligible to receive a "post-withdrawal" disbursement after the student completely withdraws from the school. This is possible when the amount of aid awarded and processed is less than the amount of aid disbursed. In such cases, the Student Financial Aid Office will notify the student within 30 calendars days of the "post-withdrawal" disbursement by mail. The student must respond within 14 days from the date

the school sends notification to deny a post-withdrawal disbursement.

Financial Assistance Procedures:

1. The Pell Grant results of the Free Application for Federal Student Aid (FAFSA) form, known as the Student Aid Report (SAR), will be released to the Student Financial Assistance Office directly from the U. S. Department of Education as long as students list John A. Logan College as one of their eight college choices on the SAR. The information will be used to assist students seeking financial aid through the John A. Logan College Foundation Scholarship program, the Illinois State Monetary Award program, the Pell Grant program, Federal Supplemental Educational Opportunity Grant (FSEOG), and the student employment program.
2. John A. Logan College Foundation scholarships, Pell Grants, FSEOG, and student employment payments administered by the College will be made available to the student by depositing payments into student's account of choice.

   Tuition awards authorized by the Illinois State Monetary Award program, the National Guard Grant program, the Illinois Veterans' Grant program, and other agencies are credited to the recipient's account. Any refund resulting from such awards will be made available in the student's account of choice. ***See Appendix A***.

   Normally, any financial aid award is contingent on the actual receipt of funds or authorization appropriated to John A. Logan College by federal or state agencies.

3. Current or prospective students receiving financial assistance through John A. Logan College have the right to inquire about the following topics:
   - names of accrediting/licensing organizations
   - academic programs, facilities, and faculty
   - cost of attendance and **Refund Policy 7320**
   - financial assistance availability
   - financial assistance application procedures
   - financial assistance recipient selection criteria
   - financial need determination
   - amount of financial need met
   - payment of financial assistance
   - student-worker job responsibilities
   - loan responsibilities
   - academic progress determination
   - facilities and services for the disabled

4. Current or prospective students receiving financial assistance through John A. Logan College have the following responsibilities:

   - be familiar with program requirements
   - accurately complete and submit financial assistance applications
   - meet all financial assistance application deadlines
   - provide requested financial assistance application documentation
   - read and understand all forms requiring student signatures
   - comply with loan promissory note provisions
   - notify the College of changes in name, address, or attendance status
   - perform work agreed upon in student worker assignments
   - understand the College's Refund Policy 7320 .

Scholarship Opportunities

Complete just one online application at the JALC Foundation's website and you will be considered for hundreds of scholarship opportunities. Visit the Foundation's page on the JALC website and click on "apply online" to access the online application. You can find a complete list of available scholarships on the page as well. Once completing the application it will give you a list of scholarships that you meet the criteria for. You will be notified if you are selected for a scholarship. If you need assistance completing the application, or have questions about scholarships, please contact the Foundation office at 985-3741 ext. 8355 or stop by our office, B33 and we will be more than happy to help you.

Admissions Information

Academic and Career Advisement and Counseling: All students should meet with an academic advisor when they first enroll at JALC. The Academic Advisement Office is located in C204. Courses and programs should always be carefully selected with the assistance of an academic advisor to ensure applicability toward the student's program requirements and the most effective fulfillment of the student's educational goals. Career counseling is also available to students.

Admission to John A. Logan College (Board Policy 8110) Refer to policy for criteria for full admission to the College.

Program/Course Admission: Admission to the college does not guarantee entrance into a particular course or program of study. The college reserves the right to establish selective admission procedures and to give preference to residents of Community College District 530.

Transcripts: Students should submit official copies of high school transcripts. All financial aid recipients are required to submit an official copy of their final high school or GED® (High School Equivalency) transcripts. In addition, students who have attended other postsecondary institutions are encouraged to have official college transcripts submitted. Students who are required to submit transcripts include:

- Students wishing to apply college credit earned at other postsecondary institutions toward JALC degrees or certificates.
- Students intending to use federal veteran's benefits.
- Students needing to provide proof of course prerequisites.

Official transcripts must be sent directly from the issuing institution to the JALC Admissions and Records Office. Home-school transcripts must be submitted in a typed transcript format. The transcript must include the student's name (first, middle and last), date of birth, address, course title, units of credit, semester completed, grades, description of grading system, graduation date, signature of parent or home-school administrator and a graduation date if the transcript is complete.

The admission, degree and certificate requirements that are published in this catalog should be used as a guide for students who begin their course of study in the 2019-2020 school year.

Math and English Course Placement: The main goal of the placement process for students is to gather information about current academic skills. This process will not prohibit a student from entering college, but determines the math and English competency levels. Many courses require specific math and/or English competencies to enroll. Math and English are disciplines that require thinking and reasoning skills. Enrolling in appropriate courses is essential for academic success.

The JALC Placement Test is available at the main campus and extension centers. Once students have been accepted they may contact the Testing Office to schedule a Placement Test. Since results of this test may determine future course placement, it is important to prepare in order to maximize scores.

Some of the JALC Health Sciences programs may require additional testing prior to acceptance into the programs.

In addition to the Placement Test, ACT and SAT scores may be used for placement in math and English. Further testing may result in a higher placement.

Following the placement process, it is recommended that students meet with an academic advisor to discuss the results, academic planning and course scheduling.

Who is required to take the College Placement Test?

- Students taking a math or English course for the first time.
- Students wishing to enroll in classes which require specific English and/or math competency levels.

Who will be exempt?

• Students who have successfully completed approved college-level math and English courses at another college or university*.
• Students enrolling in certificate programs or classes that do not require math or English competencies.

*Students are required to bring documentation of previous college coursework (transcript, grade report, etc.) or ACT/SAT scores to show for placement in English and/or math courses prior to registration.

International Student Admission: International students will be considered for admission to JALC after the following documents are received by the designated school official at least 90 days prior to the start of the semester in which they plan to enroll.

• A completed New Student Application
• Official copies of all secondary school and college transcripts with notarized English translations.
• An official copy of the Test of English as a Foreign Language test results. F-1 Visa students must achieve a score of 61 or above on the Internet-based TOEFL, which equates to 173 on the computer-based TOEFL or 500 on the paper-based TOEFL; for more detailed information on TOEFL, visit www.ets.org or call 609-771-7100.
• Certification of the availability of funds to meet expenses while attending JALC. The estimated cost for unmarried students during 2019-2020 is $22,024 (U.S. currency). (This rate is subject to change without notice. Cost may vary slightly based on tuition changes.)
• Home country address must be provided prior to issuance of I-20.
• After acceptance and issuance of the I-20, pay the I-901 SEVIS FEE and then you can apply at a U.S. Embassy or consulate. Once the above documents have been received and reviewed, you will be notified of your admission status. International students who have completed coursework at a regionally accredited college or university in the United States or elsewhere may request that their credit be evaluated toward a degree or certificate at JALC. To request an evaluation, please follow these steps:
• Complete a Transfer Credit Evaluation Request form and submit it to the Admissions and Records Office.
• Submit an official transcript from all institutions attended within the United States.
• Submit an official report in English from one of the following services for international institutions attended: ECE/Education Credential Evaluators or WES/World Education Services. JALC will utilize the report as a guideline for the evaluation of course credit and reserves the right to award appropriate credit.
• When all documents are received, your transcripts will be reviewed by an academic records evaluator to determine if any courses would apply toward your intended program. Additional information, such as course descriptions may be requested to determine the appropriate equivalency.
• Courses accepted for credit will be applied to your JALC transcript. Check your Student Center "To do list" for your final evaluation results.

Student Identification Information: Although JALC uses Student ID numbers as the primary method of identification for student records, students are asked to submit their Social Security number when completing the New Student Application. Students should enter their full name and Social Security number exactly as it appears on their Social Security card or face potential fines from the IRS. The SSN is retained in a secured field on the student information system and can be viewed by limited staff. The SSN is required for:

• Setting up a MyJALC account, where the student can enroll, order a transcript and view other important financial and academic information.
• Search/match. When entering a new record into the database, the SSN is one of the "keys" or data elements, in addition to the date of birth and name, utilized to perform a match on a record in order to guard against duplicate entries of the same student.
• Enrollment verification. The National Student Clearinghouse requires the SSN for enrollment verification purposes.

• JALC must comply with Illinois state auditors when reporting enrollment data. The SSN is required by the Illinois Community College Board as part of the reporting process.
• Financial Aid. The FAFSA requires that the student provide the SSN before aid can be processed.
• Veteran and government sponsored tuition assistance programs. The SSN is required for certification of benefits and tuition payments.
• 1098T. JALC must obtain your current identifying number or SSN to file certain returns regarding tuition and related expenses with the IRS and to furnish a statement to the student. Without the SSN, students will not receive a 1098T federal income tax document, which JALC is mandated by the IRS to issue annually to each student for income tax purposes. In addition to the institution being fined for filing incomplete information, individuals may be subject to a fine for failing to provide an institution with their SSN and their full name EXACTLY as it appears on the social security card.

Readmission: If a student is readmitted after having no enrollment for three consecutive semesters (excluding summer term), the student will be required to complete the degree/certificate requirements published in the catalog at the time of re-enrollment. Students who attend continuously will have six years to complete degree/certificate requirements outlined in the catalog at the time of original entry or any catalog published throughout the course of continued enrollment. Regardless of continuing enrollment status, students may not follow catalog more than six years old.

- **Re-Entry Nursing Students:** Nursing students wishing to return on a full-time basis must follow the same procedures as all other full-time applicants. Nursing students wishing to return on a part-time basis with a specific, scheduled graduation date must follow the same procedures as regular part-time applicants. A nursing student who has left the program must request a meeting with the director of nursing to develop a Success/ Re-Entry Contract. Prerequisites will be followed per JALC policy, as well as, the Nursing Handbook rules under re-entry. John A. Logan College students take precedence over transfer students.

Nursing students may return on an irregular part-time basis and take classes as space permits. These students may not bump regular full- and part-time students from class slots. These students do not have any scheduled graduation date since there is no guarantee as to the sequence in which slots in classes will be available. Irregular part-time students are re-entered on a first-come, first-served basis.

Transferring Credit to John A. Logan College (Board Policy 8242): John A. Logan College will only accept college-level credits from regionally accredited institutions.

Nursing Transfer Students: Transfers will be accepted into the nursing programs on a case-by-case basis as follows: the student wishing to transfer into the program must request, in writing, to the director of nursing; the student must provide official transcripts from all previous schools from which he/she wishes to transfer credits; the student must have the director of nursing from the previous nursing program submit a letter of recommendation directly to the director of nursing at John A. Logan College; and the student must meet with the director of nursing to have transcripts reviewed as well as program curriculum and requirements explained. The director will consult with faculty, review all materials, make a decision related to the request for transfer into the program, and notify the student in writing of the decision.

In general, the following considerations will determine if the student is accepted for transfer: the student must have completed the equivalent of the introductory level courses in the John A. Logan College program; the student must be willing to take an assessment exam at John A. Logan College if requested to do so; the student must be willing to take courses on an "as available" basis with no specific projected completion date; the student will be accepted on a probationary status for the first semester; the student must meet the health and CPR requirements of the program; students wishing to transfer into the program with a specified,

scheduled graduation date must follow the same admission procedures as all other regular full- or part-time students; transfer students may not bump regular full- and part-time students from class slots; transfer students are accepted on a first-come, first-served basis; all transfer students must meet the curriculum requirements in effect at the time of acceptance into the program; transcripts of nursing courses will be used to evaluate advanced placement into the ADN program. Transfer students are required to take all general education courses as outlined in the curriculum guide; acceptance in the PN program as a transfer student does not guarantee acceptance into the ADN program; and transfer students are required to complete a minimum of 20 hours from John A. Logan College, of which 10 semester hours must be nursing courses; and transfer students will be required to complete BIO 205, BIO 206, SPE 116 and I.V. Certification.

Baccalaureate Transfer Program: New students planning to enroll in transfer programs at John A. Logan College must meet the admission requirements of the college. Admission to transfer programs also requires the new student to meet the high school course pattern requirements specified by the Illinois Board of Higher Education:

Subjects	Years	Emphasis
English	4	Emphasizing written and oral communications and literature
Social Studies	3	Emphasizing history and government
Mathematics	3	Introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming
Science	3	Laboratory sciences
Electives	2	Foreign language, music, art, or vocational education
Total	15	

Students who do not meet the requirements may satisfy a course pattern deficiency by:

- achieving Enhanced ACT subscores as follows: English 21, mathematics 20, reading 21, and science reasoning 21, or
- providing acceptable CLEP scores, AP credit, placement scores, or
- successfully completing appropriate developmental courses. These courses may not be used toward graduation credit and cannot be used to fulfill general education requirements, or
- successfully completing any college-level deficiencies.

Acceptable placement scores will be determined by college policy through communication with each academic discipline. Required CLEP and AP scores are available in the Office of Admissions and Records. High school units in excess of the required number of units in mathematics, social studies, or science may be redistributed among the other categories by applying no more than one unit to any of the following categories: mathematics, social studies, science, or an elective. Elective subjects cannot be substituted for required courses in English, mathematics, science, or social sciences.

The following transfer-program applicants are exempt from the high school-subject requirements:

- students whose class rank and ACT scores are at or above the 75th percentile (a composite score of 23 on the Enhanced ACT).
- veterans who have not been enrolled in any college course since discharge. Veterans must have an overall C average or better for college courses taken since separation.
- transfer students who have earned 26 or more hours of transferable credit with an overall C average or better.

New Student Information Guide

- ☐ Your JALC email account is called **VOLmail**; it will be set up automatically. Go to the JALC homepage (*www.jalc.edu)* and click the **MyJALC** tab**.** You'll find "***VOLmail***" under ***Campus Resources***. Your new VOLmail address is your first initial, last name, and last four numbers of your JALC ID, @volmail.jalc.edu. A temporary password was sent to your alternate (personal) e-mail address when you completed your application. If you need to reset your password contact IT at (618) 985-2828, ext. 8388. **All information from the college and your instructors will be sent to the VOLmail address; including class cancellations and course information. To be a successful student at John A. Logan College you MUST check your VOLmail account on a regular basis.**
- ☐ New students need to provide the Admissions Office proof of in-district residency and a final high school transcript by the 10th day of classes. Failure to provide this information will result in being charged out of district tuition and having a registration hold placed on your account.
- ☐ Login to **My JALC** to view your schedule, bill, payment due date, registration, grades, financial aid, etc. Go to the JALC homepage (*www.jalc.edu)* and in the top right corner click the blue **MyJALC** tab, click the **Login** button at the top of the page (the username and password are the same as **VOLmail** and D2L). There you will find the Students and Finances tab. For help with your ID or password, click "*I.D./Password Request Form*" or see your advisor.
- ☐ Make sure your contact information; including **VOLmail**, home address, telephone, and cell phone are correct. You can update this information with the Admissions Office, your academic advisor, or through **MyJALC**.
- ☐ New students need to have their **photo** taken in room C204 for their JALC Student ID Card.
- ☐ Pay **tuition** and fees on **MyJALC**, at the Bursar's Office (C213), or by phone with a credit card. If you receive financial aid that covers tuition and fees be sure to complete all of the required paperwork. To make a payment or sign up for a payment plan, go to the **Finances** tab on **MyJALC**, under **My Student Information** click "*my account balances*". The course and fee statement is also available in this area.
- ☐ If you are receiving any type of financial aid, login to **MyJALC** and click on Financial Aid to view the status of your award and information concerning financial aid.
- ☐ If you are receiving a scholarship (other than Federal financial aid), be sure to check with the JALC Foundation Office in B33 to assure that the scholarship is credited to your account.
- ☐ Sign up for **JALCtxt** to receive campus alerts via text messages. This includes weather related campus closings. Go to the JALC homepage (*www.jalc.edu)* and click on **MyJALC.** You'll find "***JALCtxt***" under ***Campus Resources***.
- ☐ Go to the **JALC Library** to receive a library card. You will need a photo I.D. and to know your student I.D. number to obtain a card.
- ☐ Activate your account with **BankMobile** immediately upon receiving the Refund Selection Kit (green envelope) in the mail if you receive financial aid or scholarships. Be sure to enter the **personal code** you received to select your refund preference.
- ☐ Click on ***Online Learning*** on the home page. This is where you'll find information about online courses, creating an online account, and orientations. If you're taking an online class, be sure to do the **D2L Orientation**.
- ☐ Purchase textbooks and workbooks for all of your classes.

MyJALC Student Portal Guide

To access the Student Portal…

1. Go to the John A. Logan College home page at **jalc.edu.**
2. Click the blue **MyJALC** tab in the top right corner.
3. Click the **Login** button at the top of the page.
4. Enter your username (VOLmail address) and password (the same password for VOLmail and Desire2Learn). Your VOLmail address is your first initial, last name, and the last four numbers of your JALC ID number, followed by @volmail.jalc.edu. A temporary password was sent to your alternate (personal) e-mail address when you completed your JALC application. If you need to reset your password you can contact IT at (618) 985-2828, ext. 8388.

To view your bill and schedule, and make a payment…

1. Once you are logged into the system you will be on the **Home** tab.
2. From the **Home** tab, click on **"Student Home"** located in the top left column under **MyJALC**.
3. To view your bill, scroll down until you see **My Student Information.** Click on **"Course and Fee Statement"** and then select the semester in the drop down box. Then click **"Generate My Course and Fee Statement"** followed by **"View My Course and Fee Statement"**. Depending on your browser, you may need to select the circle next to "Open with Adobe Reader" and click OK to open your bill, or open the downloaded PDF file.
4. To pay your bill under **My Student Information**, click on **"My Account Balances"**. From here you can sign up for a payment plan, make a credit card payment, or view transactions for a specific semester.
5. To view your schedule scroll down until you see **My Course Schedule**. Next click **"View Details"** and select the semester from the drop down box. You can view and print your schedule from here.

To add and drop classes...

1. Click on the **Students** tab across the top of the page. Click the **"Add/drop classes"** tab in the left column. Click on the "Add/drop classes" icon and select the semester. If you have a restriction or receive an error message when you try to register, you will need to contact the college for further assistance.
2. There are other tabs located in your **MyJALC Portal** that you will find useful. The links for VOLmail, Desire2Learn, and other information are located on your page.

To view a list of required textbooks…

1. Click on the **Students** tab across the top of the page. Click the **"Add/drop classes"** tab in the left column. Click on the "Add/drop classes" icon and select the semester.
2. At the bottom of the page you will see "My Schedule (Registered)" and a list of your classes. Next to each class click on the "Buy Books" link to view the required textbooks for the course. This will link you to the Bookstore page and allow you to purchase your books by clicking on the "+" next to each required textbook.

***In order to avoid being dropped from classes for nonpayment, please be sure to pay your bill or set up a payment plan by the listed due date. If you enroll during late registration, you will need to make a payment or set up a payment plan at that time to avoid late fees and/or being dropped from classes. Students may drop courses through the Portal or with an advisor during the designated 100% drop period to avoid owing tuition and fees.**

Graduation Information

General Program and Residency Requirements for Graduation (Board Policy 8244): Minimum enrollment residence requirements as outlined in board policy must be satisfied for graduation from John A. Logan College.

Awarding of Degrees: JALC awards degrees at the end of each academic term (fall, spring, and summer). Graduation ceremonies are held once a year at the end of the spring semester. Students meeting graduation requirements during the fall, spring, or summer semesters who plan to participate in graduation ceremonies must apply by the posted graduation deadline. Students who meet graduation requirements but who do not wish to participate in graduation ceremonies must still apply for graduation. Graduation application forms are available online. A graduation fee is established for all persons receiving degrees. The cost graduation regalia is not included in the fee and may be purchased through the Campus Bookstore.

In addition to completing the steps to apply for graduation, students are responsible for determining they have met all graduation requirements and have no outstanding financial obligations to the College. Students should meet regularly with their academic advisor to ensure that progress is being made toward their degree objectives. The advising of individual students as to their degree progress is a service provided and does not relieve students of their responsibility to make certain they are meeting all degree requirements.

Graduating students who have outstanding financial obligations or delinquent College accounts will not receive the diploma or transcripts until accounts are paid in full.

Transfer Information

Students who have previously completed college coursework with a grade of D or better can request to have their transcripts evaluated toward a degree or certificate at JALC. Transfer credit may be accepted from another college or university that is regionally accredited by any of the following associations:

HLC	The Higher Learning Commission
MSA	Middle States Association of Colleges and Schools Middle States Commission on Higher Education
NASC	Northwest Association of Schools and Colleges
NEASC-CIHE	New England Association of Schools and Colleges Commission on Institutions of Higher Education
NEASC-CTCI	New England Association of Schools and Colleges Commission on Technical and Career Institutions
NWCCU	Northwest Commission on Colleges and Universities SACS Southern Association of Colleges and Schools Commission on Colleges
WASC-ACCJC	Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges
WASC-ACSCU	Western Association of Schools and Colleges Accrediting Commission for Senior Colleges and Universities

Steps to having your transcripts evaluated:

1. Request official transcripts be sent to the Admissions and Records Office at JALC from each institution attended

2. Submit a Transfer Credit Evaluation form listing all transfer institutions and the degree or certificate you plan to seek at JALC.

When the required documentation is received, an official evaluation of the student's coursework will be completed. Evaluation results will be noted on the student's official academic record.

A transfer course that meets general education requirements will be accepted to meet comparable general education requirements at the college. College-level courses that are not direct equivalents will be evaluated for elective credit. Transfer credits

do not necessarily apply to all certificates or degree programs. International students should refer to the International Student Admissions section of the catalog.

Proficiency Credit (Board Policy 8220): Proficiency exams are available in certain subject areas.

A student wishing to make application to take a proficiency examination should follow the instructions outlined within the **Proficiency Examinations Administrative Procedure 804**.

Academic Policies and Regulations

Student Classification: Students who have completed up to 30 credit hours at John A. Logan College are classified as freshman. Students who have completed 31 hours or more are classified as sophomores.

Academic Achievement and Student Recognition:
President's Honor List: At the completion of each fall and spring semester, the office of the president will publish a President's Honor List of academic achievement. Any full-time student who has a 4.0 grade-point average for that semester will receive recognition.

Vice President's Honor List: At the completion of each fall and spring semester, the Office of the Vice-President for Instructional Services will publish a Vice President's Honor List of academic achievement. Any full-time student who has a grade point average between 3.5 and 3.99 for the semester will be named to the Vice President's Honor List.

Appeals Involving the Placement of Students on Academic Suspension: Decisions involving the placement of students on academic suspension in accordance with college policy may be appealed as follows:

1. Instances involving academic suspension may be appealed in writing to the Academic Progress Review Committee through the Dean of Student Services no later than ten (10) calendar days following the notification of suspension.
2. Appeals will be reviewed by the Academic Progress Review Committee.
3. The decision of the Academic Progress Review Committee may be appealed within ten (10) calendar days to the president of the College who may, at his or her discretion, consider the appeal further.

Grading System (Board Policy 8231) The academic year is divided into two semesters. The College also has a shortened summer term. Course credits are recorded in semester hours. The number of credit hours in each course is shown in the course descriptions in the *College Catalog.* For enrollment verification purposes, a student must be enrolled in twelve credit hours (six hours during the summer term) to be classified as a full-time student. To be classified as part-time, a student must be enrolled in at least six credit hours (three hours during the summer term). In order to enroll in more than eighteen credit hours during a semester (eight hours during the summer term) a student must have permission from the dean of student services.

Grading System

A Excellent (4 grade points)
B Good (3 grade points)
C Average (2 grade points)
D Poor (1 grade point)
F Failing (0 grade points)

INC Incomplete. Incomplete(s) may be given at the discretion of the instructor. The maximum time for making up an "INC" is one semester, otherwise, the student must repeat the course in order to gain credit. The incomplete grade will convert to an "F" if not completed by the end of the following semester, excluding the summer semester.

W Authorized withdrawal by the date established in the instructional calendar. No grade points/no credit.

AU Audit. No credit.

R Denotes repeat course.

P Pass (credit but no grade points).

CR Denotes credit earned but no grade points awarded.

Course Repeat Policy

A student may repeat a course only one time in an attempt to improve a grade for a given course. In

instances where a student repeats a given course, both courses will be recorded on the student's transcript. The higher of the two grades will be used in computing the cumulative grade-point average.

Accepting Advanced Placement Credit (Board Policy 8241): A student may earn a maximum of 15 credit hours through Advanced Placement Examinations. To receive credit, a student must earn a score of 3, 4, or 5. The credit does not carry a grade or grade points and is not calculated into the student's grade point average. It is the student's responsibility to submit his/her scores to the **Office of Admissions and Records. It is up to the College to determine if the awarded credit is used to satisfy elective, general education, or major credit.**

Advanced placement credit will be granted in accordance with the College Board and National Merit Scholarship's AP scoring guidelines.

Dual Credit and Dual Enrollment Courses (Board Policy 8243): Dual Credit and Dual Enrollment definitions are outlined in Board Policy 8243.For more information, contact the office for Dual Credit/Dual Enrollment or High School Students, or visit the webpage at JALC Dual Credit/Dual Enrollment. Public high school students may also visit their guidance counselors. Enrollment in dual credit and/or dual enrollment courses is limited to students attending a John A. Logan College district public or private school and homeschooled students residing in the district. Students must be juniors or seniors or complete the additional requirements for sophomores. Dual credit and dual enrollment definitions are outlined in Board Policy 8243. Additional information is available from the Office of Dual Credit, high school guidance counselors, or on the Dual Credit Website at http://jalc.edu/dual-credit-and-dual-enrollment-for-high-school-students.

College Level Examination Program (Board Policy 8210/Administrative Procedure 803): College credit may be awarded through the College Level Examination Program (CLEP).

John A. Logan College awards credit for satisfactory performance of both the General and the Subject Examinations developed and administered through the College Level Examination Program Board (collegeboard.com). The General Examinations cover comprehensive content of a subject which would be covered by several introductory-level courses, while the Subject Examinations cover more specific content of a single college-level course. These exams allow students who have acquired knowledge outside the traditional classroom setting - through independent study, on-the-job training, or cultural inquiry - to gain recognition of mastering college-level material by receiving introductory course credit. Through the College Level Examination Program (CLEP) students may apply for credit, which may substitute for one or more courses. Listed in the following table are the minimum required scores and credit awarded for each CLEP exam. Only CLEP exams are accepted for credit.

If prior to taking a CLEP examination the student has received a grade (including a "W" or an audit) or has enrolled in college-level work in any discipline included in the CLEP exam, they are ineligible for credit. (Military credit does not constitute prior coursework). A maximum of 30 hours of proficiency credit; including CLEP, Advanced Placement, departmental and Core Curriculum proficiency exams, will be accepted toward an Associate degree. Please note that other educational institutions may require a higher score for certain subjects than what is required at JALC. In this situation, other institutions may not recognize college-level examination program credit issued by JALC.

CLEP GENERAL EXAMINATIONS

Exam	Paper/Computer Score	Credit Awarded (semester hours)
Natural Science	52 or above	6 hours core curriculum Science
Social Sciences and History	52 or above	6 hours core curriculum Social Science
Humanities	52 or above	6 hours core curriculum Humanities
College Composition	61 or above	6 hours (English 101 and 102)
College Mathematics	58 or higher	3 hours (Math 113)
CLEP SUBJECT EXAMINATIONS		
Exam	**Minimum Score**	**JALC Equivalent**
Composition and Literature		
American Literature	50	LIT 280 (3 hours)
English Literature	50	LIT 280 (3 hours)
History and Social Sciences		
American Government	50	PSC 131 (3 hours)
History of US I: Colonization to 1877	50	HIS 201 (3 hours)
History of US II: 1865 to present	50	HIS 202 (3 hours)
Human Growth and Development	50	EDC 202 (3 hours)
CLEP SUBJECT EXAMINATIONS (continued)		
Exam	**Minimum Score**	**JALC Equivalent**
Principles of Macroeconomics	50	ECO 201 (3 hours)
Principles of Microeconomics	50	ECO 202 (3 hours)
Introductory Psychology	50	PSY 132 (3 hours)
Introductory Sociology	50	SOC 133 (3 hours)
Western Civilization I	50	HIS 101 (3 hours)
Western Civilization II	50	HIS 102 (3 hours)
Science and Mathematics		
Biology	50	BIO 101 (4 hours)
Calculus	50	MAT 131 (5 hours)
Chemistry	50	General Elective Physical Science (3 hours)
College Algebra	50	MAT 108 (3 hours)
Pre-Calculus	50	MAT 111 (5 hours)
Business		
Financial Accounting	65	ACC 200 and 201 (6 hours)
Information Sys. & Computer App.	50	CIS 207 (3 hours)
Foreign Languages		
German – College Level 1	35/50	GER 101 & 102 (8 hours)
German – College Level 2	42/63	GER 101, 102, & 201 (12 hours)
Spanish – College Level 1	45/50	SPN 101 & 102 (8 hours)
Spanish – College Level 2	50/63	SPN 101, 102, & 201 (12 hours)

Student Attendance Policy (Board Policy 8410)

The student attendance policy for each class will be determined by the instructor and it will be the student's responsibility to comply with the policy for each class and/or program. No central attendance records, other than those required by state and federal regulations, are reported.

Withdrawal from Class (Board Policy 8314 and Administrative Procedure 821)

Student-Initiated Withdrawal: Students who do not wish to continue in a course are responsible for officially withdrawing or dropping the course from their student schedule. To do so, they should drop the course through the Student Portal or contact their academic advisor for assistance.

- Students who fail to drop during the designated drop-period at the beginning of the semester as outlined in the Instructional Calendar and Schedule of Classes will not be eligible for a refund of tuition and fees, and may receive a failing grade for the course.
- Students may formally withdraw from a class during the designated period outlined in the Instructional Calendar and the Schedule of Classes in order to receive a grade of "W". The "W" grade is not used in the calculation of the student's grade point average, however, it may negatively impact a student's eligibility to receive financial aid. Students should contact the Financial Aid Office with questions concerning eligibility.
- Students who withdraw from a class may register for that class again in a subsequent semester.

Administrative Withdrawal: John A. Logan College reserves the right to administratively withdraw a student for disciplinary reasons as outlined in the *Rights and Responsibilities: A Student Code of Conduct*. The College may also withdraw a student who fails to meet the financial obligations of attendance.

Faculty-Initiated Withdrawal: Instructors reserve the right to withdraw students from their classes at any point in the semester due to plagiarism, cheating, or other conduct violations. Further, they reserve the right to withdraw a student from class during the withdrawal period due to excessive, absences as outlined below and in the course syllabus.

Traditional Classes: In a traditional 8 or 16-week class, "withdrawal" grades may be assigned at the time a student has missed the equivalent of one consecutive week of class without approval from the instructor. (For example, in an 8-week class that meets four times per week, a student could be withdrawn after being absent two consecutive class periods.)

Online and Hybrid Classes: In a 16-week online/hybrid class, a "withdrawal" grade may be assigned when the student has not participated in the course for 10 days, as indicated by course activity reports. In an 8-week or less course, a student may be withdrawn after failing to participate for 5 days. Logging into the course is not sufficient to be considered active participation. Participation for online and hybrid courses is defined as an active process and may include: posting/sending assignments to the drop box or instructor's email, participating in online discussion boards, taking quizzes or exams, or otherwise communicating and participating in some manner that is approved by the instructor.

Administrative Procedure to Withdraw a Student:

- The appropriate college administrator or faculty member will notify the Admissions and Records Office in writing or through email requesting the student be withdrawn. Once the documentation is received, the student will be formally withdrawn from the course.
- The student will then receive email notification of the withdrawal from the Admissions and Records Office. The notification will outline the student's appeal options if they wish to re-enroll in the course.
- If a student wishes to challenge a "withdrawal" grade, they will have due process as with the appeal of any other grade. Students should obtain a Special Exemption Form from the Admissions and

Records Office or on the college website and submit the appeal to the Office of the Dean for Student Services (Article III, Section 2 of the *Rights and Responsibility: A Student Code of Conduct* handbook.)

- A faculty member granting a student's appeal to be re-enrolled in a course must notify the Admissions and Records Office in writing or through email. The office will then officially re-enroll the student.
- "Withdrawal" grades may not be issued after the last day to drop a course for the semester as noted in the Instructional Calendar.

Audit Policy (Board Policy 7340**):** Registered students who do not desire or feel qualified to complete a particular course may request to audit the course.

Academic Programs and Requirements: Specific degree and certificate requirements are outlined in program guides provided in this Catalog. The following degrees are granted by John A. Logan College:

- **Associate in Applied Science (AAS Degree)**: The AAS Degree is awarded for the satisfactory completion of a prescribed curriculum intended to prepare individuals for employment in a specific field. Some AAS degree programs include coursework and requirements dictated by specialized accreditation or licensure by a state or national organization. Many health career programs have entrance requirements based on specific test scores, academic grades and residency. AAS degree programs are often articulated as a package with select four-year institutions in specified bachelor degree programs, Two-plus-Two, Capstone or Program-to-Program articulation agreements.
- **Associate in Arts (AA) Degree:** The AA Degree is intended to equate to the first two years of a four-year baccalaureate degree. An AA degree program includes the IAI transferable general education core curriculum (GECC) which satisfies the lower division general education requirements for a bachelor's degree at participating IAI institutions in Illinois. The program guides prepared for each AA degree program include the common lower division course recommendations/requirements for the corresponding bachelor's degree option at four-year institutions
- **Associate in Engineering Science (AES) Degree**: The AES Degree is aligned with the first two years of a baccalaureate degree in engineering. Unlike the AA and AS degrees, the AES does not include the full IAI GECC component. Completion of the GECC package should be an option after transferring to an IAI participating institution.
- **Associate in Fine Arts (AFA) Degree**: The AFA Degree is aligned with the first two years of a baccalaureate degree in a fine arts area such as music or art. Unlike the AA and AS degrees, the AFA does not include the full GECC package. Completing the GECC package should be an option after transferring to an IAI participating institution.
- **Associate in General Studies (AGS) Degree:** The intent of the AGS is to meet unique needs and interests of a student that cannot be met by another associate degree option. An AGS degree program is individually designed by mutual agreement between the student and a college-appointed academic advisor. The courses selected may or may not be accepted by a four-year institution and if accepted may or may not be evaluated as applicable to a specific four-year degree program or major. AGS candidates may be enrolled in a certificate program and find a need for earning an associate degree. Other AGS candidates may want to design a program providing a broad general education background.
- **Associate in Science (AS) Degree:** The AS Degree is intended to equate to the first two years of a four-year baccalaureate degree. An AS degree includes the IAI transferable general education core curriculum (GECC) but does not satisfy the lower division general education requirements for a bachelor's degree at participating IAI institutions in Illinois. An additional 3 credits of approved Humanities or Fine Arts and 3 credits of Social Sciences are needed to complete the core. These additional courses may be taken as electives or upon transfer to the four year institution. If taken at the four year institution, students may send a

transcript back to John A. Logan College and request a review of the IAI GECC package and the posting of "IAI GECC package completed" on the official transcript. The program guides prepared for each AS degree program include common lower division course recommendations/requirements for the corresponding bachelor's degree option at four-year institutions.

- Certificate of Achievement. The Certificate of Achievement prepares individuals for employment or advancement in various occupational specialties.

General Program Requirements:
To be awarded an AAS, AA, AES, AFA, AGS or AS degree, a student must:

- complete 12 semester hours of credit in residence at John A. Logan College;
- maintain a cumulative grade point average of 2.0 or above;
- satisfactorily complete all specific degree requirements; and
- make application for graduation and pay the required graduation fee

To be awarded an AAT degree, a student must:

- complete 12 semester hours of credit in residence at John A. Logan College;
- maintain a cumulative grade point average of 2.5 or above;
- satisfactorily complete all specific degree requirements;
- earn a minimum acceptable cutoff score on the Test of Academic Proficiency (TAP), the ACT plus writing or the SAT;
- make application for graduation and pay the required graduation fee.

To be awarded a certificate of achievement, the student must:

- complete at least 9 semester hours of credit in residence at John A. Logan College. If the certificate is less than 15 semester hours, 3 semester hours of credit must be completed in residence at John A. Logan College.
- satisfactorily complete all certificate program requirements with a 2.0 overall grade-point average or above;
- make application for graduation and pay the required graduation fee.

Waiver of Academic Requirements

Institutional Responsibility: In order to maintain the integrity of the College's academic programs, special criteria for admission to certain courses and curricula must be set, minimum requirements for retention of student status must be defined, and requirements for completion of curricula and awarding degrees must be set. For such standards to be meaningful, they must be realistic. However, in recognition of the fact that there may be extenuating circumstances or compensating factors in a particular case, appeals for waivers of specific graduation requirements may be made through a student's advisor to the vice president for instructional services. All waivers of required courses in any College program and all authorizations for substituting certain courses in lieu of specific program requirements must be approved by the vice president for instructional services. The vice president's written approval for a waiver must be filed with the Admissions and Records Office prior to the student's formal graduation check.

Student Responsibility: In order that academic requirements may be protected and applied in an effective and reasonable manner, each student has the right to request an exception to the requirements only in extenuating circumstances. Likewise, the student is obligated to follow the appeal process.

Reverse Transfer: Students who transfer to a four year institution prior to fulfilling the IAI GECC

package and/or before earning an Associate Degree, may want to send an official transcript to John A. Logan College after completing coursework and ask for a review of IAI GECC and/or Associate Degree requirements. If all requirements are complete students may submit an online graduation application and have the degree awarded.

Smoking Regulations (Board Policy 3366): John A. Logan College is a smoke free campus.

Rights and Responsibilities Handbook: A Student Code of Conduct (Board Policy 8310): The John A. Logan College Board of Trustees' policy on student rights and responsibilities is embodied in the latest edition of Rights & Responsibilities: **A Student Code of Conduct**. Each edition of Rights & Responsibilities: A Student Code of Conduct is authorized by the Board of Trustees and is designated by Board Policy 3350 as an official publication of the College.

All information contained in this document must be in compliance with federal and state law, and current John A. Logan College Board Policies and Administrative Procedures.

Higher Educational Opportunity Act: John A. Logan College is required to disclose certain consumer information as authorized by the Higher Education Opportunity Act. All information regarding Students Right to Know/Consumer Information can be found on the college webpage.

Rights Under the Family Educational Rights and Privacy Act: The Family Educational Rights and Privacy Act affords all students certain rights with respect to their educational records.

These rights are as follows:

- the right to inspect and review the student's own educational records;
- the right to request the amendment of the educational records to insure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that the law authorizes disclosure without consent;
- the right to file with the U. S. Department of Education a complaint concerning alleged failures by the College to comply with the requirements of the law; and the right to obtain a copy of the College's student records policy. FERPA Guidelines

Other Important Policies and Procedures for Students Attending John A. Logan College

- **Students Disciplinary Action (Board Policy 8315)**
- **Student Appeals (Administrative Procedure 832)**
- **Removal from Campus (Student, Guest, or Employee) Administrative Procedure 361**
- **Excused Student Absences (Administrative Procedure 805)**
- **Disabled Students (Administrative Procedure 807)**
- **Sexual Harassment (Board Policy 3364)**
- **Sexual Harassment of Students (Board Policy 8312)**
- **Weapons and Firearms Policy (Board Policy 3373)**
- **Zero Tolerance for Violence or Threatening Behavior (Board Policy 3372)**

Student Support Services

Academic Advisement: Students have access to John A. Logan College prior to, and during, registration to develop an academic plans. This service is provided by a counselor or academic advisor. Advisors are available throughout the year to help students with questions or issues related to courses or academic progress.

Student Success Center: The Student Success Center (SSC) coordinates several programs including TRIO Student Support Services, Tutoring, and Disability Support Services.

The TRIO Program: The TRIO program is a component of the Educational Opportunities Program (EOP) that is funded through the U. S. Department of Education. This program provides individual support to students who meet one or more of the following: low-income, first-generation college student, and have a disability.

The purpose of TRIO is to increase college retention and graduation rates for eligible students. Benefits provided may include mentoring, cultural enrichment activities, tutoring, leadership-development training, scholarships, transfer and financial aid assistance, and others. TRIO students may also utilize any of the other support services offered through the Student Success Center based on their individual needs. Applications for the TRIO program are available in room C-219 or online at Online TRIO Application. All students who qualify are encouraged to apply.

Tutoring: The SSC offers students the opportunity to increase their educational skills through tutoring.

Tutoring is offered at no charge in both transfer and career areas, including mathematics, science, social sciences, business, and language arts. The center uses both professional and peer tutors to assist students. Tutoring is available on a walk-in basis in the Math Help Room (C218F) and Biology Help Room (C243A), or one-on-one appointments are available. Request appointments in Room C219 or online at Tutor Request Form.

The tutoring program is certified through the College Reading and Learning Association (CRLA), and all tutors complete Level I and II training requirements.

Disability Support Services: The Student Success Center can arrange reasonable accommodations for students with disabilities. Students with disabilities who want to request accommodations are required to meet with the Disability Support Services coordinator to complete an intake to initiate services. Students requesting accommodations must have appropriate documentation of a disability in order to receive reasonable accommodations. Visit the following site to view our documentation standards: Disability Support Services.

In addition, students are required to request accommodations each semester they plan to use the approved accommodations. An Accommodation Request Form is available on the DSS website or in room C-219.

Reasonable accommodations may include, but are not limited to, note takers, sign language interpreters, alternative format books, extended time for exams, readers/scribes, adaptive technology, accessible seating, and parking permits.

Professional sign language interpreters are available for students who are deaf or hard-of-hearing for class lectures, tests, field trips, personal and career counseling, advisement, and other scheduled activities upon advanced request.

Educational Workshops: The Student Success Center offers a variety of workshops each semester designed to enhance students' academic skills. Workshop topics include study skills, test-taking techniques, stress management, fitness and nutrition, relaxation techniques, and overcoming math anxiety. See a list of times and locations at Student Success Workshops or call (618) 985-3741, ext. 8289.

Personal Counseling: Often students need assistance with social and personal problems, as well as with academic and career concerns. For this reason, professionally trained counselors are available to help students understand and resolve these problems. Referrals to community resources are also provided for situations requiring additional support. Crisis counseling is available in the Student Success Center, C-219.

The Write Place: Located in C214, the Write Place is the College's writing center. Staff offer free tutoring in English to help students with essays, research papers, and other written assignments.

Career Services: Career Services assists students in effectively realizing their career goals. This is achieved through computerized testing and by personal interviews. Students receive help in

clarifying goals and objectives that are related to their life and work values, abilities, needs, and interests. The center recognizes that making realistic career choices and reviewing current job market trends is important to successful career planning.

Career Testing: Individual testing is available and administered by career counselors. The tests can assist students in discovering interests and skills in various career areas. Interested students should contact Career Services, C215, to schedule an appointment.

Off-Campus Employment: John A. Logan College provides services to assist students, and alumni in securing employment in positions directly related to their areas of academic preparation. Individuals seeking positions in Illinois and several other Midwestern states are aided by a computerized job listing. Students can further utilize Career Services by receiving individual assistance with résumé preparation, interviewing techniques, and other valuable pre-employment skills. Students can visit the Career Services website for additional information.

Career Services will also assist students in finding part-time employment while enrolled at John A. Logan College. Those seeking off campus employment should register with Career Services after being admitted to the college

On-Campus Employment: In addition to assisting students in locating off-campus employment, Career Services is responsible for coordinating the student work program at John A. Logan College. There are limited positions available in the student-work program, which was designed to provide part-time employment for students who are seeking financial assistance in order to attend college.

Emergency Text/Email Messaging System (JALCtext): John A. Logan College offers a text/email messaging system (JALCtext). The system allows students and staff to receive text and/or email messages about emergencies and school closures. In addition, registered users can choose to receive information about various other campus activities through this system (alumni information, athletic scores, performance series information, etc.). This service is offered at no charge to the user, except for the wireless carrier's text message charge (if applicable). To register, go to JALCtext and create an account.

Learning Resources Center (LRC): The LRC supports instructional programs of the College. It consists of the College's Library; a Teaching and Learning Center, which supports the professional development of faculty and staff; a Learning Laboratory for proctored testing and online class support services; and a Student Multimedia Lab. The College's Distance Learning program is also administered by the LRC.

Library Services: The library provides access to a collection of books, e-books, periodicals, pamphlets, maps, government documents, newspapers, online databases, and the Internet. Library Services supervises the circulation of materials from this area and materials placed on reserve. Library personnel provide reference services and library instruction. Students may request materials through interlibrary loan if the needed materials are not available at the John A. Logan College Library. Students with off-campus access may connect to the College's home page, the online catalog, and many online databases. Copy machines are provided for student use. Computers are available for students to search the online catalog, online databases, and Internet as well as for word processing use. The Library also has student access to typewriters. Study carrels are available for individualized study.

The library at John A. Logan College is an active, participating member of ILLINET library network, the Southern Illinois Learning Resources Cooperative, NILRC, and the Shawnee Library System's automated catalog.

Teaching & Learning Center (TLC): The Teaching & Learning Center supports the faculty and staff by providing training and professional development services. The TLC provides training and support in instructional design, pedagogy, multimedia authoring, and implementing instructional technology in the classroom and online. The TLC maintains a multimedia/computer classroom

(C230H) and a video recording studio (C229). The TLC multimedia/computer lab is for faculty use and has both Apple Macintosh- and Windows-based computers. The lab has up-to-date versions of the leading office and multimedia suites and has graphics tablets, scanners, and webcams on each workstation.

Learning Laboratory: The facility is located on the upper level of the LRC (C-227). Its mission is to provide materials and equipment needed by students working on an individualized study basis. The Learning Lab is a secure testing facility where students receive proctored examinations. They may also pick up instructional packets from instructors and leave completed assignments. Students can also receive technical assistance with online courses here.

Student Multimedia Center: The Student Multimedia Center (C231A) houses a computer laboratory, which features both Windows and Macintosh computers with a selection of multimedia production programs. This lab provides open hours for students to work on course assignments that require multimedia production. Web design, photography editing, and digital painting are just a few of the things students are able to do. Each computer has a scanner, and most have a graphics tablet for drawing and painting.

Media Distribution: Media Distribution (C-122) supervises the scheduling, distribution, and use of audio-visual equipment and instructional materials used in classrooms and throughout the College. Media Distribution maintains a large collection of instructional videos and other multimedia materials for faculty use. Throughout campus, the Media Distribution office supports multimedia classrooms and delivers and maintains audio-visual equipment.

Graphics Services: Graphics Services provides graphic and publication design services for the College. The office produces photographs, posters, newsletters, pamphlets, web graphics, and other materials for offices throughout the College.

College Website: (http://www.jalc.edu): The College website provides information and services for students, faculty, staff, and the community. The website provides up-to-date and accessible information on departments, programs, events, and other college resources.

Distance Learning (Online Courses): Distance Learning includes online courses both virtual and hybrid. Distance Learning provides students an opportunity to study on a more flexible schedule while extending accessibility to students who might not otherwise be able to pursue higher education.

Online courses enable students to customize learning to individual time and place needs since the courses are taught primarily via the Internet rather than in the classroom. Online courses are no less challenging or academically rigorous. Students will have to spend at least as much time, and possibly more, to be successful.

Online courses are not independent study courses. Online courses are highly structured and involve frequent interactions with the instructor and with other students enrolled in the course. Students use the Internet for communicating with the instructor and with other students, gaining access to course materials, conducting research, and submitting assignments.

- Virtual (courses with a section designation of V1, V2, etc.) – Any course approved for online instruction that requires no more than three visits to a campus or off-campus location during a semester.

- Hybrid (courses with a section designation of H1, H2, etc.) – Any course approved for online instruction that requires four or more visits to a campus or non-campus location during a semester.

Textbooks and other materials may be ordered from the campus bookstore.

It is not necessary to have a high level of computer proficiency, but students should have some computer experience navigating the Internet and using email. The ability to use a word processing program is very important in an online course. If you do not have Internet access, you can still take an online course using John A. Logan College's open computer labs.

Internship Program: The John A. Logan College Internship Program is an on-the-job work experience that will enable the student to apply the skills and knowledge learned in the classroom. This experience is a cooperative adventure involving the student, the College, and a training station. It is closely planned and supervised by the College coordinator and the employer in order to allow students to obtain the maximum benefit. Students are evaluated by the College coordinator after a conference with the trainer at the training station.

Campus Police: Campus Police represents a progressive campus police organization providing protection to the facilities of the College and protection and services to its population. It has a walk-up window (Room E105).

The officers of the department are empowered by Illinois law to enforce all criminal and traffic laws of the state and the local ordinances of the College. All standard means are used by the department to enforce good order and to maintain traffic control on campus.

Parking: Parking facilities are available to all College students at various parking lots on the campus. On-campus parking is a privilege and is subject to the parking and traffic regulations of the College.

No parking is allowed on any campus street, sidewalk, or on any unpaved area of the campus. Certain areas of the campus parking lots are reserved for individuals with disabilities. Use of these reserved areas requires the display of a special parking permit, which is available in the Security Office.

Persons violating parking regulations are subject to a fine of $5 to $250. Parking violations may be paid at the Campus Police window (Room E105) within five days of issue. Failure to comply may subject the violator to more penalties. Parking citations may be appealed in writing on a form available at the Campus Police window and must be filed within five days of issue.

Public Transportation: Public transportation is available to John A. Logan College students through Rides Mass Transit District (RMTD) and Jackson County Mass Transit. RMTD has routes that include John A. Logan College and offers a reservation service for scheduling rides that are not on their routes. RMTD semester bus passes may be purchased in the John A. Logan College Bookstore. RMTD and Jackson County Mass Transit bus fares may be purchased directly from bus drivers. Bus schedules may be picked up at the Information Desk. For more information about Rides Mass Transit District, visit www.ridesmtd.com or call 877-743-3402. For more information about Jackson County Mass Transit, visit www.jcmtd.com or call 866-884-7433.

Student Life

Student Activities and Cultural Events: The Office of Student Activities and Cultural Events enriches life in the John A. Logan College district by providing accessible, diverse, and engaged learning experiences through co-curricular and cultural programs.

Clubs and Organizations: The College's 20-plus clubs and organizations provide students with opportunities for leadership development, service to the College and surrounding community, and socialization with peers. For a current and complete list of clubs and organizations, visit JALC Club Corner or contact the Student Activities office in B29 or email activities@jalc.edu, or call 618-985-2828 Ext. 8287.

Student Government: The College's student government association is the Student Senate. It is comprised of representatives from student clubs, the student trustee, and other at-large students. The Senate identifies and addresses student issues, sponsors service projects, and encourages student involvement on campus.

For more information about the Student Senate, contact the Student Activities office in B29 or email activities@jalc.edu, or call 618-985-2828 Ext. 8287.

Student Publication: The College's student literary magazine, *Expressions*, is published annually by the Department of Communication, Humanities, and Social Science. For more information, contact David

Evans at davidevans.jalc.edu or 618-985-2828 ext. 8317.

Athletic Program: John A. Logan College provides a well-balanced athletic program. The College competes inter-collegiately in basketball, baseball, and golf in the men's division and in volleyball, basketball, softball, and golf in the women's division. John A. Logan College strives to be competitive in all sports on the community college level and attempts to provide an enthusiastic and positive atmosphere for all student athletes. John A. Logan College is a member of the National Junior College Athletic Association (NJCAA) and the Great Rivers Athletic Conference (GRAC).

For more information, visit JALC Athletics or contact the Athletic Department in C-101 or call 618-985-2828 Ext. 8369.

Logan Fitness: Logan Fitness, which is located within the Community Health Education Complex (J Building), is a fitness facility that includes both a fitness center and an aquatic center. Dozens of instructor-led fitness classes are also offered. Logan Fitness is available to students, employees, and the community. Students enrolled in six credit hours in the fall and spring and three hours in the summer have automatic access to Logan Fitness.

For more information, visit Logan Fitness or call Logan Fitness at 618-985-2828 Ext. 8502.

Hyperlink: https://www.jalc.edu/loganfitness

Campus Information Services: The Student Activities office operates the College's Information Desk, manages campus bulletin boards, and provides other information services. The information desk can be reached at 618-985-2828 Ext. 8613.

Performing Arts: Theatrical plays, musicals, and concerts are presented throughout the year. Tickets are reasonably priced for all audiences, and students have free admission when providing their student ID card. Daytime performances are offered at reduced prices. Most productions take place in O'Neil Auditorium.

For a current list of performances, visit Performing Arts Schedule or the Student Activities office in B29 or email activities@jalc.edu or call 618-985-2828 Ext. 8287.

Special Events: The College offers a wide range of community and K – 12 events organized by multiple departments. For more information, visit the events calendar or contact Facility Scheduling at 618-985-2828 Ext. 8343.

Study Abroad Policy (Board Policy 3374):
Recognizing the value of studying abroad, John A Logan College endorses and supports educationally sound international programs in compliance with College policies, and those of our accrediting and governing boards.

Program Information: John A. Logan College encourages students to explore the benefits of living and studying in a foreign culture. As a member of the Illinois Consortium for International Studies and Programs (ICISP), the College offers students a variety of study abroad opportunities. Any John A. Logan College student who has completed at least 12 hours of college-level work with a cumulative grade-point average of 2.75/4.00 is eligible to participate in these programs. All programs provide John A. Logan College credit or transferable credit from another Illinois institution with a range of courses that should fit into most baccalaureate transfer programs.

The College foundation and faculty/staff provide financing for some partial scholarships for these programs. For more information programs, contact the international education coordinator.

Some programs are done in cooperation with other ICISP member institutions, and new programs are added on a regular basis. Contact the international education coordinator for details on specific programs and deadlines for applications.

The most current information on other study abroad opportunities is available from the international education coordinator or on the College's homepage under "International Education."

FSA Eligibility for Study Abroad: A student's enrollment in a program of study abroad approved for credit by the home institution may be considered enrollment at the home institution for the purpose of applying for assistance under the FSA programs.

Non-Traditional Scheduling Options

Evening Credit Courses and Programs

The College offers a variety of credit courses during the evening hours. A complete schedule of available credit classes is published in the course schedule booklet on a semester basis Course Schedule. Many adults are finding it possible to complete the requirements of an associate degree by attending evening classes on a regular basis.

Block Scheduling

Block scheduling allows students to take classes in large blocks of time—from 90 to 170 minutes. Classes begin at the start of a semester and near the middle of a semester. (Block courses are identified with 80 or 90 section numbers.)

Virtual/Hybrid Offerings

In addition, many of the College's courses have been approved to be offered in either a virtual or a hybrid format, which means that many programs have at least 50 percent of their courses available to be completed online. Consult with your academic advisor to choose the appropriate courses for the completion of your program.

Online courses enable students to customize learning to accommodate their time and location since the courses are taught primarily via the Internet rather than in the classroom. Online courses are no less challenging or academically rigorous. The student will spend at least as much time, and possibly more, to be successful.

Online courses are not independent study courses. They are highly structured and include frequent interaction with the instructor and other students enrolled in the course. Students use the Internet for communicating with the instructor and other students, gaining access to course materials, conducting research, and submitting assignments. Although it is not necessary to have a high level of computer proficiency, the online student should have some computer experience navigating the Internet, using e-mail, and have the ability to use a word processing program. It is recommended students have access to consistent Internet access to be successful in online courses. The college does offer open lab hours but the availability is restricted by their operating hours.

Virtual Courses

Virtual courses are any courses approved for online instruction that require no more than three visits to a campus or off-campus location during a semester. (Courses section numbers for virtual courses are V1, V2, etc.)

Hybrid

Hybrid courses are any courses approved for online instruction that require four or more visits to a campus or non-campus location during a semester. (Course section numbers for hybrid courses are H1, H2, etc.)

Baccalaureate Transfer Program

Credit Hour Requirements for Associate in Arts Degree

Group	AA Credit Hours
Communications	9
Humanities and Fine Arts	9
Mathematics	3
Social and Behavioral Sciences	9
Physical and Life Sciences	7-8
Major and General Electives	25+
Minimum-Maximum Credits	**62-64**

The Associate in Arts General Degree Requirements Worksheet can be viewed at Program Guide Associate in Arts.

See your specific curriculum guide for courses recommended for your area of study.

Credit Hour Requirements for Associate in Science Degree

Group	AS Credit Hours
Communications	9
Humanities and Fine Arts	6
Mathematics	3
Social Sciences	6
Physical and Life Sciences	7-8
Additional Math and Physical or Life Science Course	6
Major and General Electives	25
Minimum-Maximum Credits	**62-64**

The Associate in Science General Degree Requirements Worksheet can be viewed at http://www.jalc.edu/files/uploads/global/catalog/academics/associateinscienceadvisementworksheet.pdf
See your specific curriculum guide for courses recommended for your area of study.

This revised Associate in Science degree model is effective with the fall 2016 term for those who have officially graduated from high school and who has not yet taken a college level course before the start of the fall 2016 semester. This revised model does not change the credits needed to fulfill the IAI GECC package. Credit hours taken from the Humanities and Fine Arts area and the Social Behavioral Sciences are moved to support the "Additional A.S. degree requirement" posting of a course in Mathematics and a course in Physical or Life Science that directly supports your intended major after transfer to a four year IAI participating institution in Illinois. To fulfill the IAI GECC package in this revised model, you will need to complete an additional three credit course approved as an IAI Humanities or Fine Arts course and a three credit course approved as an IAI Social and Behavioral Sciences course. These courses most likely will be completed after transfer but "may" be included in your JALC curriculum Guide document under the Major and General Electives section. If these two courses are completed after transfer, you should send an official transcript back to John A. Logan College and request a review of the IAI GECC requirements and if appropriate, request a posting on your official transcript that the IAI GECC package is complete.

Departments

All departments prepare students for transfer to four-year institutions. In addition, the departments have the following program goals:

Applied Technologies

The Applied Technologies Department offers occupational certificates and associate in applied science degrees designed to prepare students to enter the workforce. Many of our programs are accredited and offer workplace experience through internships. Our labs feature state-of-the-art equipment that students use to complete hands-on projects. Certain Associate in Applied Science (AAS) degrees can be considered as transfer degrees. Articulation Agreements, Two plus Two Agreements and Capstone Options are a few examples that spell out the opportunity for an AAS degree to fit into a four-year bachelor degree program.

Communication, Humanities, Social Science

The Communication, Humanities, and Social Science Department prepares students to think clearly and critically so they can make informed decisions in their private and professional lives. It teaches them to participate effectively in the entire communication process (reading, writing, speaking, and listening). The study of literature prepares students to clarify their own values while developing an understanding of others' beliefs and an aesthetic awareness of life.

In the Humanities area the College strives to expand students' awareness of, and sensitivity to, the human condition. By examining human needs, values, and achievements through the study of art, communication, languages, music, theater, and philosophy, students develop insights, critical thinking skills, and practical applications necessary for private and professional goals. The humanities help students define who they are and who they may become.

In the Social Science area, the College prepares students to understand the relationships between the individual and society, the process of human social evolution, and the institutions of complex societies. Students who major in the social sciences read primary and secondary sources in the social sciences, demonstrate knowledge of the basic concepts, models, and theories of the social sciences, and use the basic analytical methods and techniques of the social sciences. Students develop a critical analysis of the strengths and weaknesses of social science and an appreciation and understanding of human social and cultural diversity.

Life and Physical Science Department

The Life and Physical Science Department provides students with opportunities to acquire knowledge in a variety of science topics, including: biology, chemistry, integrated science, physical science, and physics. In addition, the department offers courses in health and physical education.

The department strives to advance scientific literacy for general education opportunities, as well as for more specialized preparation for upper level science, engineering, and health occupations.

Many of the courses in the Life and Physical Science Department include laboratory components where students have hands-on learning experiences to further advance scientific understanding and knowledge.

Business, Computer Science, and Mathematics

In the area of Business, the College strives to provide students with knowledge and skills to compete for entry-level jobs in the business world. The program also prepares business students for job promotions, career advancements, and lifelong learning experiences in the business working environment and for transfer to four-year institutions.

Computer Information Systems provides the students with a range of curriculums that will provide students with opportunities for careers in computer forensics, cyber security, and information assurance, while also preparing the student to take industry-standard certification exams. John A. Logan College has been designated a National Center of Academic Excellence in Cyber Defense Two-Year Education (CAE2Y) by the National Security Agency (NSA) and the Department of Homeland Security (DHS). Therefore, graduates will be qualified for careers in federal, state and local agencies.

Computer Science provides a solid foundation for students who are looking to transfer to a four-year institution. The classes have been articulated with many colleges and provide students with knowledge and skills in different programming languages. Students have an opportunity to develop their programming skills.

In the area of Mathematics**,** the College strives to emphasize the mathematical reasoning skills necessary to function in a technology-oriented society and workplace. Students can become quantitatively literate and capable of applying quantitative methods to real-life situations.

Additional Transfer Information

The College offers associate degree programs in the arts (AA), science (AS), fine arts (AFA), engineering science (AES) and arts in teaching (AAT). Students

can complete the freshman and sophomore requirements for a specific major by following the appropriate curriculum guide.

Certain Associate in Applied Science (AAS) degrees may transfer to a four year institution. Articulation Agreements, Two plus Two Agreements and Capstone Options offer students the opportunity for the AAS degree to a four-year bachelor degree program. Southern Illinois University (SIUC), for example, offers a Capstone Option for AAS degree program graduates. Eastern Illinois University (EIU) offers a Bachelor of Arts in General Studies (BGS) degree. Western Illinois University (WIU) also offers a Board of Trustees Bachelor of Arts in General Studies degree.

Each degree program has specific requirements articulated in the curriculum guide. Students should carefully select courses to ensure degree progress. The Academic Advisement Office and faculty advisors are available to help guide students, however, it is each student's responsibility to meet all degree requirements for graduation. Additionally, students are responsible for knowing all information provided in the College Catalog concerning regulations and requirements of the College and the specific program of study. Students planning to pursue a bachelor's degree should be familiar with any special requirements for the selected transfer institution. For instance, certain universities and even programs may require a grade of "C" or higher for certain courses in order to accept them for credit.

Students desiring to pursue pre-medicine, pre-law, pre-veterinary, pre-chiropractic, or other pre-professions career paths should consult with their academic advisor to select the appropriate courses for the field of study and anticipated transfer institution. The student's preference of senior institution may impact the courses and/or grades required for transfer coursework and admission to the professional program of study.

Illinois Articulation Initiative (IAI)

John A. Logan College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois General Education Core Curriculum (GECC) between participating institutions in Illinois. Completion of the transferable General Education Core Curriculum (GECC) at any participating college or university in Illinois assures transferring students that lower division general education requirements for an associate or bachelor's degree have been satisfied. This agreement is in effect for students who entered an associate- or baccalaureate-degree-granting institution in Illinois as first-time freshmen in the summer of 1998 (and thereafter).

IAI General Education Core Curriculum (GECC)

The minimum requirements established for the Illinois Transferable General Education Core Curriculum (GECC) are as follows:

Communications. 3 courses (9 semester credits). The three courses should include a two-course (6 semester credits) sequence in writing and one course (3 semester credits) in oral communications. A grade of "C" or better is required in the two-course writing sequence.

Mathematics. 1 course (3 to 5 semester credits).

Physical and Life Sciences. 2 courses (7 or 8 semester credits). One course must be from the Physical Sciences, one must be from the Life Sciences, and one of these must be a laboratory course.

Humanities and Fine Arts. 3 courses (9 semester credits). One course must be selected from the Humanities, one from the Fine Arts, and one from either the Humanities or Fine Arts.

Social and Behavioral Sciences. 3 courses (9 semester credits). Courses must be selected from at least two different disciplines.

IAI GECC Completion

John A. Logan College students who complete the core curriculum with approved IAI courses will have the designation noted on their transcript. Students who have completed the IAI General Education Core Curriculum (GECC) and transfer to another IAI

participating institution will have completed that institution's lower division general education requirements required for general graduation purposes. Students who do not complete the IAI GECC requirements prior to transfer should expect to fulfill the general education requirements established by the transfer institution. However, some IAI participating institutions are now allowing students who transfer with at least 30 semester credits the option of completing the remaining IAI GECC after transfer.

In this case, it is recommended that the student send an official transcript back to John A. Logan College and request a review of the IAI GECC package. If it is now complete, the designation will be posted to the official JALC transcript. Students should also be aware that the recommended IAI Associate in Science (AS), Associate in Engineering Science (AES) and Associate in Fine Arts (AFA) curricula are designed to keep them on schedule with the native students in these disciplines at the participating four-year institution, but they do not fulfill the transferable General Education Core Curriculum (GECC) requirements.

IAI Major Recommendations

The Illinois Articulation Initiative (IAI) also includes recommended freshmen- and sophomore-level courses for specific majors in the IAI Baccalaureate Majors Curricula. The majors' course recommendations build on the transferable General Education Core Curriculum (GECC) by identifying major and prerequisite courses that students need to complete to transfer as a junior (that is, with an associate degree into a specific major). Each major panel recommendation explicitly encourages community college students to complete an associate degree prior to transfer.
In the course description section of this Catalog, the following codes identify qualifying general education courses: The IAI General Education Core Curriculum (GECC) courses:

IAI	C	Communications
IAI	F	Fine Arts
IAI	H	Humanities
IAI	L	Life Sciences
IAI	M	Mathematics
IAI	P	Physical Sciences
IAI	S	Social/Behavioral Sciences

The following codes identify qualifying major courses:

IAI	AG	Agriculture
IAI	ART	Art
IAI	BIO	Biological Sciences
IAI	BUS	Business
IAI	CHM	Chemistry
IAI	CRJ	Criminal Justice
IAI	CS	Computer Sciences
IAI	ECE	Early Childhood Education
IAI	EGR	Engineering
IAI	ENG	English
IAI	HIS	History
IAI	MTH	Mathematics
IAI	MC	Media and Communication Arts
IAI	PHY	Physics
IAI	PLS	Political Science
IAI	PSY	Psychology
IAI	SOC	Sociology
IAI	TA	Theater Arts

A database is maintained that contains all of the statewide IAI articulated courses at each participating institution. Students who plan to transfer at some point during their college career should access this IAI information on the IAI website at http://www.itransfer.org. The IAI Major Advisory Committees are undergoing a review of the core curriculum for each major. Changes to the current major core course recommendations may be altered. It is advisable for all students thinking about transferring to another institution to meet with an academic advisor to discuss the applicability of courses to a specific major or degree program of that other institution. The following listing represents the John A. Logan College courses that are approved as matches to IAI courses as of the printing of this Catalog edition. All credits shown in the table below are semester credits.

JALC Course	Title	Credits	IAI Code	GECC/ Majors
ACC 200	Financial Accounting I (must also take ACC 201)	3	BUS 903	Majors
ACC 201	Financial Accounting II (must also take ACC 200)	3	BUS 903	Majors
ACC 202	Managerial Accounting	3	BUS 904	Majors
AGR 101	AG Economics	3	AG 901	Majors
AGR 102	Intro to Crop Science	4	AG 903	Majors
AGR 103	Horticulture	3	AG 905	Majors
AGR 104	Intro to Soil Science	3	AG 904	Majors
AGR 111	Intro Agriculture Education	3	AG 911	Majors
AGR 112	Computers in AG	3	AG 913	Majors
AGR 121	Intro to Animal Science	4	AG 902	Majors
AGR 122	Intro to Agriculture Mechanics	3	AG 906	Majors
ANT 111	Anthropology	3	S1 900N	GECC
ANT 202	America's Diverse Cultures	3	S1 904D	GECC
ANT 216	Cultural Anthropology	3	S1 901N	GECC
ANT 240	Introduction to Physical Anthropology	3	S1 902	GECC
ART 101	Two-Dimensional Design	3	ART 907	Majors
ART 102	Three-Dimensional Design	3	ART 908	Majors
ART 111	Art Appreciation	3	F2 900	GECC
ART 180	Drawing I	3	ART 904	Majors
ART 220	History of Art I	3	F2 901	GECC
ART 221	History of Art II	3	F2 902	GECC
ART 256	Drawing II	3	ART 905	Majors
ART 291	History of Photography	3	F2 904	GECC
BIO 100	Biology for Non-Science Majors	3	L1 900L	GECC
BIO 101	Biological Science for Science Majors	4	L1 910L	GECC
BIO 101	Biological Science for Science Majors	4	BIO 910	Majors
BIO 102	Biological Science II	4	BIO 910	Majors
BIO 102	Biological Science II	4	L1 910L	GECC
BIO 105	Human Biology	4	L1 904L	GECC
BIO 225	Genetics	3	L1 906	GECC
BUS 121	Business Statistics	3	BUS 901	Majors
CHM 141	General, Organic and Biochemistry I	4	P1 902L	GECC
CHM 151	Chemical Principles	5	P1 902L	GECC
CHM 151	Chemical Principles	5	CHM 911	Majors
CHM 152	Chemical Principles with Qualitative Analysis	5	CHM 912	Majors
CHM 201	Organic Chemistry I	5	CHM 913	Majors
CHM 202	Organic Chemistry II	5	CHM 914	Majors
COM 201	Writing for Mass Media (previously JRN 201)	3	MC 919	Majors
COM 115	Speech (previously SPE 115)	3	C2 900	GECC
COM 215	Introduction to Mass Media (previously JRN 215)	3	MC 911	Majors
CIS 207	Computer Applications for Business	3	BUS 902	Majors
CPS 202	Discrete Structures	3	M1 905	GECC
CPS 202	Discrete Structures	3	CS 915	Majors
CPS 206	Computer Science I	4	CS 911	Majors
CPS 215	Computer Science II	4	CS 912	Majors
CRJ 103	Intro to Criminal Justice	3	CRJ 901	Majors
CRJ 105	Criminal Behavior	3	CRJ 912	Majors
CRJ 218	Intro to Corrections	3	CRJ 911	Majors
CRJ 223	Juvenile Justice	3	CRJ 914	Majors

JALC Course	Title	Credits	IAI Code	GECC/ Majors
ECE 160	Child Growth & Development	3	ECE 912	Majors
ECE 245	The Exceptional Child	3	ECE 913	Majors
ECE 260	Child, Family & Community Relations	3	ECE 915	Majors
ECO 201	Introduction to Macroeconomics	3	S3 901	GECC
ECO 202	Introduction to Microeconomics	3	S3 902	GECC
EGR 101	Engineering Graphics	3	EGR 941	Majors
ENG 101	English Composition I	3	C1 900	GECC
ENG 102	English Composition II	3	C1 901R	GECC
ENG 113	Professional Technical Writing	3	C1 900R	GECC
FRE 202	Intermediate French II	4	H1 900	GECC
GEO 112	Regional Geography	3	S4 900N	GECC
GER 202	Intermediate German II	4	H1 900	GECC
HIS 101	Western Civilization I	3	H2 901	GECC
HIS 102	Western Civilization II	3	H2 902	GECC
HIS 103	World Civilization I	3	S2 912N	GECC
HIS 104	World Civilization II	3	S2 913N	GECC
HIS 201	United States History I	3	S2 900	GECC
HIS 202	United States History II	3	S2 901	GECC
HIS 213	Eastern Civilizations	3	H2 903N	GECC
LIT 210	British Literature	3	H3 912	GECC
LIT 230	American Literature	3	H3 914	GECC
LIT 235	American Short Story	3	H3 901	GECC
LIT 264	Literature for Children	3	H3-918	GECC
LIT 275	Art of the Cinema	3	F2 909	GECC
LIT 280	Introduction to Literature	3	H3 900	GECC
LIT 281	Introduction to Mythology	3	H9 901	GECC
LIT 284	Ethnic Literature in America	3	H3 910D	GECC
LIT 295	Women in Literature	3	H3 911D	GECC
MAT 112	Intro to Contemporary Math with Integrated Review	3	M1 904	GECC
MAT 113	Intro to Contemporary Mathematics	3	M1 904	GECC
MAT 116	Finite Mathematics for Business and Management	3	M1 906	GECC
MAT 117	Calculus for Business and Social Science	4	M1 900-B	GECC
MAT 119	Elementary Statistics with Integrated Review	3	M1 902	GECC
MAT 120	Elementary Statistics	3	M1 902	GECC
MAT 125	Discrete Structures	3	M1 905	GECC
	Discrete Structures	3	CS 915	Majors
MAT 131	Calculus I	5	M1 900-1	GECC
	Calculus I	5	MTH 901	Majors
MAT 201	Calculus II	5	M1 900-2	GECC
	Calculus II	5	MTH 902	Majors
MAT 202	Calculus III	3	M1 900-3	GECC
	Calculus III	3	MTH 903	Majors
MAT 205	Differential Equations	3	MTH 912	Majors
MAT 209	Math for Elementary Teachers II	3	M1 903	GECC
MAT 221	Introduction to Linear Algebra	3	MTH 911	Majors
MAT 282	Statistics	3	M1 902	GECC
MUS 105	Music Appreciation	3	F1 900	GECC
MUS 225	Music History/Literature	3	F1 901	GECC
PHL 111	Ethics and Moral Problems	3	H4 904	GECC

JALC Course	Title	Credits	IAI Code	GECC/ Majors
PHL 121	Introduction to Logic	3	H4 906	GECC
PHL 131	Introduction to Philosophy	3	H4 900	GECC
PHL 200	Asian Philosophy	3	H4 903N	GECC
PHL 260	World Religions	3	H5 904N	GECC
PHL 265	Introduction to Philosophy of Religion	3	H4 905	GECC
PHS 101	Environmental Science (must also take PHS 111)	3	LP 900	GECC
PHS 102	Astronomy	3	P1 906	GECC
PHS 103	Earth Science	3	P1 905L	GECC
PHS 105	Physics for Non-Science Majors	3	P1 900	GECC
PHS 107	Weather and Climate	3	P1 905	GECC
PHS 111	Environmental Science II (must also take PHS 101)	3	LP 901	GECC
PHY 121	Technical Physics	3	P1 900L	GECC
PHY 155	College Physics I	5	P1 900L	GECC
PHY 201	Statics	3	EGR 942	Majors
PHY 202	Dynamics	3	EGR 943	Majors
PHY 203	Mechanics of Solids	3	EGR 945	Majors
PHY 205	University Physics I	5	P2 900L	GECC
	University Physics I	5	PHY 911	Majors
PHY 206	University Physics II	5	PHY 912	Majors
PHY 214	Introduction to Circuit Analysis	3	EGR 931	Majors
PHY 224	Electric Circuit Analysis Laboratory	1	EGR 931L	Majors
PSC 131	American Government	3	S5 900	GECC
PSC 211	State and Local Government	3	S5 902	GECC
PSC 212	Introduction to International Relations	3	S5 904N	GECC
PSC 213	World Affairs	3	S5 906N	GECC
PSC 289	Introduction to Comparative Government	3	S5 905	GECC
PSY 132	General Psychology	3	S6 900	GECC
PSY 200	Social Psychology	3	S8 900	GECC
	Social Psychology	3	PSY 908	Majors
PSY 203	Adolescent Psychology	3	S6 904	GECC
PSY 262	Child Psychology	3	S6 903	GECC
PSY 270	Abnormal Psychology	3	PSY 905	Majors
SCI 210A	Integrated Science I (must also take SCI 210B)	3	LP 900L	GECC
SCI 210B	Integrated Science II (must also take SCI 210A)	4	LP 901L	GECC
SCI 215	Environmental Biology	3	LI 905	GECC
SOC 133	Principles of Sociology	3	S7 900	GECC
SOC 215	Diversity in American Life	3	S7 903D	GECC
SOC 221	Race and Ethnicity	3	S7-903D	GECC
SOC 263	Marriage and Family	3	S7 902	GECC
SOC 264	Social Problems	3	S7 901	GECC
SPE 115	Speech (As of August 2019-COM 115)	3	C2 900	GECC
SPN 202	Intermediate Spanish II	4	H1 900	GECC
THE 113	Theater Appreciation	3	F1 907	GECC
THE 124	Fundamentals of Acting I	3	TA 914	Majors

Career Education

Credit Hour Requirements for Associate in Applied Science Degree

Group	AAS Credit Hours
Group I: Communications	6
Group II: Humanities and Fine Arts, Social and Behavioral Sciences, Physical and Life Sciences	6
Group III: Mathematics	3
Group IV: Career Major Requirements	45-57
Minimum-Maximum Hours	62-72

The Associate in Applied Science General Degree Requirements Worksheet can be viewed at https://www.jalc.edu/college-catalog/program-guides. See your specific AAS degree for Group IV: Career Major Requirements.

Summary of Career Education Programs

These curricula prepare students for careers in occupations related to business, education, health, industry, office technology, or public service. The curricula are developed with the assistance of advisory committees representing business and industry and on the basis of survey information identifying area manpower needs. Both certificate and degree programs are offered. Most certificate programs require one year of study; degree programs require two. Note: Due to their specialized technical nature, some courses are offered each semester and some are not; students beginning in the spring semester may not be able to carry a full load of courses.

The overall objective of career-oriented education is to contribute to the scientific, technical, industrial, business, and economic welfare of southern Illinois through provision of low-cost, current, college-level technical training geared to the citizens of the College district.

The career curricula are technical in nature and lie in the post-high school area. They differ in content and purpose not only from those of the trade school but also from those of the engineering college. All have in common the following purposes and characteristics:

The purpose is to prepare students for employment in high-skill career fields.

1. There are hands-on learning experiences provided for the student to gain prospective in relation to their future occupation.

2. Methods of instruction are relatively direct with a strong emphasis on learning specific skills. Ordinarily, a high proportion of the work is done during the hours of instruction. Individualized instructional materials provide opportunities for home study and independent progress. Many curricula articulate to baccalaureate degree-granting institutions, and many individual courses are transferable. A majority of curricula have programs of study with well-defined entry and exit points.

Career Education Advisory Committees

Training people for employment in career and technical education fields is a task that should be shared by the College and the community. To provide quality programs and competent graduates, the College must understand the needs of area businesses and industries. It is important that a two-way system of communication among the College and the community be maintained to meet the educational and training needs of the College district.

Local advisory committees perform a significant function because they represent not only secondary education but also industries and businesses that are respected and recognized within the area served by the College. The feedback from advisory committees enables the College to develop or modify programs of career education to reflect current needs of the community. Each committee assists the College in determining industry needs, developing curricula, establishing work experiences, identifying equipment and facility needs, and assessing program objectives and content. College staff carefully consider all committee recommendations because they guide program

enhancement to ensure graduates are ready to enter a skilled workforce.

The public can have confidence in these programs because the experiences and counsel of responsible citizens are solicited and acted upon by the College.

These committees are comprised of community and business representatives plus the chairperson of each program's advisory committee.

General Advisory Committees (Board Policy 3220)
Refer to policy for duties, responsibilities and structure of Career Education Advisory Committee.

Community Education, Workforce Development & Adult Education

Adult Basic Education (ABE) Program
Students who have not completed high school and wish to improve their skills in mathematics and reading may enroll in the Adult Basic Education (ABE) program. (This program is for students who have limited skills but are not prepared to review for the GED® examination). Classes are offered at the College and in various communities for adults 16 years of age or older. Interested persons may obtain information regarding registration, class meeting times, and dates by contacting the Director of Adult Basic Education.

Adult Secondary Education (ASE) Program
The Adult Secondary Education (ASE) program at John A. Logan College provides intervention services through: 1) an optional learning opportunity to dropout and potential dropout youth and 2) a credit recovery opportunity to potential dropout youth with academic problems associated with attendance issues.

Services provided in programming include:

1. An intensive, comprehensive, full-day educational program for dropout and potential dropout youth that includes education (academic instruction), academic and personal counseling, support services, community internships, workplace readiness, and volunteer activities.

2. A supportive educational summer and evening program that allows potential dropout youth with truancy issues the opportunity to earn high school credit and remain "on track" for high school graduation.

3. A supportive program of counseling and communication for students, parents, and staff facilitated by on-staff counselors and licensed social workers.

4. A program of assessment and counseling in academic, vocational, and life skill areas.

Type of Service Offered: Truant Intervention (Supplemental Services) and Optional Education/Alternative. Students Served: Potential Dropout and Dropout. Grade of Students Served: 9-12. Age of Students Served: 16-21

Early School Leavers Program
The Early School Leaver Transition Program (ESLTP) is specifically aimed at helping at-risk students become reoriented and motivated to complete their education by allowing students to participate in adult education instruction as well as career and work training activities. Students must be between the ages of 16-21 and not currently attending traditional high school. The program provides assessments and counseling in career and life skills areas, exploration of post-secondary training options by job or class shadowing, develop a career portfolio, receive job-search assistance, and earn credit towards high school completion. Students interested in more information may call the ESLTP Coordinator.

General Educational Development (GED®) Classes
Free GED® classes are offered at the College and in various communities for adults 16 years of age or older who were unable to complete their formal high school studies. Instruction in English, mathematics, social studies, science, and Illinois and U.S. Constitutions is provided to assist students in acquiring the knowledge and skills necessary to pass

the GED® exam. Interested persons may obtain information regarding registration, class meeting times, and dates by contacting the Director of Adult Basic Education.

The Literacy Program

The Literacy Program is an adult reading improvement program. It is a free program available throughout the year for individuals age 17 or older who are out of school. Volunteers are recruited and trained to tutor students enrolled in adult basic education or in a one-on-one situation. Tutoring is conducted on campus and in communities throughout the College district. Entry to the program for both learners and tutors can be arranged by contacting the Literacy Counselor.

Child Care Resource and Referral (CCR&R)

Child Care Resource and Referral (CCR&R) administers the Illinois Department of Human Services Child Care Assistance program for the southern fifteen counties in Illinois. They help eligible students and working families with child care costs. In addition, CCR&R assists families in finding and selecting child care and/or early education programs.

For those providing early care and education in southern Illinois, CCR&R provides training, education and professional development assistance in meeting state standards and requirements. Quality improvement grants and accreditation support is also available.

Center for Workforce Development

A variety of vocational, customized training, seminars, workshops, and conferences are available to southern Illinois employers and workers through John A. Logan College's Center for Workforce Development. Training is offered on site or at the campus and designed increase productivity. Courses are created to serve the unique needs of the business and industrial communities for short-term training and non-traditional programs. Representative courses of instruction include supervisory skills, computer software, CPR, occupational health and safety, real estate, and many more. Non-transferable vocational courses are available for individuals needing to upgrade skills to obtain or retain employment. Continuing Education Units (CEU's) and Continuing Professional Development Units (CPDU's) are offered for many professions. Visit http://www.jalc.edu/cwd for more information.

Highway Construction Careers Training Program (HCCTP)

The Highway Construction Careers Training Program (HCCTP) is designed to help increase the number of minorities, females and disadvantaged individuals employed on highway construction projects funded by the Illinois Department of Transportation.

The course consists of 450 hours of training in both a classroom and hands-on environment. The classroom portion primarily consists of math and job/life skills training, while the hands-on portion involves mainly concrete and carpentry skills training. The curriculum is designed to allow students to learn about the various trade unions and the type of work they perform, as well as learn the skills necessary for acceptance into the various highway construction trades as an apprentice. Additionally, students will receive a 10-hour OSHA certification, forklift safety training, boom/aerial lift training, CPR/First Aid, portable fire extinguisher training, flagger certification training, and spend 32 hours in the welding lab.

Successful candidates must be at least 18 years old, have a high school diploma or GED, possess a valid driver's license, and consent to random drug screens.

Program applications are available by visiting:

https://www.jalc.edu/cwd/highway-construction-careers-program/highway-construction-careers-training-program-application-form

Workforce Innovation and Opportunity Act (WIOA)

Man-Tra-Con, Corp. is housed on the JALC campus and has grant funding available to assist students with attending college. Students may be eligible for assistance with tuition, fees, books, supplies, transportation, childcare, testing fees, etc. The

Man-Tra-Con Career Specialist on campus can provide information in determining eligibility and accessing services under the WIOA program. Man-Tra-Con can also help students with finding employment upon completion of the student's college program. All of these services are provided at no-cost to the student. For additional information, please visit the Man-Tra-Con website at www.mantracon.org.

Community Education Courses

The Community Education Department makes available a comprehensive program of educational activities that is designed to meet the needs of district citizens. Enrollment in these classes does not require formal admission to the College. Included in the program are non-transferable courses such as public service courses, public service activities (such as workshops, conferences, and seminars), and other community service activities as needed.

Classes are offered in the following areas: Massage therapy, photography, computers, general education, firearms, health care, classes for children, physical education, dance, pet care, homemaking, music, and arts and crafts, as well as the very popular Fitness and Aquatics classes located at our Community Health Education Complex (CHEC).

The public service courses are of a hobby, recreational, or leisure-type nature and a flat fee is charged for students who enroll. Some classes do offer a certificate after successful completion of the course and may be repeated by the student as many times as he or she wishes.

The Community Education Department is responsible for the Colleges annual and popular Southern Illinois Hunting and Fishing Days . This event draws in more than 36,000 people and over 200 vendors on the last weekend in September. Established in 1987, Hunting and Fishing Days is the largest celebration of National Hunting and Fishing Days in the country and hosted its one millionth visitor in 2018. The event was created to celebrate our heritage of Hunting and Fishing in Illinois. It is a free educational, family event, dedicated to teaching ethics, safety, and conservation in order to enhance the outdoor experience.

For a current list of Community Education classes, visit https://www.jalc.edu/community-education

Degree Worksheets and Program Guides

All degree worksheets and program guides are listed on the Academics website. Click the link to view the most updated guides Academic Program Guides.

Descriptions

All course descriptions are located on our website, for access click the following link Course Descriptions.

Explanation of Course Descriptions

PHY 202 DYNAMICS ← Course prefix, course number, and course name

IAI ← Illinois Articulation Initiative Course Number

3 hours ← Credit hours to be earned

Prerequisites: PHY 201 ← Requirements and/or course(s) to be completed before enrolling in the course

3 hours weekly (3 – 0)

- Total hours per week
- Hours of lecture per week
- Hours of lab per week

A continuation of PHY 201. Methods of elementary classical mechanics as applied to particles and rigid bodies in nonequilibrium situations. Vector algebra is used extensively and some vector calculus is introduced. ← Course description

Accounting (ACC)

ACC 100 Business Accounting

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This is a practical accounting course for non-accounting majors. It includes a study of the elements of accounting, accounting procedures, conceptual framework, business transactions, common journals, posting, trial balance, worksheet, adjusting entries, income statement, balance sheet, statement of owner's equity, closing entries, post-closing trial balance, accounting for cash, accounting for purchases and sales, and payroll accounting.

ACC 105 Payroll Accounting

3 Hours

Prerequisites: ACC 100 or ACC 200 or consent of department chair

3 hours weekly (3-0)

Introduction to payroll accounting as related to business. Includes law related to payroll, wages and salaries, social security taxes, income tax withholding, unemployment compensation taxes, and payroll transactions.

ACC 200 Financial Accounting I

IAI – BUS 903

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Financial Accounting is designed to be a complete learning package for the first accounting course at the college level. Financial Accounting presents accounting as an information system that produces summary financial statements, primarily for users external to a business or other enterprise. Students study the forms of business organizations and the common transactions entered into by businesses. The emphasis is on understanding and applying basic accounting principles and other concepts that guide the reporting of the effect of transactions and other economic events on the financial condition and operating results of a business. How to analyze and interpret historical financial statements and the limitation of using these in making forward-looking business decisions are included. The course will expose the students to such topics as ethics, alternative forms of business organizations, typical business practices, legal instruments and financial statements. Woven throughout all of this is the step-by-step instruction needed to understand and apply the concepts, principles, and practices of the modern accounting system according to generally accepted accounting principles.

ACC 201 Financial Accounting II

IAI – BUS 903

3 Hours

Prerequisites: ACC 200

3 hours weekly (3-0)

Financial Accounting II is designed to complement the learning process started in Financial Accounting I. This course will continue the study of the forms of business organization and the transactions required for the owner's equity section of partnerships and corporations. The primary content will be accounting for current and long-term assets and liabilities, stock and bond transactions from both the issuer's and the buyer's perspective, corporate financial statements, including accounting for cash flow, extraordinary items, discontinued operations, changes in accounting principles, income taxes, and financial statement analyses. Present value will be introduced in conjunction with the valuation of both assets and liabilities.

ACC 202 Managerial Accounting

IAI – BUS 904

3 Hours

Prerequisites: ACC 201 (SIU 220) and sophomore standing

3 hours weekly (3-0)

This course provides an introduction to accounting techniques used by internal company managers when they are faced with planning, directing, controlling and decision-making activities in their organizations. Managerial accounting is presented as a system of producing information for use in internally managing a business. The course emphasizes the identification, accumulation, and interpretation of information for planning, controlling, and evaluating the performance of separate components of a business. Included is the identification and measurement of the costs of producing goods or services and how to analyze and control these costs. Decision models commonly used in making specific short- and long-term business decisions are also included. Accounting information can be used to identify and analyze alternatives and to guide the manager to a course of action that will yield the greatest benefit to the firm. While the major emphasis in financial accounting is on the accumulation and presentation of historical accounting data to external decision-makers, the emphasis in managerial accounting is on the presentation and analysis of that data to the internal decision-makers.

ACC 218 Tax Accounting

3 Hours

Prerequisites: ACC 201

3 hours weekly (3-0)

Introduction to federal income tax structure as related to the individual and to the small business person. Includes individual income tax return, gross income and exclusions, business income and expenses, itemized deductions, other incentives, credits, and special taxes.

ACC 225 Integrated Accounting on Computers

3 Hours

Prerequisites: ACC 100 or ACC 200 or consent of department chair

3 hours weekly (3-0)

Introduction to computerized accounting programs. Includes accounts payable, accounts receivable, depreciation, financial statements, general ledger, inventory, and payroll.

Automotive Collision Technology (ACT)

ACT 190 Auto Body Repair I

2 Hours

Prerequisites: None

2 hours weekly (2-0)

A study of the basics of minor dent and rust repair, using fiberglass polyester, two-agent chemically activated fillers, dent puller, and shaping tools. Plastic identification and flex panel repair are included.

ACT 191 Metal Finishing and Painting

2 Hours

Prerequisites: None

2 hours weekly (2-0)

A study in the use of abrasives and solvent type paint preparations, application of lacquer, enamel and water base types of paint, and automotive cleanup and buffing equipment.

ACT 192 Frame and Body Alignment

2 Hours

Prerequisites: ACT 190, 191, 196

2 hours weekly (2-0)

This course teaches how to analyze and correct one or more damaged automobile sections in order to accomplish a perfect profile and to correct damage in stretching or shrinking of the metal. Studies of heavy auto damage and the use of porto-powers, frame straightening machines and gauging and alignment tools, as well as alignment of door, hood, and deck lid, and replacement of detachable parts are also included. A major emphasis is placed on unitized body repair.

ACT 193 Advanced Auto Body Repair

1 Hour

Prerequisites: ACT 190, 191, 196

1 hour weekly (1-0)

A study in the use of abrasives and solvent type paint preparations, applications of lacquer, and enamel types of paint. Interior and accent application, custom painting and fiberglass finishings, and use of water base and baked-on finishes are emphasized.

ACT 194 Body Shop Management

1 Hour

Prerequisites: ACT 190, 191, 196

1 hour weekly (1-0)

A study of body shop management, time management, space, tools, employees, insurance, safety, and estimate writing will be covered.

ACT 196 Auto Body Lab

5 Hours

Prerequisites: Concurrent enrollment in ACT 190, 191

15 hours weekly (0-15)

This lab will enable students to practice the topics covered in ACT 190 and ACT 191 with the basic application of auto repair filler, patches, and paints. The student will also use buffers, solvents, and chemicals appropriate for new and used car cleanup.

ACT 197 Auto Body Repair and Paint Lab II

5 Hours

Prerequisites: Concurrent enrollment in ACT 192, 193, 194

15 hours weekly (0-15)

This lab will enable students to practice the topics covered in ACT 192, 193, and 194 with the basic application of auto repair filler, patches, and paints. The uses of frame straightening, gauging, and major panel replacement are strongly stressed.

ACT 273 Chassis Electrical

3 Hours

Prerequisites: None

3 hours weekly (3-0)

A study of the electrical accessories of automobiles such as power windows, power seats, directional signals, and all other wiring. Diagnosis, repair, and troubleshooting are stressed. Theory is supplemented by laboratory work in ACT 197.

ACT 291 Mechanical Systems for Collision Technology

2 Hours

Prerequisites: None

2 hours weekly (2-0)

A study in basic cooling systems, drive train, fuel delivery, and exhaust systems. The identification, replacement, and testing of these areas as services in collision repair.

ACT 293 Structural Damage Repair

1 Hour

Prerequisites: None

1 hour weekly (1-0)

A study of the repair procedure used in structural damage repair, including replacement of panels, sectioning, and straightening methods. This course will include ASE- and ICAR-approved repairs.

ACT 294 Plastics and Adhesives

2 Hours

Prerequisites: None

4 hours weekly (1-3)

A study in the identification and preparation of plastics and flexible parts for repair. The repair including patching, bonding, shaping, and welding of panels and parts.

ACT 296 Structural Damage Repair Lab

4 Hours

Prerequisites: Concurrent enrollment in ACT 293

12 hours weekly (0-12)

This course teaches how to analyze and correct major collision damage to return the vehicle to the original dimension and strength. Major emphasis is placed on unitized sections and straightening procedures.

Associate Degree Nursing (ADN)

ADN 100 ADN Orientation

.5 Hours

Prerequisites: Admission to ADN program

.5 hours weekly (.5-0)

This course will introduce students to the ADN program entry requirements for classroom, labs, and clinicals.

ADN 201 Health Assessment and Nursing Care

4 Hours

Prerequisites: BIO 205, 206, and acceptance into the Associate Degree Nursing Program

5 hours weekly (3-2)

This course introduces the student to the concepts that are the foundation of the nursing curriculum. Emphasis is placed on the study of basic human needs and the components of the nursing process. Physical assessment skills will be reviewed utilizing a systems approach. Other topics that will be covered include venipuncture and IV therapy, methods of documentation, and principles of good interpersonal communication.

ADN 202 Nursing Care of the Adult I

7 Hours

Prerequisites: Acceptance in the Associate Degree

Nursing Program and concurrent enrollment in

ADN 201

10 hours weekly (4-6)

This course introduces concepts related to nursing care of adult and geriatric individuals experiencing acute and chronic alterations in health. Emphasis is placed on utilizing the nursing process as a framework for providing and managing care to individuals along the wellness-illness continuum. Upon completion, students should be able to apply the nursing process to individuals experiencing acute and chronic alterations in their cardiovascular, respiratory, and neurological systems. Nursing roles, psychosocial needs of the client and family, teaching/learning principles, legal/ethical implications of care, and related health trends and issues are integrated through the class.

6ADN 202S ADN Supplemental Instruction I

1 Hour

Prerequisites: Concurrent enrollment in ADN 202

2 hours weekly (0-2)

This course is designed to provide both individual and group supplemental instruction to complement the theory and clinical portions of the nursing course, ADN 202 Nursing Care of the Adult I. The purpose is to provide the student with necessary knowledge and skills to pass the national nursing exam (NCLEX-RN) and to be a safe beginning nurse practitioner. This course focuses on beginning critical thinking skills related to prioritizing nursing care and decision- making skills regarding nursing interventions for case studies of patients experiencing neurological, cardiovascular, and respiratory disorders.

This is a skill building course and is not used to calculate GPA at John A. Logan College. In addition, it will not transfer.

ADN 203 Intro to Conceptual Framework

3 Hours

Prerequisites: Acceptance into the Hybrid Online AAS in Nursing program. Unencumbered active Illinois LPN license.

3.5 hours weekly (2.5-1)

This course is designed to further the student's knowledge of the concepts that are foundational to the nursing curriculum, including assessment, pharmacological administration and intravenous therapy skills. Emphasis is placed on problem solving through application of the nursing process as well as understanding of pharmacological agents associated with disorders commonly encountered in nursing practice. Learning opportunities include both theory content and selected nursing lab experiences.

ADN 205 Respiratory Nursing Interventions

3 Hours

Prerequisites: Acceptance into the Hybrid Online AAS in Nursing program. Unencumbered active Illinois LPN license.

4 hours weekly (2-2)

This course is designed to further the student's knowledge in respiratory function and those associated disorders commonly encountered in nursing practice.

ADN 206 Cardiovascular Nursing Interventions

3 Hours

Prerequisites: Acceptance into the Hybrid Online AAS in Nursing program. Unencumbered active Illinois LPN license.

4 hours weekly (2-2)

This course is designed to further the student's knowledge in cardiovascular function and those associated disorders commonly encountered in nursing practice.

ADN 207 MTBLIC/ENDCRNE Nursing Interventions

3 Hours

Prerequisites: Acceptance into the Hybrid Online AAS in Nursing program. Unencumbered active Illinois LPN license.

4 hours weekly (2-2)

This course is designed to further the student's knowledge in metabolic-endocrine function and those associated disorders commonly encountered in nursing practice.

ADN 210 GI/GU Nursing Interventions

3 Hours

Prerequisites: Acceptance into the Hybrid Online AAS in Nursing program. Unencumbered active Illinois LPN license. ADN 203 with a grade of "C" or higher.

4 hours weekly (2-2)

This course is designed to further the student's knowledge in gastrointestinal/genitourinary function and those associated disorders commonly encountered in nursing practice.

ADN 212 Psychiatric Nursing Interventions

2 Hours

Prerequisites: Acceptance into the Hybrid Online AAS in Nursing program. Unencumbered active Illinois LPN license. ADN 203 with a grade of "C" or higher.

3 hours weekly (1-2)

This course is designed to further the student's knowledge in psychiatric function and those associated disorders commonly encountered in nursing practice.

ADN 213 Nursing Today and Tomorrow

2 Hours

Prerequisites: ADN 201

3 hours weekly (1-2)

Leadership in nursing, transition into the new graduate role, and current issues in nursing are the integral components of this course. In addition, the National Patient Safety Goals will be analyzed and discussed. Global, national and local community health trends will be investigated. Ethical topics/dilemmas will have both a clinical and discussion format.

ADN 218 Mental Health Issues in Nursing

3 Hours

Prerequisites: ADN 201

4 hours weekly (2-2)

This course includes concepts related to the nursing care of individuals experiencing alterations in social and psychological functioning. Emphasis is placed on utilizing the nursing process to provide and manage nursing care for individuals with common psychiatric disorders or mental health needs. Nursing roles, psychosocial needs of the client, and family teaching/learning principles, legal/ethical implications of care, commonly used medications, and related health trends and issues are integrated throughout the course. Upon completion, students should be able to apply psychosocial theories in the nursing care of individuals with psychiatric/mental health needs.

ADN 220 Nursing Care of the Adult II

7 Hours

Prerequisites: ADN 201, 202

10 hours weekly (4-6)

This course provides expanded concepts related to nursing care for individuals experiencing complex alterations in health. Emphasis is placed on the nurse's role as a member of a multidisciplinary team and as a manager of care for a group of individuals. Care for patients with alterations in GI-GU metabolic/ endocrine, orthopedics, and skin function will be addressed. Nursing roles, psychosocial needs of the client and family, legal/ethical implications of care, teaching/learning principles, and related health trends and issues are integrated throughout the class.

ADN 220S Supplemental Instruction I

1 Hour

Prerequisites: Previous or concurrent enrollment in ADN 220 Nursing Care of the Adult II

2 hours weekly (0-2)

This course is designed to provide both individual and group supplemental instruction to complement the theory and clinical portions of the nursing course, ADN 220 Nursing Care of the Adult II. The purpose is to provide the student with necessary knowledge and skills to pass the national nursing exam (NCLEX-RN) and to be a safe beginning nurse practitioner.

ADN 221 Family Nursing

5 Hours

Prerequisites: ADN 201, 202

7 hours weekly (3-4)

This course includes nursing concepts related to the delivery of nursing care for the expanding family. Emphasis is placed on utilizing the nursing process as a framework for managing/providing nursing care to individuals and families along the wellness-illness continuum. Upon completion, students should be able to utilize the nursing process to deliver nursing care to mothers, infants, children, and families. The role of the associate degree nurse as a provider of care is emphasized, integrating the concepts of caring, health care trends, cultural diversity, nutrition, pharmacology, and teaching/learning principles.

ADN 223 Pediatric Nursing Interventions

2 Hours

Prerequisites: Acceptance into the Hybrid Online AAS in Nursing program. Unencumbered active Illinois LPN license. ADN 203 with a grade of "C" or higher.

3 hours weekly (1-2)

This course is designed to further the student's knowledge in pediatric interventions and those associated disorders commonly encountered in nursing practice.

ADN 224 Obstetrical Nursing Interventions

2 Hours

Prerequisites: Acceptance into the Hybrid Online AAS in Nursing program. Unencumbered active Illinois LPN license. ADN 203 with a grade of "C" or higher.

3 hours weekly (1-2)

This course is designed to further the student's knowledge in obstetrical nursing interventions and those associated disorders commonly encountered in nursing practice.

ADN 225 Ortho/Derm Nursing Interventions

3 Hours

Prerequisites: Acceptance into the Hybrid Online AAS in Nursing program. Unencumbered active Illinois LPN license. ADN 203 with a grade of "C" or higher.

4 hours weekly (2-2)

This course is designed to further the student's knowledge in orthopedic/dermatological function and those associated disorders commonly encountered in nursing practice.

ADN 226 Neuro/Sensory Nursing Interventions

3 Hours

Prerequisites: Acceptance into the Hybrid Online AAS in Nursing program. Unencumbered active Illinois LPN license. ADN 203 with a grade of "C" or higher.

4 hours weekly (2-2)

This course is designed to further the student's knowledge in neurological/sensory function and those associated disorders commonly encountered in nursing practice.

ADN 228 Nursing Leadership Today & Tomorrow

3 Hours

Prerequisites: Acceptance into the Hybrid Online AAS in Nursing program. Unencumbered active Illinois LPN license. ADN 203 with a grade of "C" or higher.

3 hours weekly (2-1)

Leadership in nursing, transition into the new graduate role, and current issues in nursing are the integral components of this course. In addition, the National Patient Safety Goals will be analyzed and discussed. Global, national and local community health trends will be investigated. Ethical topics/dilemmas will have both a clinical and discussion format.

ADN 230 Advanced Pharmacology I

1.5 Hours

Prerequisites: PNE 161, PNE 171

2 hours weekly (1-1)

Pharmacologic therapy plays an important role in the treatment of patients experiencing health problems. This course is designed to provide the student with further depth of study into the drugs used in treating patients experiencing cardiovascular, respiratory, neurological and psychiatric problems. Emphasis will be placed on pharmacological classifications, major drugs under each classification, physiologic mechanism of action, usual dosages, routes of administration, expected therapeutic effect, specific nursing considerations, side effects, adverse/toxic effects and patient education.

ADN 231 Advanced Pharmacology II

1.5 Hours

Prerequisites: ADN 230

2 hours weekly (1-1)

Pharmacologic therapy plays an important role in the treatment of patients experiencing health problems. This course is designed to provide the student with further depth of study into the drugs used in treating patients experiencing problems. Emphasis will be placed on pharmacological classifications, major drugs under each classification, physiologic mechanism of action, usual dosages, routes of administration, expected therapeutic effect, specific nursing considerations, side effects, adverse/toxic effects and patient education.

Air Force ROTC (AFS)

AFS 101 Air Force Today

1 Hour (Same as AS101 at SIUC)

Prerequisites: Concurrent enrollment in AFS 101A

Survey course briefly treating chief topics relating to the Air Force and defense. It focuses on the organizational structure and missions of Air Force organizations, officership and professionalism and includes an introduction to communicative skills.

AFS 101A Leadership Laboratory

2 Hours (Same as AS101A at SIUC)

Prerequisites: Concurrent enrollment in AFS 101

Weekly laboratory consisting of Air Force customs and courtesies, health and physical fitness, and drill and ceremonies. A mandatory fitness program is included; a pre-participatory sports physical must be completed prior to entering the fitness program.

AFS 102 Foundation of the U.S. Air Force

1 Hour (Same as AS102 at SIUC)

Prerequisites: Concurrent enrollment in AFS 102A.

A survey course designed to introduce students to the United States Air Force and provide an overview of the basic characteristics, missions and organization of the Air Force.

AFS 102A Leadership Laboratory

2 Hours (Same as AS102A at SIUC)

Prerequisites: Concurrent enrollment in AFS 102

Weekly laboratory consisting of Air Force customs and courtesies, health and physical fitness, and drill and ceremonies. A mandatory fitness program is included; a pre-participatory sports physical must be completed prior to entering the fitness program.

AFS 201 Evolution of United States Air Force and Space Power I

1 Hour (Same as AS201 at SIUC)

Prerequisites: Concurrent enrollment in AFS 201A

Features topics on Air Force heritage and leaders; introduction to air and space power through examination of competencies and functions; and continued application of communication skills. Its purpose is to instill an appreciation of the development and employment of air power and to motivate sophomore students to transition from Air Force ROTC cadet to Air Force ROTC officer candidate. In addition, aspects of the 200 course begin to prepare cadets for their experiences at field training.

AFS 201A Leadership Laboratory

2 Hours (Same as AS201A at SIUC)

Prerequisites: Concurrent enrollment in AFS201

Weekly laboratory consisting of Air Force customs and courtesies, health and physical fitness, and drill and ceremonies. A mandatory fitness program is included; a pre-participatory sports physical must be completed prior to entering the fitness program.

AFS 202 Evolution of the United States Air Force and Space Power II

1 Hour (Same as AS202 at SIUC)

Prerequisites: Concurrent enrollment in AFS 202A

Features topics on Air Force heritage and leaders; introduction to air and space power through examination of competencies and functions; and continued application of communication skills. Its purpose is to install an appreciation of the development and employment of air power and to motivate sophomore students to transition from Air Force ROTC cadet to Air Force ROTC officer candidate. In addition, aspects of the 200 course begin to prepare cadets for their experiences at field training.

AFS 202A Leadership Laboratory

2 Hours (Same as AS202A at SIUC)

Prerequisites: Concurrent enrollment in AFS202

Weekly laboratory consisting of Air Force customs and courtesies, health and physical fitness, and drill and ceremonies. A mandatory fitness program is included; a pre-participatory sports physical must be completed prior to entering the fitness program.

AGRICULTURE (AGR)

AGR 101 Agriculture Economics

IAI AG 901

3 hours

Prerequisite: None

3 hours weekly (3-0)

An introduction to the principles of economics with a focus on the agricultural industry. The course is designed to learn or reinforce basic economic principles and apply them to agriculture. These principles include supply and demand, trade, elasticity, government policies, market efficiencies and inefficiencies, the costs of production, international trade and an introduction to macroeconomic policies.

AGR 102 Introduction to Crop Science

IAI AG 903

4 hours

Prerequisite: None

5 hours weekly (3-2)

This course will study the science and practices of the production of important agricultural crops in Illinois. In addition, the environmental factors effecting crop growth such as climate, light, air, soil composition and soil fertility will be studied. The classification and identification will be investigated as well.

AGR 103 Introduction to Horticulture

IAI AG 905

3 hours

Prerequisite: None

4 hours weekly (2-2)

An introduction to the principles and practices in the development, production, and use of horticultural crops. The course will cover the chemical, biological and environmental conditions for plant growth, as well as seed propagation and asexual reproduction. In addition, insects/diseases and their control in the greenhouse will be covered too.

AGR 104 Introduction to Soil Science

IAI AG 904

3 hours

Prerequisites: None

4 hours weekly (2-2)

An introduction to the chemical, physical, and biological properties of soils; the origin, classification, and distribution of soils and their influence on people and food production; the management and conservation of soils; and the environmental impact of soil use.

AGR 111 Introduction to Agriculture Education

IAI AG 911

3 hours

Prerequisite: None

3 hours weekly (3-0)

An introduction to the philosophy of education, in general, and career and technical education, specifically; the history of and current issues in agriculture education and the FFA; the nature of the educative process; the characteristics, duties, and responsibilities of successful

teachers; the components of a successful agriculture program; the role of professional organizations in agriculture education; state teacher certification requirements; edTPA, Illinois agriculture education organizations and initiatives, and student differences for individualized instruction. Includes directed observation of agriculture teachers in school classrooms.

AGR 112 Computers in Agriculture

IAI AG 913

3 hours

Prerequisites: None

4 hours weekly (2-2)

Designed for students in agriculture with a focus on computer hardware, file manipulation, printers and the use of word processing, electronic presentations and communications, graphics, spreadsheet, database management with the MS Office Suite. Also includes solution of agriculture data-related problems and use of prepared software used in the agriculture industry.

AGR 121 Introduction to Animal Science

IAI AG 902

4 hours

Prerequisite: None

5 hours weekly (3-2)

A comprehensive view of the livestock industry as a science. Study is based upon biological principles with application to modern livestock management practices for beef, dairy cattle, swine, sheep, goats, poultry and horses. Includes animal breeds, breeding and selection; anatomy, physiology, nutrition, growth; environment, animal behavior, animal health; and current trends in the animal industry. Laboratory to supplement lectures and discussions.

AGR 122 Introduction to Agriculture Mechanics

IAI AG 906

3 hours

Prerequisite: None

4 hours weekly (2-2)

An introduction to agricultural power and machinery, agricultural electrification and applications, construction planning and tools, surveying and soil/water conservation as well as metal fabrication. A major emphasis of this introductory course will be applied applications of proper tool usage and procedures for basic agricultural mechanic skills.

Allied Health (ALH)

ALH 101 Cardiopulmonary Resuscitation

1 Hour

Prerequisites: None

1 hour weekly (1-0)

A basic course designed to prepare students in emergency cardiopulmonary care with emphasis on early signs of cardiopulmonary problems, immediate care of the cardiopulmonary victim, and methods of accessing the emergency medical system. Beginning first aid procedures are also discussed.

ALH 102 CPR Recertification

.5 Hour

Prerequisites: CPR certification nearing expiration or expiration within the previous 6 months

8 hours total

A recertification course designed for those whose basic CPR card is nearing expiration or

has expired within the previous six months. Early identification of cardiopulmonary distress, the immediate care for the victim, and methods of obtaining appropriate assistance for the victim will be stressed.

ALH 110 Issues in Health and Patient Care

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course focuses on current legal and ethical issues in sonography and in health care delivery. An overview of sonography practice, present trends and associations will be discussed. Infection control, an analysis of death and dying and medical asepsis are introduced. Care of the patient with emphasis placed on basic human needs, communication, physical assessment skills and patient positioning is introduced.

ALH 112 Pathophysiology and Terminology

3 Hours

Prerequisites: BIO 206 with a grade of "C" or higher

3 hours weekly (3-0)

This course is designed to further the student's knowledge of pathophysiological disorders and basic terminology.

Army Military Science (AMS)

AMS 101 Introduction to Military Science

1-2 Hours (Same as AMS101 at SIUC)

Prerequisites: None

Variable hours weekly depending on course credit

Introduction to basic military science focusing on leadership skills and individual tasks. This introductory course will provide the student with realistic experience in leadership and hands-on experience with a variety of army equipment. This course offers a leadership laboratory.

AMS 102 Introduction to Military Science II

1-2 Hours (Same as AMS102 at SIUC)

Prerequisites: None

Variable hours weekly depending on course credit

Expanded introduction to basic military skills focusing on squad level tactics, written orders, security, first aid, and drill and ceremony. Realistic experiences that challenge the students' ability to apply their leadership with doctrinal guidelines. This course offers a leadership laboratory.

AMS 201 Basic Leadership Skills

3 Hours (Same as AMS201 at SIUC)

Prerequisites: None

3 hours weekly (3-0)

Applied leadership in a small group context. Exercises in self-confidence, group communications, and leadership evolved from situations where the group is required to function and survive on a self-sufficient basis. Principles of survival and cooperative effort will be explored in depth, with maximum involvement of the student in leadership and problem-solving roles. Includes leadership lab.

AMS 202 Leadership Studies and Teamwork

3 Hours (Same as AMS202 at SIUC)

Prerequisites: None

3 hours weekly (3-0)

A study of the Military Management System, including the functional aspects of leadership within the military structure. Includes the presentation of military leadership traits, styles, approaches, managerial techniques, and

communications. Includes a leadership laboratory.

Anthropology (ANT)

ANT 111 Anthropology

IAI – SI 900N

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Anthropology 111 is an introduction to the study of evolution, human origins, archaeology and the development of human society in prehistory. The student will learn about the genetic, environmental, and cultural processes affecting human variation and adaptation. Students will also study the taxonomic classifications of past and present human and non-human primates, archaeological methods and dating techniques used to establish chronologies, the beginnings of human culture, the development of "stone age" societies, the peopling of the New World, and the formation of early cities.

ANT 202 America's Diverse Cultures

IAI – S1 904D

3 Hours

Prerequisites: None

3 hours weekly (3-0)

With over 300 spoken languages representing as many ethnicities and sub-groups within the political state of America, what does it mean to be an American? The political, military, and economic structures, along with their symbols, provide Americans with a large ideal of a national life. On-the-other-hand, the wide range of social practices express the variety of patterns people maintain to meet the contingencies of daily life. This course is designed to explore the diverse patterns of American life through an ethno-historical perspective and seek some answer to the question of what it is to be American. To this end, we will understand more than ethnicities; we will examine gender, the concept of race, age, social class, assimilation and acculturation, social policy issues and social problems using historical and anthropological investigation and evidence.

ANT 216 Cultural Anthropology

IAI – SI 901N

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Cultural Anthropology is the comparative study of human culture and society. Students will examine problems central to the study of humanity and explore the nature of culture, society, language, kinship, marriage, social hierarchy, and other social creations (such as a person's identity) through ethnographic accounts and anthropological theory. Thus the diverse ways in which humans have organized to meet the contingencies of daily life will provide a deeper understanding and respect for the different patterns of culture humans have created.

ANT 240 Introduction: Physical Anthropology

IAI – S1 902

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Physical Anthropology (also called Biological or Evolutionary Anthropology) is an introduction to humans as a biological species through time and geography. The course applies the scientific method to explore the beginnings of hominids, the origins of humans, and our

relationship to our closest primate relatives. The human fossil record, genetics, evolutionary theory, primate behavior and evolution, and similarities and differences in modern humans, including blood groups, skin color, and disease susceptibility are major topics of study to better understand our place in the web of life as a biological organism.

Art (ART)

ART 101 Two-Dimensional Design

IAI – ART 907

3 Hours

Prerequisites: None

6 hours weekly (0-6)

This is a fundamental design course dealing with concepts and materials that can be applied to any two-dimensional work. Emphasis is placed on problem solving, developing perceptual skills, and critical judgment. This studio course explores fundamentals of formal systems and basic elements of visual organization. Basic health and safety issues will be taught relative to the materials used.

ART 102 Three-Dimensional Design

IAI – ART 908

3 Hours

Prerequisites: None

6 hours weekly (0-6)

Introduction to the basic elements of three-dimensional design; those ideas and concepts that concern themselves with structure and spatial organization used in investigating and solving basic sculptural problems/three-dimensional problems. Various materials will be used. Basic health and safety issues will be taught relative to the materials used.

ART 111 Art Appreciation

IAI – F2 900

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course attempts to develop interest, aptitude, and understanding through visual, verbal, and actual experience with media. A basis for approaching visual arts is also included. Emphasis is on exposure to the visual arts.

This course is also offered as part of a study abroad program. Contact the International Education Coordinator for more information.

ART 165 Fibers I

3 Hours

Prerequisites: None

6 hours weekly (0-6)

This is an introduction to fibers as an art form, emphasizing esthetic and technical development using existing fiber surfaces and/or fabricated surfaces. Basic health and safety issues will be taught relative to the materials used.

ART 180 Drawing I

IAI – ART 904

3 Hours

Prerequisites: None

6 hours weekly (0-6)

A basic course stressing understanding of visual perception, drawing media and drawing skills. Emphasis is placed on attaining a basic level of drawing skill, using a variety of media, solving problems in a creative and original manner, and learning how three-dimensional objects can be

rendered on the flat surface. Course includes vocabulary development, critical analysis activities, and reference to historic models of drawing. Basic health and safety issues will be taught relative to the materials used.

ART 205 Graphic Design

3 Hours

Prerequisites: ART 101 or consent of instructor

6 hours weekly (0-6)

An introduction to the theoretical and practical aspects of visual communication, including techniques, processes, terminology, and basic compositional and conceptual skills of graphic design. Emphasis will be placed on design problems that will develop perceptual skills and critical judgment.

ART 220 History of Art I

IAI – F2 901

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course is the first part of a three-semester survey of Western and non-Western art from prehistory to the present. The origins and nature of art in a variety of ancient civilizations from around the world, such as Ancient Mesopotamia, Egypt, Greece, China, India and the Americas will be studied. Sculptures, painting, architecture, metalwork, ceramics, textiles and other art works are studied in their social and historical contexts, with consideration of issues of style, subject matter, meaning technique and aesthetics.

ART 221 History of Art II

IAI – F2 902

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course is the second part of a three-semester survey of Western and non-Western art from prehistory to the present. Art from Ancient Rome to Early Renaissance in Europe, Africa and Asia will be studied. Sculptures, painting, architecture, metalwork, ceramics, textiles and other art works are studied in their social and historical contexts, with consideration of issues of style, subject matter, meaning technique and aesthetics.

ART 222I History of Modern Art

3 Hours

Prerequisites: Students enrolled in a study abroad program. (Contact the International Education Coordinator for more information.)

3 hours weekly (3-0)

This course examines Modern Art in historical perspective. We will trace its roots in 19th century individualism and the Impressionists' discovery of modern life and then follow the major movements and artists of the 20th century. Since the course is taught in the context of a European Studies Program, it will emphasize the European development and discuss American contributions, especially in the second half of the century, on a comparative basis.

ART 223 History of Art III

3 Hours

Prerequisite: None

3hours weekly (3-0)

This course is the third part of a three-semester survey of Western and non-Western art from prehistory to the present. The focus will be on art produced from the19th century to the 21st. Sculptures, painting, architecture, metalwork, ceramics, textiles and other art works are studied in their social and historical contexts, with consideration of issues of style, subject matter, meaning technique and aesthetics.

ART 250 Ceramics I

3 Hours

Prerequisites: None

6 hours weekly (0-6)

This is an introduction to fine arts ceramics. Hand building processes—pinching, slab construction, and coil building—will predominate with some opportunity for beginning wheel throwing. Projects will include both vessel making and sculpture. Students will gain familiarity with clay, slips, glazes, and simple firing techniques. In addition they will be introduced to the scope of historical and contemporary ceramic art. Basic health and safety issues will be taught relative to the materials used.

ART 255 Life Drawing

3 Hours

Prerequisites: ART 180 or consent of instructor

6 hours weekly (0-6)

This is an introduction to basic concepts and procedures as experienced through a variety of drawing media that function as graphic expression. Basic information and practice in drawing the human figure and related concerns constitute the substance of this course. Basic health and safety issues will be taught relative to the materials used.

ART 256 Drawing II

IAI – ART 905

3 Hours

Prerequisites: ART 180 or consent of instructor

6 hours weekly (0-6)

This course provides the opportunity to extend knowledge and practice in drawing still life, landscape, human figure, and perspective while gaining increased control of assorted drawing media. It gives the student opportunity for additional development beyond beginning drawing and life drawing. A minimum of 120 hours of studio work is required. Basic health and safety issues will be taught relative to the materials used.

ART 260 Beginning Painting

3 Hours

Prerequisites: ART 101 or 180 or consent of instructor

6 hours weekly (0-6)

Concepts, procedures, and material are all important for the painting discipline. This course provides an opportunity to work in several different painting media. Basic information about varied paints, painting materials, and practices are part of the format. Basic health and safety issues will be taught relative to the materials used.

This course is also offered as part of a study abroad program. Contact the International Education Coordinator for more information.

ART 290 Computer Art I

3 Hours

Prerequisites: None

4 hours weekly (2-2)

This course is an introduction to computer applications in the visual arts. Students will utilize computer equipment and software in approaching visual image manipulation and generation, including the integration of computer hardware, software and peripheral equipment to create and combine traditional and contemporary visualizations with art and design. Issues of personal health and safety relative to this process are thoroughly discussed and practiced.

ART 291 History of Photography

IAI – F2 904

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course is about the historical development of photography as an art form from 1839 to the present, including critical analysis of types of photographs and aesthetic movements in photography. A close look at those considered established masters and others will be studied and critiqued for composition, their aesthetic and humanistic values, emphasizing photographs as expressions of the ideas and beliefs of photographers within their cultural and social content.

ART 292 Computer Art II

3 Hours

Prerequisites: ART 290

4 hours weekly (2-2)

This course continues building esthetic and technical skills begun in the introductory level course and refines those skills. Students will utilize computer equipment and professional digital imaging software, a printer and media storage devices to complete imaging projects. Foundation techniques will include proper layout, design, resolution, printing, and techniques critical to computer art. This course will enable students to better understand the power of this art form.

ART 293 Art Preparation and Portfolio

1 Hour

Prerequisites: ART 101, ART 102, ART 180 or an

Art Elective

2 hours weekly (0-2)

This course will prepare art and art education students with skills and materials they will need to apply to BA and BFA programs. It will also teach advanced skills for preparing canvases for painting.

ART 296 Photography I

3 Hours

Prerequisites: None

4 hours weekly (2-2)

An introductory course covering the basic principles of digital photography as an art medium, including equipment selection and use, image processing, and relevant aesthetic, historic, cultural, and critical issues. Students will receive instruction on a variety of photographic subjects and will participate in photographic assignments and critiques.

This course is also offered as part of a study abroad program. Contact the International Education Coordinator for more information.

ART 297 Photography II

3 Hours

Prerequisites: ART 296

4 hours weekly (2-2)

Photography II is a production art class that requires making and editing images on a DSLR with manual exposure capable settings during time outside of the classroom. The instructor will give specific photography assignments related to the chapters in the text. The class will also participate in a month-long project documenting communities in southern Illinois. Time management and self-discipline are crucial to be successful in the course. The student will be able to express themselves freely in the photographic medium and will be critiqued by the instructor and class on how he or she can improve technically and artistically. The student will expand their ability to explain the composition, context and meaning of their personal work. There will be additional self-assigned projects throughout the semester. This course will also explore how photography has shaped culture, art and public opinion throughout the history of the medium.

ART 299I Studio Art: Printmaking

3 Hours

Prerequisites: Beginning Drawing. Students enrolled in a study abroad program. (Contact the International Education Coordinator for more information.)

5 hours weekly (1-4)

The course is designed as an introduction to the major techniques of printmaking. In addition, several workshops will introduce students to Salzburg artists. Students with a previous background in printmaking may work in an area/technique of their choice and develop their own project(s) for the semester. Students are encouraged to keep a sketchbook throughout the semester as a collection and resource of visual ideas.

American Sign Language (ASL)

ASL 141 American Sign Language (ASL I)

4 Hours

Prerequisites: None

4 hours weekly (4-0)

This course is designed for students who have no knowledge of American Sign Language and for individuals with previous knowledge of sign language but not American Sign Language. A grade of "C" or higher must be achieved to advance to second-year classes.

ASL 142 American Sign Language (ASL II)

4 Hours

Prerequisites: IPP 141 or equivalent

4 hours weekly (4-0)

This course is a continuation of American Sign Language I. It is designed to develop further communicative proficiencies at the intermediate level. Students will be writing transcription symbols, sentence types, time signs, pronominalization, subjects and objects, classifiers, locatives, pluralization, and temporal and distribution aspects for execution. Students will experience additional in-depth receptive and expressive proficiency development. Nonmanual aspects (grammar markers) will be featured and emphasized. Additional information about the deaf community/deaf world and its culture will be featured. A grade of "C" or higher must be achieved to advance to second-year classes.

ASL 143 American Sign Language (ASL III)

5 Hours

Prerequisites: IPP 142

5 hours weekly (5-0)

This course is a continuation of American Sign Language II. It is designed to develop further communicative proficiencies at the beginning of the advanced level.

ASL 244 ASL IV – Survey of ASL Literature

5 Hours

Prerequisites: IPP 143 and 211

5 hours weekly (5-0)

This course explores American Sign Language (ASL) literature, both in translations and in its own right. A well-rounded language program must explore literary works in the language of study. The students will study and explicate important literary works and video journalize their analysis. A grade of "C" or higher in IPP 141 and 142 must be achieved to advance to second-year classes.

Automotive Services Technology (AST)

AST 170 Engine Repair

4 Hours

Prerequisites: None

8 hours weekly (2-6) (Meets 4 hours daily for 30 days or 16 hours weekly for 7.5 weeks)

A study of the diagnosis and repair of cylinder heads and valve trains, short blocks, and lubrication and cooling system components. General engine diagnosis and engine completion and start-up procedures are also covered.

AST 171A Ignition Systems

4 Hours

Prerequisites: None

8 hours weekly (2-6) (Meets 4 hours daily for 30 days or 16 hours weekly for 7.5 weeks)

This course is a study of ignition systems, beginning with breaker point systems and covering the evolution through computerized ignition systems.

AST 171B Fuel and Exhaust Systems

4 Hours

Prerequisites: AST 171A

8 hours weekly (2-6) (Meets 4 hours daily for 30 days or 16 hours weekly for 7.5 weeks)

A study of fuel and exhaust systems, including carburetion, fuel injection, and computer-controlled fuel systems.

AST 172 Introduction to Automotive Services

2 Hours

Prerequisites: None

4 hours weekly (1-3) (Meets 4 hours daily for 15 days or 8 hours weekly for 7.5 weeks)

A study of shop safety, shop operation, and career opportunities in automotive technology. Also covered are basic servicing techniques as applied to engine repair and automatic transmissions and transaxles.

AST 173 Braking Systems

4 Hours

Prerequisites: None

8 hours weekly (2-6) (Meets 4 hours daily for 30 days or 16 hours weekly for 7.5 weeks)

Provides instruction in hydraulic principles, brake lines and hoses, disc and drum brake components, and anti-lock braking systems.

AST 180A Basic Electrical Systems

2 Hours

Prerequisites: None

4 hours weekly (1-3) (Meets 4 hours daily for 15 days or 8 hours weekly for 7.5 weeks)

This course is a study of the principles of electricity and general electrical system diagnosis.

AST 180B Starting and Charging Systems

2 Hours

Prerequisites: AST 180A or consent of instructor

4 hours weekly (1-3) (Meets 4 hours daily for 15 days or 8 hours weekly for 7.5 weeks)

A study of the diagnosis and service of batteries, starting systems, and charging systems.

AST 180C Electrical Accessories

2 Hours

Prerequisites: AST 180A or consent of instructor

4 hours weekly (1-3) (Meets 4 hours daily for 15 days or 8 hours weekly for 7.5 weeks)

A study of lighting systems, gauges, warning circuits, supplemental restraint systems, and other accessories.

AST 200 Alternative Fuels

2 Hours

Prerequisites: None

2 hours weekly (2-0) (Meets 2 hours daily for 15 days or 4 hours weekly for 7.5 weeks)

This course is a continually evolving study of alternative ways to propel an automobile. For example, compressed natural gas, propane, biodiesel, hydrogen fuels, electrical vehicles, etc., will be studied.

AST 270 Manual Drive Trains and Axles

4 Hours

Prerequisites: None

8 hours weekly (2-6) (Meets 4 hours daily for 30 days or 16 hours weekly for 7.5 weeks)

A study of the diagnosis and repair of clutches, manual transmissions, manual transaxles, and differentials. Drive shafts, CV joints, front-wheel drive, and four-wheel drive components are also covered.**AST 271 Automatic Transmission/Transaxles**

4 Hours

Prerequisites: None

8 hours weekly (2-6) (Meets 4 hours daily for 30 days or 16 hours weekly for 7.5 weeks)

A study of automatic transmission and transaxle diagnosis and repair. Electronic controlled trans-missions are also covered.

AST 273 Automotive Computer Electronics

2 Hours

Prerequisites: AST 180A or consent of instructor

4 hours weekly (1-3) (Meets 4 hours daily for 15 days or 8 hours weekly for 7.5 weeks)

This course is a review of Ohm's law as it applies to electronic circuits. Solid state components and digital electronics are also covered.

AST 276 Emission Control Systems

2 Hours

Prerequisites: None

4 hours weekly (1-3) (Meets 4 hours daily for 15 days or 8 hours weekly for 7.5 weeks)

This course is a study of emission control systems. Individual emission control devices as well as OBD II systems are covered.

AST 279 ASE Testing

2 Hours

Prerequisites: None

2 hours weekly (2-0) (Meets 2 hours daily for 15 days or 4 hours weekly for 7.5 weeks)

This course is designed to help prepare the student to pass ASE tests. These tests are not from ASE tests, but are similar in context and style. The National Institute for Automotive Service Excellence (ASE) has been organized to promote and encourage high standards of automotive service and repair. ASE offers tests in eight specific areas of automotive repair, which are covered in this course.

AST 280 Air Conditioning

4 Hours

Prerequisites: None

8 hours weekly (2-6) (Meets 4 hours daily for 30 days or 16 hours weekly for 7.5 weeks)

This course is a study of automotive air conditioning and climate control systems.

AST 281 Suspension and Steering

4 Hours

Prerequisites: None

8 hours weekly (2-6) (Meets 4 hours daily for 30 days or 16 hours weekly for 7.5 weeks)

A study of suspension and steering system diagnosis, repair, and adjustment.

Applied Technologies Internship (ATI)

ATI 200 Applied Technologies Internship

1-3 Hours

Prerequisites: Completed 12 credit hours and consent of department chair

80-240 hours during semester

The internship is on-the-job work experience that will enable the student to apply skills and knowledge acquired in the classroom to real work experiences. It is a cooperative venture involving the student, the college, and training station (employer). The internship will be closely planned and supervised by the College coordinator, so the student will obtain the student's course of study and level of development. Internship students work in a variety of applied technologies programs.

Biology (BIO)

BIO 100 Biology for Non-Science Majors

IAI – LI 900L

4 Hours

Prerequisites: None

5 hours weekly (3-2)

A course designed specifically for the non-science major student. The course provides laboratory experience and lecture concepts that help the non-science major student understand the foundations of biology. Emphasis is placed on the application of this knowledge to human

concerns and endeavors. Topics to be covered include but are not limited to: process of science, biochemistry, cell science, metabolism, genetics, molecular biology, biotechnology, evolution, structure and function, and ecology.

BIO 101 Biological Science for Science Majors I

IAI – L1 910L, IAI – BIO 910

4 Hours

Prerequisites: None

5 hours weekly (3-2)

This course is designed for science majors. It is a lecture-lab course which includes the following: an introduction to biochemistry, molecular genetics, cell structure, function, and processes. The scientific method is presented in lab.

BIO 102 Biological Sciences II

IAI – L1 910L, IAI – BIO 910

4 Hours

Prerequisites: None

5 hours weekly (3-2)

Organismal biology, ecology, and evolution. An introduction to structure and function of major groups of microorganisms, fungi, animals, and plants. Emphasis on evolutionary relationships and ecological principles. Laboratory required.

BIO 105 Human Biology

IAI – L1 904L

4 Hours

Prerequisites: None

5 hours weekly (3-2)

This course is an introduction to the study of the structure and function of the human body. The course includes laboratory experience and lecture concepts suited for a course into the functioning human body and its impact in the natural community. Topics include: chemical, molecular, and cellular biology, human structure and function, human heredity, evolution, and ecology, and homeostatic imbalances and disease and their impact on society.

BIO 205 Human Anatomy and Physiology I

4 Hours

Prerequisites: None

5 hours weekly (3-2)

A study of the structure, functions, and homeostatic mechanisms of the normal human body. Subjects covered include: fundamentals of the chemical basis of life; cell structure and physiology; tissues; integumentary, skeletal, muscular, central and autonomic nervous systems; and special senses. The laboratory includes dissection of a cat, small mammal, mammalian eye, and appropriate physiological experiments.

BIO 206 Human Anatomy and Physiology II

4 Hours

Prerequisites: None

5 hours weekly (3-2)

A study of the structure, function, and homeostatic mechanisms of the endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems; defense mechanisms of the body; pregnancy; embryonic development; and inheritance. The laboratory includes dissection of cat and large mammal heart and appropriate physiological experiments.

BIO 225 Genetics

IAI – L1 906

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course examines gene structure and function. Cytogenetics, transmission genetics, molecular genetics and population genetics are explored during the semester. Special attention is given to applications of gene technology and the impact of genetic knowledge and technology on humanity.

BIO 226 General Microbiology

4 Hours

Prerequisites: None

6 hours weekly (2-4)

An introduction to the study of microorganisms, including their morphology, physiology, cultivation, classification, pathogenicity, economic importance, control, and immunity. Laboratory experiments guide students in development of laboratory procedures, sterile techniques, and data interpretation.

Business (BUS)

BUS 110 Introduction to Business

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Introduction to business functions, operations, and organization. Includes ownership and management, forms of organizations, finance, business ethics, personnel and labor-management relations, and marketing.

BUS 111 Business Mathematics

3 Hours

Prerequisites: None

3 hours weekly (3-0)

A mathematics course designed to prepare the student to enter the business world and successfully apply math principles to everyday business problems. After a brief review of basic math, some of the topics covered are percentages, discounts, interest, discounting notes, depreciation, inventory, commissions, bank statements, account sales and account purchases, basic statistics, markup-markdown, distribution of profits, and overhead expenses. Good basic math skills are highly recommended.

BUS 115 Basic Keyboarding

1 Hour

Prerequisites: None

2 hours weekly (0-2)

This course is an introduction to the computer keyboard. The primary goal is mastery of the keyboard demonstrated by the touch operation of the alphanumeric keyboard and symbols. The touch method for ten-keypad will be introduced. The course is designed to be completed in 7½ weeks.

BUS 116 Keyboarding I

3 Hours

Prerequisites: None

5 hours weekly (1-4)

Mastery of the keyboard with speed and accuracy in the touch operation of the keyboard is the major goal of this course. Skill is developed for vocational and personal uses. Business office standards are used in keyboarding basic letter styles, reports, and

tables. The following grade scale is used for speed on 3-minute timings on straight copy; A=40 wpm; B=36-39 wpm; C=32-35 wpm.

BUS 117 Keyboarding II

3 Hours

Prerequisites: BUS 116 or consent of department chair

5 hours weekly (1-4)

Further development of speed and accuracy in both production and straight copy keyboarding. Further study of business letters, special business communication forms and styles, reports, tables, and a mastery of keyboarding digits. The following grade scale is used for speed for 3-minute timings on straight copy: A=58 wpm; B=54 wpm; C=50 wpm.

BUS 121 Business Statistics

IAI – BUS 901

3 Hours

Prerequisites: MAT 108 with Minimum Grade of : C

3 hours weekly (3-0)

Introduction to statistical analysis of business and economic data and how it aids in controlling operations and in making sound business decisions. Includes descriptive measures of populations and samples, central tendency, probability and probability distributions, interval estimation, hypothesis testing, linear regression and analysis, chi-square analysis, and analysis of variance.

BUS 135 Office Language Skills

3 Hours

Prerequisites: None

3 hours (3-0)

This course is designed to review language skills and to improve the use of the following: proofreading skills, spelling, punctuation, other grammatical skills, including the proper use of capital letters, abbreviations, number styles, word division, and the use of appropriate word choice.

BUS 151 (A-C) School-to-Work Transition Development

1 Hour

Prerequisites: None

5 hours weekly (0-5)

The broad objective is to meet the students' needs that are not covered in regular classes. Specific objectives and other elements in the syllabus will be developed when the course is offered. Application of workplace readiness skills to specific problems through observation, simulation, special class projects, or problem-solving procedures. (Topic to be listed on the student's permanent academic record.)

BUS 222 Legal/Social Environment of Business

3 Hours

Prerequisites: None

3 hours weekly (3-0)

A study of the legal and social environment of business, with emphasis on business ethics and corporate social responsibility. Areas of concentration include the legal system and government regulation of business, formation of contracts, securities law, consumer protection law, and labor and employment.

BUS 235 Business Communication

3 Hours

Prerequisites: None

3 hours weekly (3-0)

A detailed study of business communication. Includes analysis and practice in writing a variety of messages used to communicate in business and industry. To successfully complete this course, a communication competency examination must be passed with at least 70 percent accuracy prior to the end of the semester.

BUS 236 Records Management

1 Hour

Prerequisites: None

2 hours weekly (0-2)

Emphasis is on the basic principles of modern filing systems—including alphabetic, subject, numeric, chronological, and geographic filing. Students work with practice filing equipment and become acquainted with the rules of indexing, cross referencing, and coding, as well as retrieval, retention, and recycling of records.

BUS 237 Office Procedures

3 Hours

Prerequisites: BUS 116 or equivalent-CIS 101

3 hours weekly (3-0)

The knowledge and skills necessary to work as an office assistant in today's offices will be presented. Major topical areas include the organization of business offices, communications skills, technology and procedures, document creation and distribution, travel, conference and meeting planning, financial and legal aspects, and professional and continuing development.

BUS 255 Customer Service

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Customer service is the foundation on which business success and profitability is built. This course is about understanding the importance of offering quality service and ensuring customer satisfaction in today's competitive marketplace. Students will learn the principles of customer service and what skills are necessary to work with customers and solve problems in all sectors: corporate, government, industry, real estate, retail, legal, wholesale, healthcare, etc.

BUS 270 Medical Office Procedures

3 Hours

Prerequisites: None

4 hours weekly (2-2)

This course is designed to prepare the student to perform basic office procedures and follow common practices in today's medical community. Administrative medical office duties covered include mailing procedures, patient reception, telephone communications, travel and meeting arrangements, patient scheduling, patient chart preparation, patient billing, insurance billing, office management, and practice finances. Hands-on application will be provided using a popular practice management software program.

BUS 280 Computer Applications for the Medical Office

3 Hours

Prerequisites: BUS 116 and CIS 101

4 hours weekly (2-2)

This course is designed to prepare the student to use electronic health records (EHR) in today's medical community. First, conceptual theory is presented including history and EHR standards. Then, the student applies theoretical knowledge through in-depth and practical training using a popular EHR software program to equip the student to successfully enter a medical setting with a comprehensive working experience of EHR.

BUS 282 Legal Terminology

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course is designed to familiarize students with the various fields of law and to develop a working knowledge of the legal terminology commonly associated with each respective field.

Chemistry (CHM)

CHM 141 General, Organic, and Biochemistry I

IAI – P1 902L

4 Hours

Prerequisites: Two years of high school algebra or MAT 062

6 hours weekly (3-3)

A first semester course of general, organic, and biochemistry sequence designed to meet the needs of students of nursing, dental hygiene, physical therapy, allied health programs, forestry, nutrition, and other majors with comparable requirements. This course covers matter, electrons and chemical bonds, formulas and equations, stoichiometry, gases, solutions, energies, acid-base reactions, radioactivity, and introduction to organic chemistry.

CHM 142 General, Organic, and Biochemistry II

4 Hours

Prerequisites: CHM 141

6 hours weekly (3-3)

Second semester course of general, organic, and biochemistry sequence designed to meet the needs of students of nursing, dental hygiene, physical therapy, allied health programs, forestry, nutrition, and other majors with comparable requirements. This course covers organic compounds and their characteristics, and biological compounds and their role in living organisms.

CHM 151 Chemical Principles

IAI – P1 902L, IAI – CHM 911

5 Hours

Prerequisites: MAT 111 or concurrent enrollment or instructor approval

7 hours weekly (3-4)

A study of the fundamental laws and concepts of chemistry, including formulas, nomenclature, atomic structure, bonding, the periodic chart, equations, stoichiometry, gas laws, and liquids and solids. Laboratory experiments investigate these concepts. A first semester course for students majoring in scientific, pre-professional, engineering, or technological programs.

CHM 152 Chemical Principles with Qualitative Analysis

IAI – CHM 912

5 Hours

Prerequisites: CHM 151

7 hours weekly (3-4)

A study of theory and calculations of chemical equilibrium, ionization, solubility products, redox reactions, acids and bases, and the methods and tools of analysis. The laboratory work consists of qualitative identification of common cations, and gravimetric and volumetric quantitative determinations. Second semester chemistry for science, engineering, and pre-professional majors.

CHM 201 Organic Chemistry I

IAI – CHM 913

5 Hours

Prerequisites: CHM 151

7 hours weekly (3-4)

A course in general organic chemistry intended for chemistry majors and minors and pre-professional students, this examines descriptive and theoretical organic chemistry. Topics discussed include bonding within carbon compounds, stereo-chemistry, reaction mechanisms, and organic reactions involving specific classes of compounds. In the laboratory, students will learn and utilize microscale organic techniques that are integrated with separations using GC and HPLC and with characterizations using IR and UV-Vis spectroscopy. This course is currently offered only in the fall semester.

CHM 202 Organic Chemistry II

IAI – CHM 914

5 Hours

Prerequisites: CHM 201

7 hours weekly (3-4)

This course continues the discussions of CHM 201 topics. Additional classes of organic compounds are studied for physical properties, reactions, mechanisms, and practical uses. Characterization theory is expanded with nuclear magnetic resonance (NMR) theory and mass spectrometry (M.S.). The chemistry of conjugated dienes, benzene, alcohols, aldehydes, ketones, carbohydrates, animes, and amino acids will be studied. The laboratory will expand on established microscale technique with the use of I.R., chromatography and NMR computer simulations. Communication and report writing skills will also be emphasized.

This course is currently only offered in the spring semester.

Computer Information Systems (CIS)

CIS 101 Introduction to Computers

3 Hours

Prerequisites: None

4 hours weekly (2-2)

This course provides an overview of the computing field and its typical applications. Key terminology and components of computer hardware, application software, and system software (including operating systems) are covered along with the development and management of information systems. Other topics include computer career opportunities, various networks (including the Internet), and World Wide Web technologies. This course also provides students with training in the use of business productivity software, including word processing, spreadsheet, and multimedia

presentation along with web browser and web application software.

CIS 104 Spreadsheet Design

3 Hours

Prerequisites: None

4 hours weekly (2-2)

This course is designed to provide the business student with skills and knowledge necessary to design and implement practical spreadsheet models using Microsoft Excel software. Students will use basic business mathematics skills to design problem-solving models that can be used in the analysis of data. This course will help the student prepare to take the Microsoft Certified Application Specialist Exam.

CIS 105 Current Operating Systems/Security

3 Hours

Prerequisites: None

4 hours weekly (2-2)

This course is intended for beginners and intermediate end users who want to increase their understanding of computer and information security issues and practices, as well as explore the basics of a current operating system.

CIS 110 Introduction to Word Processing

2 Hours

Prerequisites: None

3 hours weekly (1-2)

This course is designed to provide the student with skills to become effective and efficient in using a popular word processing software. The student will incorporate critical thinking skills along with problem- solving techniques to master this software package. This course is designed for students who would like to master a word processing package and cover many Microsoft Certification exam topics.

CIS 120 Data Base Management

3 Hours

Prerequisites: None

4 hours weekly (2-2)

This course is designed to provide the student with fundamental database concepts. The student will be able to create and maintain tables, forms, queries, and reports. Skills will go beyond that of utilizing the wizards. Customized forms and reports will be developed. Interacting with the Web, setting table relationships, and data integration with other applications will be covered. Many of the Microsoft Certification exam topics will be covered.

CIS 170 Cisco I

5 Hours

Prerequisites: None

7 hours weekly (3-4)

The CCENT Certification validates the skills required for entry-level network support positions, the starting point for many successful careers in networking. CCENT certified professionals have the knowledge and skill to install, operate, and troubleshoot a small enterprise branch network, including basic network security.

CIS 171 Introduction to Scripting

4 hours

Prerequisite: None

5 hours weekly (3-2)

This course provides students with the fundamental knowledge and skills to use scripting. It focuses on primary Windows

PowerShell command line features and techniques for use with Windows Server and other Microsoft Windows products. Students will also learn basic scripting including, loops, counters, and arrays.

CIS 200 Network Essentials

3 Hours

Prerequisites: None

3 hours weekly (2-2)

This course will provide the student with a general background in networking concepts, procedures and skills necessary in a computer network environment. This course is designed to familiarize the student with an overview of network topologies, physical network architecture, various networking operating systems and a brief introduction into Microsoft Active Directory. This class will also provide the student with necessary skills in troubleshooting and help desk topics necessary for the network's technician and software specialist.

CIS 206 Managing Network Environments I

3 Hours

Prerequisites: CIS 200 or concurrent enrollment

4 hours weekly (2-2)

This course is designed to give the student knowledge and practical experience in administering a Microsoft Server network. Students will be able to describe the principle features of a network operating system and the networking basics of active directory. Students will gain an understanding of the basic components of an information technology system. The student will work with and troubleshoot in the areas of installation of the network operating system, setting up users and groups, assignment of group policy and permissions of a network. This course will assist the student in preparing for an industry recognized certification exam.

CIS 207 Computer Applications for Business

IAI – BUS 902

3 Hours

Prerequisites: None

4 hours weekly (2-2)

This lecture and hands-on lab course will provide an overview of operating systems, file management techniques, Internet, email and computer conferencing software and apps, basic coding principles for web design, word processing, spreadsheets, database management and presentation software.

CIS 208 Security Awareness

3 Hours

Prerequisites: None

4 hours weekly (2-2)

This course is designed to provide a security awareness overview and emphasize the importance of information systems as well as the home computer system will be covered. Issues will include personal, Internet, and organizational security. Types of security attacks will be discussed, prevention methods will be determined, and recovery plans will be developed. Policies and procedures that will assist in preventing an invasion of privacy will be covered.

CIS 209 Introduction to Cybercrimes

3 Hours

Prerequisites: Must be 18 years of age or older.

3 hours weekly (3-0)

This course will introduce students to the investigation of computer-based crimes and the importance of preserving and correctly

interpreting digital evidence. The course material will review computer crimes and associated terminology and the types of crimes committed in cyberspace. The student will also research and use data collection tools, learn proper collection and preservation of digital evidence, study domestic and international legal issues in cyberspace, and document and report data acquisition findings.

CIS 213 Penetration Testing

3 Hours

Prerequisites: CIS 208

4 hours weekly (2-2)

This course teaches students the underlying principles and many of the techniques associated with the cybersecurity practice known as penetration testing. Students will learn about the entire penetration testing process including planning, reconnaissance, scanning, exploitation, post-exploitation, and result reporting. The course will provide the fundamental information associated with each of the methods employed and insecurities identified. In all cases, remedial techniques will be explored. Students will develop an excellent understanding of current cybersecurity issues and ways that user, administrator, and programmer errors can lead to exploitable insecurities.

CIS 216 Cloud Technology

3 Hours

Prerequisites: CIS 206 with Minimum Grade: C

4 hours weekly (2-2)

Guide to Supporting Microsoft Private Clouds instructs future network administrators how to effectively implement and maintain Microsoft® private clouds with a balance of conceptual expertise and hands-on skills. Ideal for your server administration course, this text prepares students to work with large providers, such as Amazon, Microsoft®, and Google, as well as implement smaller scale cloud computing solutions within their own network environments.

CIS 219 Ethical Hacking

3 Hours

Prerequisites: CIS 209 or CIS 230 with a grade of "C" or higher

4 hours weekly (2-2)

This course provides an in-depth understanding of how to effectively protect computer networks. Students will learn the tools and penetration testing methodologies used by ethical hackers. In addition, the course provides a thorough discussion of what and who an ethical hacker is and how important they are in protecting corporate and government data from cyber-attacks. Students will learn updated computer security resources that describe new vulnerabilities and innovative methods to protect networks. Also covered is a thorough update of federal and state computer crime laws, as well as changes in penalties for illegal computer hacking.

CIS 220 Advanced Spreadsheet Design

3 Hours

Prerequisites: CIS 104

4 hours weekly (2-2)

This course is a continuation of CIS 104 and builds upon basic design skills. It provides the student with an opportunity to develop advanced techniques in the design of business applications. Advanced study of special mathematics, logical, and database statistical functions will provide the foundation for advanced program design. Problem solving for managerial and accounting decision making is emphasized, and design techniques

incorporating the use of macros, menu layout, and data transfer are included using Microsoft Excel. This course will help the student prepare to take the Microsoft Certified Application Specialist Exam.

CIS 225 Advanced Data Base Management

3 Hours

Prerequisites: CIS 120

4 hours weekly (2-2)

This course is a continuation of CIS 120. The concepts needed to develop and maintain a database system at an advanced level will be emphasized. Items that will be covered are: advanced query manipulation, table linking, macro programming, planning and creating a switchboard application as well as applying custom toolbars. Business simulated projects will be a major part of the curriculum. Upon completion of this course, the student should be prepared to take the Microsoft Certification exam.

CIS 229 Digital Forensics

3 Hours

Prerequisites: CIS 209 with a grade of "C" or higher

4 hours weekly (2-2)

Provides an introduction to Digital Forensics from a theoretical and practical perspective and an introduction to investigative tools and techniques used in the field. Personal computer operating system architectures and disk structures are reviewed and the proper use of available computer forensic hardware and software tools are examined. Other topics include the importance of digital evidence controls, the method of processing crime and incident scenes, the details of data acquisition, and the requirements of an expert witness. The course provides a range of laboratory and hands-on activities and assignments that emphasize both the theory and the practical application of computer forensic investigations.

CIS 230 Operating Systems

3 Hours

Prerequisites: None

4 hours weekly (2-2)

Students will learn important concepts about operating systems while applying skills and knowledge to support computers in a business environment or an IT position. Students will also learn the theory and technical information professionals need as they work with today's popular operating systems, such as Windows and UNIX/Linux platforms. Topics include operating system theory, installation, upgrading, configuring, (operating system and hardware), file systems, security, hardware options, and storage, as well as resource sharing, network connectivity, maintenance, and troubleshooting. This course prepares students to understand the fundamental concepts of today's computer operating systems.

CIS 231 Firewalls and VPNs

3 Hours

Prerequisites: CIS 230 with a grade of "C" or higher

4 hours weekly (2-2)

This course examines the major network security tools in use today, with the idea that firewalls are most effective when backed by thoughtful security planning, well-designed security policies, and integrated support from anti-virus software, intrusion detection systems, and related tools. Coverage includes packet filtering, authentication, proxy servers, encryption, bastion hosts, virtual private networks (VPNs), log file maintenance, and

intrusion detection systems. The course will provide numerous realistic projects and cases incorporating cutting-edge technology and current trends, giving students the opportunity to hone and apply the knowledge and skills they will need as working professionals. Students will also learn about relevant National Institute Standards and Technology guidelines that are used by businesses and information technology professionals.

CIS 270 Cisco II
4 Hours
Prerequisites: CIS 170 with a grade of "C" or higher
4 hours weekly (3-2)
The CCNA R&S certification validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks. CCNA certified professionals have the knowledge and skills to make connections to remote sites via a WAN, and mitigate basic security threats. CCNA R&S training covers (but is not limited to) the use of these topics: IOS, IPv6, IPv4, OSPF, Cisco Licensing, Enhanced Interior Gateway Routing Protocol (EIGRP), Serial Line Interfaces, Frame Relay interfaces VLANs, Ethernet, VLSM, and basic traffic filtering.

Construction Management Technology (CMG)

CMG 100 Construction Orientation

1 Hour

Prerequisites: None

1 hour weekly (1-0)

Construction Orientation is designed to introduce the student to the many career opportunities in the construction industry. The course allows the student the opportunity to ask questions about the industry as a whole. The course also refines construction math skills to help facilitate the other construction management courses.

CMG 101 Building Green

3 Hours

Prerequisites: For students not pursuing a Construction Management major.

3 hours weekly (3-0)

This course is an introduction to new emerging building systems for residential construction. A major focus of this course will be the introduction of green building products and ways to be more energy efficient. That national green building standard will be used as the guidelines for this course.

CMG 104 Building Layout

4 Hours

Prerequisites: None

6 hours weekly (2-4)

The student will perform basic surveying operations necessary for the location, layout, and construction of a building. Techniques will include taping, differential leveling, laying off vertical and horizontal angles, topographic surveys, and construction control surveys.

CMG 105 Estimating Techniques

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course is designed to familiarize the student with construction cost estimating. The five (5) basic elements involved in the estimating process will be covered. These five elements are: (1) working drawings and specifications; (2) subcontractor's bids; (3) quantity take-offs; (4) checklists; and (5) a

summary cost estimate. A major emphasis will be placed on accurate quantity takeoffs.

CMG 107 Construction Document Interpretation

3 Hours

Prerequisites: None

4 hours weekly (2-2)

The purpose of this course is to introduce the student to the various conceptual documents used in the construction process. The primary focus will concentrate on interpretation and visualization of construction blueprints and understanding the use of construction specifications. Residential and commercial projects will be covered.

CMG 108 Construction Materials

4 Hours

Prerequisites: None

6 hours weekly (2-4)

The student will learn about soil properties and how they play a major role in building design and site work. Students will also obtain knowledge of concrete, its physical and mechanical properties, and the design and control of concrete mixes. In the laboratory portion of the class, students will learn the fundamentals of placing, finishing, and testing for quality control.

CMG 110 Wood Frame Construction I

4 Hours

Prerequisites: None

5 hours weekly (3-2)

This course will introduce the student to the basic processes, terminology, procedures, and building components of wood frame construction. With this basic understanding of construction concepts, the student can build a foundation for a career in the construction industry. The course facilitates classroom learning with actual field applications.

CMG 111 Wood Frame Construction II

3 Hours

Prerequisites: None

4 hours weekly (2-2)

This course is a continuation from the wood framing construction course, designed so the student can synthesis a complete residential building. Special emphasis will be directed at the materials and application of these materials to complete the exterior and interior of the building.

CMG 207 Construction Administration

2 Hours

Prerequisites: CMG 105 and CMG 107

2 hours weekly (2-0)

This course is designed to help the student understand the concepts involved with the management and ownership in the construction process. The focus of this course will cover pre-construction through final completion, viewed from the constructor's perspective.

CMG 208 Processes in Estimating

3 Hours

Prerequisites: CMG 105 or consent of instructor

3 hours weekly (3-0)

The course builds upon CMG 105, Estimating Techniques, and will introduce more advanced methods of cost estimating. From a set of blueprints the students will apply man hours, labor costs, and material costs to quantity takeoffs. In a portion of this course the

students will learn to utilize Timberline Corporation's Precision Estimating software package. Students will learn how to interpret data generated and how to modify the computer program to meet their estimating needs.

CMG 209 Environmental Systems

3 Hours

Prerequisites: CMG 105 and CMG 107

3 hours weekly (2-2)

This course is designed to introduce the student to the basic terminology and principles of electrical, plumbing, and air conditioning systems. The student will also gain an understanding of the importance of the respective design engineers in the building process.

CMG 210 Building Renovations

3 Hours

Prerequisites: CMG 110

4 hours weekly (2-2)

Students will acquire knowledge of the techniques and technologies necessary to remodel, repair, or renovate existing residential and commercial buildings. The student will study the design and construction techniques required to convert unused areas into additional living space, make additions to existing structures, upgrade mechanical and electrical systems to meet building codes and repair, renovate, and maintain older buildings.

CMG 211 Commercial Construction

3 Hours

Prerequisites: CMG 108 or consent of instructor.

3 hours weekly (3-0)

The course will acquaint the student with the latest methods, materials, and equipment used within the industry and will familiarize the student with concepts of the construction industry that have stood the test of time. Traditional materials such as reinforced concrete, masonry, steel, and timber will be thoroughly examined in conjunction with recent developments in the construction industry.

CMG 212 Construction Business Management

3 Hours

Prerequisites: CMG 105 and CMG 107

3 hours weekly (3-0)

The student will be introduced to processes and methods of administrative responsibilities, which will help in producing a quality construction project.

CMG 215 Green Building in the 21st Century

3 Hours

Prerequisites: Students must be second year Construction Management majors.

3 hours weekly (3-0)

This course provides an overview of new emerging building systems for single, multi-family and remodeling to meet the national green building standard. The course will also focus on energy efficiency and discuss the impact that construction has on the environment.

CMG 218 CAD for Residential Construction

3 Hours

Prerequisites: Students must be second year Construction Management majors.

4 hours weekly (2-2)

This course will introduce the construction student on how to design and draw plans for

residential construction. The student will utilize software to design a complete set of building plans. The course will focus on construction phases from site design to the completed exterior finishes and landscaping.

CMG 220 Construction Scheduling

3 Hours

Prerequisites: CMG 105 and CMG 107

3 hours weekly (3-0)

This course is an introduction to modern construction scheduling methods and techniques. The application of various scheduling methods will provide an understanding of the importance that time phasing and coordination have on completing a construction project in a timely manner.

CMG 221 Land Development

3 Hours

Prerequisites: Students must be second year Construction Management majors.

4 hours weekly (2-2)

This course will present the social and economic needs, and the legal regulations involved when developing a parcel of land into a housing community. The student will design and calculate the infrastructure to meet the mandated code requirements.

CMG 226 Statics for Structures

3 Hours

3 hours weekly (3-0)

Prerequisites: None

Students will learn fundamental principles of mechanics as they use tables and formulas in the determination of loads and the selection of wooden members and steel connectors which will safely carry these loads on floor and roof systems.

Communication (COM)

COM 105 Forensic Activities

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Students may acquire no more than 4 hours credit and not more than 2 hours per year. Hours are to be secured for participating in forensic activities. Designed to provide students with contest speaking experience and to develop skills in concentrated areas of speech.

COM 115 Speech

IAI – C2 900

3 Hours

Prerequisites: None

3 hours weekly (3-0)

COM 115 combines communication theory with the practice of oral communication skills. This course: (1) develops awareness of the communication process; (2) provides inventional, organizational, and expressive strategies; (3) promotes understanding of an adaptation to a variety of communication contexts; and (4) emphasizes critical skills in listening, reading, thinking, and speaking. Students are expected to prepare and give at least three substantial speeches, including both informative and persuasive speech assignments. All classes require face-to-face performance of the three substantial speeches with the class and the instructor serving as an in-class audience.

COM 116 Interpersonal Communication

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Study of communication theory and its application to interpersonal relations. Relationship skills will be explored, analyzed, and practiced. Among the topics covered are the communication process, the self as communicator, listening, verbal and nonverbal communication, cooperation and conflict management. Students will also develop their individual interpersonal communication skills by increasing their knowledge of behavioral choices in both personal and professional relationships.

COM 121 Advanced Public Speaking

3 Hours

Prerequisites: SPE 115 or consent of instructor

3 hours weekly (3-0)

Advanced principles of speech preparation and presentation; special problems and types of speeches; considerable practice in composition and delivery of speeches.

COM 200 Small Group Communication

3 Hours

Prerequisites: SPE 115 or SPE 116

3 hours weekly (3-0)

This course explores the communication processes that occur in small groups. Students will study and apply communication theory in order to enhance their effectiveness as small group communicators. Focus is given to group formation, group membership, and decision-making and problem-solving procedures.

COM 201 Writing for Mass Media

IAI – MC 919

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Introduction to news writing includes basic techniques of news gathering, reporting, interviewing, computer-assisted reporting, editing, and layout. Some course-work may be published in the student newspaper, The Volunteer.

COM 202 Writing for Mass Media II

3 Hours

Prerequisites: JRN 201

3 hours weekly (3-0)

A continuation of news gathering and writing skills. Coursework will be published in The Volunteer student newspaper. Assignments include investigative re-porting, computer-assisted reporting, and a site visit to a local media outlet.

COM 210 Media Production Practicum

1-4 Hours

Prerequisites: Consent of instructor

4-8 hours weekly

Students earn credit by joining The Volunteer newspaper staff, increasing their proficiency in one or more of the tasks required to produce consistently a high-quality student newspaper. Volunteer staff members gain an understanding of the collaborative nature of newspaper work through active participation in one or more of the following areas: newswriting, editing, news photography, design, layout, and/or advertising. Students use the resources available in and outside the newsroom to increase their skills.

COM 215 Introduction to Mass Media

IAI – MC 911

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This is an introduction to the various types of mass media, their effect on the public, their development, and ways in which the consumer can be perceptive and discriminating.

Cosmetology (COS)

COS 101 Cosmetology Theory I

6 Hours

Prerequisites: None

6 hours weekly (6-0)

This course is a study of professional ethics, personal hygiene and grooming, visual poise, and personality development for application in our daily relationships with others. The study of bacteriology, decontamination, and infection control for application of safe and necessary disinfection methods is emphasized. Also included is the study of hair, skin, and their disorders for use in chemical and physical applications. The basic introduction of anatomy and physiology to be applied in specific skill areas will also be emphasized.

COS 102 Cosmetology Theory II

5 Hours

Prerequisites: COS 101

5 hours weekly (5-0)

The cosmetology program is designed to give students thorough training in the arts, skills, and applied science that deals with the adornment of the hair, skin, and nails. This course is designed to provide the students with a study of basic principles of salon management, nail disorders, preparing a resume, and provide the students with a study of basic principles of electricity and light therapy as applied to beauty science, Illinois law, and chemistry as applied to cosmetics.

COS 111 Cosmetology Lab I

11 Hours

Prerequisites: None

33 hours weekly (0-33)

This course includes demonstrations and lectures by instructors with student participation and application of beauty services which include fingerwaving, hairstyling, application of permanent waving, hair coloring, superfluous hair removal, basic make-up application, and demonstrates how to achieve basic skill areas in shampooing, draping, brushing, thermal waving, blow drying, and hair shaping. Students will exchange beauty services on each other and will perform beauty skills on patrons in the clinic laboratory. Each student is responsible for sanitation duties to be performed in the clinic as required by the Department of Professional Regulation, State of Illinois.

COS 112 Cosmetology Lab II

11 Hours

Prerequisites: COS 111

33 hours weekly (0-33)

This course is a continuation of hairstyling, chemistry and application of permanent waving, chemical hair relaxing and hair transformations and includes review and practice of skill areas taught in Cosmetology III with demonstration and lectures by instructors. Students will participate and demonstrate skills learned through performance by exchanging services on each other and patrons in the

clinical laboratory. Each student is responsible for sanitation duties to be practiced in the clinic laboratory as required by the Department of Professional Regulation, State of Illinois.

COS 113 Cosmetology Lab III

3 Hours

Prerequisites: COS 101, 111

9 hours weekly (0-9)

This course is a review and practice of skill areas taught in previous courses through demonstrations and lectures taught by an instructor. Students will practice skills on each other, mannequins, and clients during laboratory time. Each student is responsible for sanitation duties to be practiced in the laboratory as required by the Department of Professional Regulation, State of Illinois.

COS 114 Cosmetology Internship Program

2 Hours

Prerequisites: COS 101, 111, 750 clock hrs.

10 hours weekly (0-10)

This course is designed to be an extended salon experience, a supplemental, off-campus, on-the-job experience for qualified students.

COS 250 Instructional Strategies

5 Hours

Prerequisites: Valid Illinois Cosmetology License with two years' experience within last five years.

11 hours weekly (2-9)

This course is designed to teach the students various methods of instruction. Teachers should possess an array of teaching strategies in order to meet the widely varying learning styles, interests, and abilities of their students. By providing a variety of teaching methods that are suited to the goals of instruction and the needs of students, the cosmetology teacher will be highly productive and experience satisfaction in the teaching role.

This course will also provide guidelines and strategies for planning, implementing, and maintaining an effective behavior management system in the classroom. The foundation of any behavior management system consists of the behavioral expectations that set the standards for appropriate conduct in the classroom. These expectations are reflected in the teacher's rules, consequences, and procedures.

COS 251 Cosmetology Teacher Program

8 Hours

Prerequisites: Concurrent enrollment in Cosmetology 250. Must have a valid Illinois cosmetology license with a minimum of 2 years full-time work experience within the last 5 years. Letters from clients, managers, etc., verifying 2 years' experience.

16 hours weekly (0-16)

This course is designed to give the student information in practical and theoretical applications used in the classroom and laboratory, which are taught in COS 250, Instructional Strategies. Upon completion of the 256 clock hours, students can make application to the State Board of Cosmetology, Department of Professional Regulations for examination for Cosmetology Teachers License.

COS 260 Cosmetology Review

8 Hours

Prerequisites: Lapsed Cosmetology License

16 hours weekly (0-16)

This course is designed as a refresher course for cosmetologists who need to renew their license or simply update their skills. This program is a

compilation of topics covering the pertinent objectives necessary for the learner to accomplish in order to enter the work force.

Computer Science (CPS)

CPS 176 Introduction to Computer Programming

4 Hours

Prerequisites: MAT 062 or equivalent

5 hours weekly (3-2)

This course provides an initial exposure to computers and programming, fostering competence in a high-level language via hands-on experience. This course serves as a prerequisite for more intensive study of other high-level languages and lays the groundwork for understanding problem-solving and common programming language constructs. Students will be introduced to structured programming methodologies, syntax and semantics of a popular, high-level programming language, algorithm development, and good programming style guidelines. Students will be expected to complete a variety of programming lab assignments both during scheduled lab times and outside of class. This course is also offered as part of a study abroad program. Contact the International Education Coordinator for more information.

CPS 202 Discrete Structures (Also MAT 125)

IAI – CS 915, IAI – MI 905

3 Hours

Prerequisites: MAT 108 or MAT 111 either with a grade of "C" or higher or assessment

3 hours weekly (3-0)

This course is a general education mathematics course which fulfills 3 hours of the core curriculum mathematics requirement. Topics include number systems, sets, relations and functions, logic, Boolean algebra, elementary matrix operations, combinations, permutations, counting techniques, and basic concepts of probability, graphs, and trees. **This course is ordinarily offered in the fall semester in odd numbered years**.

CPS 206 Computer Science I

IAI – CS 911

4 Hours

Prerequisites: CPS 176 Introduction to Computer Programming with a grade of "C" or higher or consent of instructor and MAT 111 Pre-Calculus

5 hours weekly (3-2)

The first in a sequence of courses for majors in Computer Science, Mathematics, and Engineering. Introduces a disciplined approach to problem-solving and algorithm development in addition to an introduction to procedural and data abstraction. Covers: selection, repetition, and sequence control structures; program design, testing, and documentation using good programming style; block-structured high-level programming languages; and arrays, records, and files utilizing a popular, high-level programming language.

CPS 215 Computer Science II

IAI – CS 912

4 Hours

Prerequisites: CPS 206 with a grade of "C" or higher or consent of instructor

5 hours weekly (3-2)

The second in a sequence of courses for majors in Computer Science. Covers: design and implementation of large-scale problems; abstract data types; data structures (files, sets, pointers, lists, stacks, queues, trees, graphs;

program verification and complexity; recursion; dynamic concepts (memory, scope, block structures); text processing; and an introduction to searching and sorting algorithms utilizing a popular, high-level programming language. **This course is offered in the fall semester only**.

Criminal Justice (CRJ)

CRJ 103 Introduction to Criminal Justice

IAI – CRJ 901

3 Hours

Prerequisites: None

3 hours weekly (3-0)

A review of historical and ideological foundations of the criminal justice system; delineation of major patterns of practice and organizational structure; specific focus on and description of the primary components of the criminal justice system and their relationships.

CRJ 105 Criminal Behavior

IAI – CRJ 912

3 Hours

Prerequisites: None

3 hours weekly (3-0)

An introduction to criminological theories and their application to the nature and causes of crime; utilization of theory in the analysis of and attempts to control crime; explanation of the multi-disciplinary aspects of criminology; discussion of interconnected relationship between the criminal justice system, offender, and the victim.

CRJ 115 Policing

3 Hours

Prerequisites: CRJ 103 and 105

3 hours weekly (3-0)

This course examines the law enforcement component of the criminal justice system. The historical and contemporary perspective of policing in America is explored. Various issues such as organization, role, recruitment, patrol, discretion, police-community relations, police accountability, and international comparisons are studied. Upon completion of this course, the student will have an understanding of the internal and societal challenges that confront police on a daily basis.

CRJ 201 Criminal Justice Internship

4 Hours

Prerequisites: Consent of the Dean for Academic Affairs

20 hours weekly (0-20)

An optional internship to give the students supervised on-the-job work experience and exposure to various operations of a criminal justice agency. Students will work in approved work sites in criminal justice agencies for a total of 320 hours. The teacher-coordinator and the on-the-job supervisor will work together to evaluate student trainees in order to help them upgrade skills and strengthen weaknesses. An overall GPA of 2.85 with a 3.0 or better in core courses is required.

CRJ 203 Introduction to Security

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course will introduce the student to public and private security issues. Emphasis will be

placed on history of public and private security agencies, proprietary and contractual organizations of security, security planning, asset protection and loss prevention, physical security and design.

CRJ 205 Survey of Crime Detection Methods

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course enables the student to examine the major theories and techniques of criminal investigation. Upon completion of this course, the student will have an understanding of the techniques of criminal investigation and will have learned some of the skills of investigation. He or she will also have learned the value and techniques of preserving evidence and how the chain of evidence is vital to a successful prosecution.

CRJ 209 Criminal Law

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course covers the substantive criminal law encompassed in the criminal code and the constitutional limits on criminal law. Upon completion of the course, the student will be familiar with the key provisions of the criminal code, including elements of the offenses, parties to crimes, and defenses to criminal liability.

CRJ 210 Introduction to Forensic Investigation

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This is an orientation course dealing with the application of several scientific methods of criminal investigation of crime scenes. Topics discussed will include polygraph, firearms, and tool mark identification, hair and fiber examination, drug analysis, serial numbers restoration, crime scene investigation, and the investigator's role in the post-mortem examination.

CRJ 218 Introduction to Corrections

IAI – CRJ 911

3 Hours

Prerequisites: CRJ 103 and 105

3 hours weekly (3-0)

An examination of the United States correctional system to include; county jails, juvenile facilities, state and federal prison systems. Emphasis will be placed on administration and operational models in both the community and institutional environment, history and evolution of corrections, correctional institution designs, constitutional law considerations, and punishment philosophies.

CRJ 219 Criminal Procedure

3 Hours

Prerequisites: CRJ 209

3 hours weekly (3-0)

This course will examine the due process functions of the criminal law. Upon completion of the course, the student will have an understanding of the law and constitutional considerations concerning probable cause, arrest, search and seizure, stop and frisk, confessions and admissions, and legal evidence. Recent Supreme Court decisions affecting these areas will be covered.

CRJ 220 Probation, Parole, and Community-Based Corrections

3 Hours

Prerequisites: CRJ 103 and 105

3 hours weekly (3-0)

This course will examine alternatives to incarceration and include the history and philosophical foundations of such programs. Special emphasis will be given to probation and parole systems, models of community-based corrections such as group homes, work release programs, and half-way houses. Treatment and rehabilitation methods will also be covered.

CRJ 221 Police Administration

3 Hours

Prerequisites: CRJ 103 and 105

3 hours weekly (3-0)

This course will introduce the student to modern principles of organization and management. The course will provide background in organizational theory, behavior, and administration. Emphasis will be placed on objectives of police operations and future trends in police administration.

CRJ 222 Natural Resource Law Enforcement

3 Hours

Prerequisites: CRJ 103 and 105

3 hours weekly (3-0)

This course is to introduce the criminal justice student to the basic principles of conservation as related to the criminal justice system; protection of natural resources; the legal and administrative considerations affecting conservation areas; legal, administrative, and social factors of the criminal justice system; and the need and basis for trained and qualified personnel.

CRJ 223 Juvenile Justice

IAI – CRJ 914

3 Hours

Prerequisites: CRJ 103 and 105

3 hours weekly (3-0)

This course is a general overview of the juvenile justice system in the United States, with a concentration on the methods available for dealing with juvenile victims and offenders in the State of Illinois. The course includes historical and contemporary perspectives on the justice system's handling of minors as well as definitions of the different categories of juvenile court cases, techniques for treating juvenile victims and offenders, types of foster care and residential treatment facilities available for minors, and types of community-based programs that deal with juvenile offenders. A major portion of the course will deal with delinquency issues, including informal and formal supervision, detention, institutionalization, gangs, and alcohol/drug use by minors.

CRJ 224 H Terrorism and Homeland Security

3 Hours

Prerequisites: CRJ 103, 105, 115, 203, 205, 209 and consent of instructor.

3 hours weekly (3-0)

This course will examine the concept of terrorism, domestic and international terrorism, and the role of Homeland Security. Students will critically examine, analyze, and discuss law enforcement, security and the intelligence community and their efforts confronting terrorism and related disasters. This is an honor's course and consent of instructor is required.

Diagnostic Medical Sonography (DMS)

DMS 104 Diagnostic Ultrasound Foundations

3 Hours

Prerequisites: Acceptance into Diagnostic Medical Sonography Program

3 hours weekly (3-0)

A study of clinical medicine pertinent to sonography including obtaining the clinical history and related clinical signs and symptoms from the patient chart or interview. Diagnostic testing pertinent to the ultrasound diagnosis and specialized medical terminology are discussed and defined. Medication terminology, classification and administration will be introduced. Ultrasound equipment, equipment controls, laboratory setup, and the beginning physical principles associated with diagnostic medical sonography are discussed. Quality control, medical ethics, legal issues, and ergonomics associated with diagnostic medical sonography are discussed and defined.

DMS 200 Medical Physics and Instrumentation

5 Hours

Prerequisites: DMS 104, DMS 202, DMS 204, and

DMS 206

5 hours weekly (5-0)

This course will cover ultrasound instrumentation and the physical principles of sound, ultrasound, and Doppler pertinent to sonography. Emphasis will be placed on propagation principles, transducer parameters, interactive properties of ultrasound with human tissues, and quality control procedures.

DMS 202 Cardiac Anatomy and Physiology

4 Hours

Prerequisites: Acceptance into Diagnostic Medical Sonography Program

4 hours weekly (4-0)

This course is a study of the cardiac and vascular anatomy and physiology in the normal and abnormal patient. The hemodynamics, pathology, and pathophysiology of the cardiac system are discussed and analyzed. The pathology, clinical signs and symptoms, diagnostic testing, and treatment of various cardiac diseases are discussed. This is an Internet course.

DMS 204 Cardiac Ultrasound Imaging/Lab I

6 Hours

Prerequisites: Acceptance into Diagnostic Medical Sonography Program

8 hours weekly (4-4)

This course will cover the basic terminology, anatomy, instrumentation, and physical principles necessary for the student to begin two-dimensional and M-mode ultrasound scanning of the normal heart. The laboratory component of Cardiac Ultrasound Imaging is designed for the student to practice applications of basic scanning techniques and protocols with emphasis on the normal heart.

DMS 206 Cardiac Ultrasound Clinic I

3 Hours

Prerequisites: Acceptance into Diagnostic Medical Sonography Program. The student must have and maintain a current CPR certificate, a negative two-step TB test (or negative chest x-ray) and health insurance.

9 hours weekly (0-9)

This course is a supervised clinical experience, which will cover basic cardiac scanning

techniques and protocols with emphasis on observation of two-dimensional and M-mode scanning of the normal heart. This course is designed for the student to observe applications of the principles and concepts taught in Cardiac Ultrasound Imaging and observe a functioning ultrasound department.

DMS 224 Cardiac Ultrasound Imaging/Lab II

6 Hours

Prerequisites: DMS 104, DMS 202, DMS 204, DMS 206

8 hours weekly (4-4)

This course will cover the basic terminology, anatomy, instrumentation, and physical principles necessary for the student to begin color flow, cardiac Doppler, and two-dimensional and M-mode ultrasound scanning of the abnormal and normal heart. The laboratory component of Cardiac Ultrasound Imaging and Lab II will cover scanning techniques and protocols with emphasis on color flow, cardiac Doppler, and two-dimensional and M-mode ultrasound scanning of the abnormal heart. This course also provides the students the opportunity to practice scanning techniques and protocols. This course is taught with problem-based learning techniques.

DMS 226 Cardiac Ultrasound Clinic II

6 Hours

Prerequisites: DMS 104, DMS 202, DMS 204, DMS 206. The student must have and maintain a current CPR certificate, a negative two-step TB test (or negative chest x-ray) and health insurance.

18 hours weekly (0-18)

The clinical component of Cardiac Ultrasound Imaging II, this course is a supervised clinical experience which will cover cardiac scanning techniques and protocols with emphasis on color flow, cardiac Doppler, and two-dimensional and M-mode ultrasound scanning of the normal heart. This course is designed for the student to practice cardiac ultrasound techniques and observe a functioning ultrasound department.

DMS 230 Cardiac Seminar

2 Hours

Prerequisites: Concurrent enrollment with DMS 246

2 hours weekly (2-0)

Advanced study of cardiac ultrasound physics and echocardiography in preparation for the certifying examinations. A review of case studies and "mock" examinations will help the student to focus on his/her individual problem areas. This is an Internet course.

DMS 236 Cardiac Ultrasound Clinic III

5 Hours

Prerequisites: DMS 200, DMS 224, DMS 226, a current CPR certificate, a negative two-step TB test (or negative chest x-ray) and health insurance

15 hours weekly (0-15)

This course is a continuation of the clinical component of Cardiac Ultrasound Imaging II, and is a supervised clinical experience covering cardiac-scanning techniques and protocols with emphasis on two-dimensional, M-modes, color flow, and cardiac Doppler ultrasound scanning of the normal and abnormal heart. The course is designed for the students to practice cardiac ultrasound techniques and observe a functioning ultrasound department.

DMS 246 Cardiac Ultrasound Clinic IV

10 Hours

Prerequisites: DMS 236, a negative two-step TB test (or negative chest x-ray) and health insurance

30 hours weekly (0-30)

The clinical component of Cardiac Ultrasound Imaging IV is a supervised clinical experience which will cover cardiac scanning techniques and protocols with emphasis on stress, transesophageal, intra-operative, and contrast echocardiograms, echo-guided maneuvers, and provocative measures utilized with echocardiograms.

Dental Assisting (DNA)

DNA 100 Oral and Dental Anatomy

2 Hours

Prerequisites: None

2 hours weekly (2-0)

Dental anatomy is designed to give the student a basic understanding of crown and root development, morphology, and functional and positional relationships of the teeth within the dentition.

DNA 101 Dental Emergencies & Pathology

2 Hours

Prerequisites: Completion of all fall semester DNA courses.

2 hours weekly (2-0)

This course is designed to introduce the student to the signs, symptoms, and treatment of medical emergencies in the dental office, and identify the supplies and materials needed in managing medical emergencies. Basic knowledge about oral pathology and associated terminology will be used to describe deviations from the normal in the patient's mouth.

DNA 102 Dental Assisting Procedures I

4 Hours

Prerequisites: None

6 hours weekly (2-4)

An introduction to the basic equipment, instruments, and procedures associated with the dental office, with emphasis being placed on learning to assist the dentist during four-handed dental procedures utilizing mannequins, demonstrations, and student practice. Principles and procedures of oral diagnosis and treatment planning, tooth numbering and surface annotation, local anesthesia, isolation procedures, and instrument use, care, and sterilization will be presented. The principles of cavity preparation and choice of materials and instrumentation for restoring amalgam and composite restorations will be used.

DNA 103 Dental Assisting Procedures II

2 Hours

Prerequisites: Completion of all fall semester DNA courses.

3 hours weekly (1-2)

This course utilizes the basic knowledge and skills required in DNA 102 to increase skill competency levels in operative dentistry with major emphasis given to principles and procedures of the dental specialties, including endodontics, periodontics, orthodontics, prosthodontics, pedodontics, and oral surgery. Patient care, management, and diagnosis and treatment planning for each specialty area will be presented. Assisting skills will be learned utilizing mannequins, demonstrations, and student practice. This class must be successfully completed before beginning an externship in a dental office.

DNA 104 Dental Radiography I

3 Hours

Prerequisites: None

4 hours weekly (2-2)

This course provides an introduction to dental radiography. The material covered includes basic theory regarding radiography, its equipment and equipment usage, the effects and hazards of radiation, and operator/patient protection during radiographic procedures. The types of exposures included in this course include bitewings and periapicals (bisecting and paralleling). This course provides the student with the technical knowledge needed for positioning, exposing, processing, mounting and evaluating dental radiographs (to the extent of normal anatomy). The student will receive practical experience exposing and processing radiographs on mannequins.

DNA 105 Dental Radiography II

2 Hours

Prerequisites: Completion of all fall semester DNA courses.

3 hours weekly (1-2)

Utilizing the basic knowledge and skills emphasized in DNA 104, this course increases the skill competency levels to prepare diagnostically acceptable intraoral radiographs using paralleling and bisecting techniques. In addition, this course will encompass the techniques for exposing radiographs on children, edentulous patients, and other special populations. Developing skills in the extraoral techniques will be included. The student will receive practical experience exposing radiographs on mannequins and selected patients.

DNA 106 Preventive Dental Health Education

3 Hours

Prerequisites: Completion of all fall semester DNA courses.

4 hours weekly (2-2)

A review of the etiology of dental caries and a study of dental plaque and periodontal disease with emphasis on the prevention and control. The role of the dental assistant in regard to oral health education will be the primary focus. The basic content, including proper nutrition and oral hygiene, directs students toward the ability to practice their communication skills and nutritional counseling skills as they relate to preventive dental health education. The student will receive practical experience for the delivery of dental health education.

DNA 107 Dental Materials

3 Hours

Prerequisites: None

4 hours weekly (2-2)

A study of the physical and chemical properties and origin of dental materials, including the manufacturing process of specific materials. Dental materials is a science dealing with the development, properties, manipulation, care, evolution, and evaluation of materials used in the treatment and prevention of dental diseases. Through the understanding of how basic principles affect the choice, manipulation, patient education, and care of all materials used to assist in rendering dental services, the dental assistant can help ensure the ultimate success of a patient's dental work. Laboratory experiences are designed to develop competency in skills of manipulation and application of the materials to dental procedures.

DNA 108 Head and Neck Anatomy

2 Hours

Prerequisites: None

2 hours weekly (2-0)

Head and Neck Anatomy is designed to give the student a basic understanding of the major anatomical landmarks of the head and neck, their location, innervation, blood supply, and function.

DNA 109 Dental Office Procedures

2 Hours

Prerequisites: Completion of all fall semester DNA courses.

3 hours weekly (1-2)

Business skills needed to function successfully as a dental secretary/office manager will be explored. Written skills (appointment book, accounts receivable and payable, fee collection, and recording) will be stressed. Proper bookkeeping (check writing, statement reconciliation, petty cash, etc.) will be explained and practiced. Prepaid dental care plans, payment plans, and necessary forms will be discussed. Effective oral and written communication with the public will be stressed. The student will receive computer experience using dental software programs. Knowledge and mastery of these procedures will enable the student to assist in the operation of an efficient dental office.

DNA 110 Infection Control

1 Hour

Prerequisites: None

1 hour weekly (1-0)

This course is designed to provide the student with the basic concepts, procedures, and current regulatory mandates related to infection control and the management of hazardous materials for the dental team.

DNA 112 Dental Assisting Externship

5 Hours

Prerequisites: Completion of all fall semester DNA courses.

21 hours weekly (1-20)

A clinical practice learning experience to increase dental assisting skills to job-entry level competency. Clinical assignments in various dental specialty practices, as well as general dentistry practices will provide opportunities for advanced skill development in chairside assisting techniques, clinical support, and business office procedures. Students will demonstrate effective therapeutic communication skills. Ethical, legal, and personal responsibilities, testing and certification requirements, employer-employee relationships, job opportunities, professional development and continuing education, and current techniques/ equipment will be discussed in group sessions.

DNA 113 Oral Embryology & Histology

2 Hours

Prerequisites: None

2 hours weekly (2-0)

Oral Embryology and Histology is designed to provide the student with the knowledge to understand the embryological development and microscopic examination of orofacial organs and structures.

DNA 200 Dental Expanded Functions

3 Hours

Prerequisite: Students enrolling in this course must have the following completed prior to enrollment:

CPR Certification, Successful completion of CODA accredited Dental Assisting Program **OR** Successful completion of the DANB **OR** A Certified letter from a dentist indicating five years of full time work. DNA 100, DNA 101, DNA 106, DNA 108 and DNA 110 must be successfully completed at JALC.

5 hours weekly (1-4)

This condensed course expands the basic knowledge and skills to the current expanded functions allowed in Illinois. This includes coronal polishing, supragingival scaling, placing pit & fissure sealants, starting the flow of oxygen and monitoring of nitrous oxide-oxygen analgesia. The course will be taught with an online component, in addition to face to face lectures, lab and clinical patient experience. Students must complete this course with a grade of 75% or higher. Upon this completion, the student may enroll in DNA 202 Dental Expanded Functions: Restorative.

DNA 202 Dental Expanded functions: Restorative

4 Hours

Prerequisites: Students enrolling in this course must have the following completed prior to enrollment:

CPR Certification, Successful completion of DNA 200 Dental Expanded Functions, Successful completion of CODA accredited Dental Assisting Program **OR** Successful completion of the DANB **OR** A Certified letter from a dentist indicating five years of full time work. DNA 100, DNA 101, DNA 106, DNA 108 and DNA 110 must be successfully completed at JALC.

6 hours weekly (2-4)

This condensed course expands the basic knowledge and skills to the current expanded functions allowed in Illinois. This includes material or digital final impressions, bite registrations, placing and carving, and finishing of amalgam restorations and placing, packing and finishing composite restorations. This class will be taught through online, didactic, lab and clinical patient experience. Students must complete this course with a grade of 75% or higher, along with the observation and approval of eight completed amalgam or composite restorations by a supervising dentist. Upon successful completion of these functions the participant will be awarded a Certificate of Completion in Expanded Functions- Restorative.

Drafting Technology (DRT)

DRT 181 Technical Drafting I

4 Hours

Prerequisites: None

6 hours weekly (2-4)

This is a lecture-laboratory course designed to promote the basic technical skills involved in mechanical drafting. Geometric construction, orthographic projection, sections, auxiliary views, dimensioning, and tolerancing will be studied with the major emphasis on the fundamentals of orthographic projection.

DRT 185 Computer Graphics I

2 Hours

Prerequisites: None

3 hours weekly (1-2)

This course is designed to provide the student with an introduction to the practical uses of computer graphics. The student will become familiar with using a CAD system. The lab will provide hands-on experience.

DRT 192 Blueprint Reading

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Fundamentals of blueprint reading as applied to the welding industry. Basic drafting principles are studied and applied to specific problems.

Early Childhood Education (ECE)

ECE 120 Guiding Play and Learning

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course focuses on play as an integral part of child's learning. It covers play theory and design of the learning environment. Students will learn how to promote prosocial behaviors through supportive relationships and environments within diverse settings and guide self-regulation, prosocial development and task engagement of children. Emphasis is placed on appropriate ways to guide children in their play activities and routines, and ways to develop creativity in children.

ECE 125 Young Children and the Arts

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course focuses on the development of creativity in young children. Students will be taught methods and curriculum that foster creativity in graphic expression, music, and creative movement among preschool and primary school children.

ECE 150 Infancy Development

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course introduces students to the beginnings of human life including reproduction, conception, pregnancy stages, pregnancy difficulties, and quality infant and toddler child care. The study of child development theory, research, and implications for child care practices from birth to 36 months is a major focus of the course. Emphasis is also placed upon NAEYC's developmentally appropriate practices for infants and toddlers; and providing culturally sensitive care to diverse families.

ECE 151 Health, Safety, and Nutrition

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course provides an overview of the health, safety, and nutritional needs of young children and early childhood practices to ensure children's well-being in group settings birth to age eight. Content includes roles and responsibilities of adults in meeting children's needs, healthy life style practices, childhood illnesses and injuries, meeting health, nutrition, and safety standards, and planning nutritionally appropriate meals. Information on program planning, curriculum, current issues, and parent education in regard to health and safety will also be discussed.

ECE 155 The Early Childhood Profession

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course will introduce students to the broad field of early childhood education to include an overview of diverse early childhood programs and settings; career opportunities and professional personnel; history and philosophy; legislation impacting child care; and major child and family issues. Emphasis will be placed on value clarification, making the right career choice, and personal and professional development as preparation for working with children, parents, and staff. Understanding of developmentally appropriate practices and quality programming will be fostered through classroom and field experiences.

ECE 160 Child, Growth and Development

IAI – ECE 912

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course is designed to acquaint students with theories and principles of development from preschool-middle childhood. At the end of the semester, the student should have developed an understanding of the physical, social, emotional, cognitive, and language development of children and ways in which adults can support and enhance their development. Theories discussed include Piaget, Erikson, Vygotsky, Watson, and others. Students are introduced to DCFS guidelines and NAEYC's developmentally appropriate practices. Students enrolled in ECE 160 receive practical experience, three hours per week, in Logan's Preschool.

ECE 161 Early Childhood Practicum

1 Hour

Prerequisite: ECE 160, Minimum Grade: C or

Concurrent enrollment in ECE 160

3 hours weekly (0-2)

This course is designed to provide students with hands-on experience in working with young children. Students will engage in the practical application of child development knowledge and professional teaching practices with infants, toddlers and preschool children in the JALC Preschool or another approved early childhood facility. The student will work with young children three hours per week under the direct supervision of a qualified professional. The college instructor will coordinate the learning experience, including performance assessments.

ECE 171 Family Child Care Practicum

1 hour

Prerequisites: ECE 140, Minimum Grade: C

ECE 151, Minimum Grade: C

ECE 160, Minimum Grade: C

2 hours weekly (0-2)

In this course students will receive hands-on experience working with children in a home setting as well as a center based child care setting. Students will compare and contrast these two different child care settings. Students will engage in the practical application of child development knowledge and professional teaching practices with multi-age groups. The student will work with children two hours per week under the direct supervision of a qualified professional. The college instructor will coordinate the learning experience, including performance assessments. Fifty percent of this lab time must occur in a licensed

family child care home and 50% of this lab time must occur in a licensed child care center. This course will fulfill the practicum experience requirements for the Illinois Gateways to Opportunity, Family Child Care Credential.

ECE 220 Infant Toddler Curriculum

3 Hours

Prerequisite: None

3 hours weekly (3-0)

This course is designed to provide students with the knowledge and skills for planning and implementing developmentally appropriate curriculum for children birth to three years. The importance of high quality infant toddler care environments will be discussed to include: room arrangement, activities and materials, daily routines, transactions, health and safety, promoting nurturing relationships and learning through play. Emphasis will be placed upon meeting the needs of the whole child (physical, social, emotional, language and cognitive), assessment and documentation and developing positive relationships with diverse families.

ECE 240 Observation and Assessment

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course is designed to demonstrate to the student how to do authentic, alternative, classroom-based assessment on young children. It will further provide the student with the knowledge and skills to interpret and use the information gained to plan curriculum that is responsive to and supportive of children's learning and development. Students will have the opportunity to engage in assessment processes through means of classroom observations, providing each student with a stronger understanding of child development skills. Students will take responsibility for using a variety of age, developmentally, linguistically, and culturally appropriate formal and informal assessments to gather and share information on each child's skills, abilities, interests, and needs, birth through age eight.

ECE 245 The Exceptional Child

IAI-ECE 913

3 Hours

Prerequisites: PSY 132 and PSY 262

3 hours weekly (3-0)

This survey course provides an overview of educational and evidence-based strategies supporting children with exceptional cognitive, social, physical, and emotional needs. Identification, intervention strategies, methods, and programs to meet the needs of children are presented. Study of applicable federal and state laws and requirements conducted, including: Individuals with Disabilities Education Act, Individualized Family Service Plan, Individualized Education Programs, and inclusive programming. Fulfills requirements of School Code 25.25.

ECE 260 Child, Family & Community Relations

IAI-ECE 915

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course is designed to provide students with the knowledge and skills needed to work successfully with families and parent groups in individual, group, school and community settings. The focus will be on strengthening adult-child relationships and parent staff relationships in home, school and community. Settings. An awareness of strategies in developing positive and supportive

relationships with families of young children with special needs, including the legal and philosophical basis for family participation; family-centered services; and strategies for working with socially, culturally and linguistically diverse families will be included. Family involvement in early childhood programs and parent education will be stressed.

ECE 265 Early Childhood Curriculum

3 Hours

Prerequisites: None

5 hours weekly (3-0)

This course teaches the principles involved in planning, implementing and evaluating developmentally appropriate curriculum for young children. The course focuses on relationships among developmental theory, philosophy and reflective practice. Development of curriculum based on the individual needs and interests of young children and the analysis of a wide range of early childhood curriculum models is emphasized. Course content also includes writing lesson plans, classroom management, observing and documenting the child's progress and meeting Illinois Learning Standards.

ECE 266 Preschool Administration

3 Hours

Prerequisites: ECE 150, 160, 265, 267

3 hours weekly (3-0)

This course is an orientation to supervisory and administrative operations of preschool centers. Consideration is given to staffing, public relations, equipment, budgets, parent-school relationships, policies, and managerial duties. Community services available to support preschool centers will also be discussed.

ECE 267 Child Care Laboratory I

5 Hours

Prerequisites: ECE 150, 160, 265

15 hours weekly (0-15)

This course involves actual work experience with young children that will give the student an opportunity to apply knowledge of child development theory and principles of developmentally appropriate care and education. The student will assist the supervising teacher with guiding children, implementing activities, and maintaining a clean, safe, and attractive environment.

Note: Combined enrollment of ECE 267 and 268 will not exceed 22 students.

ECE 268 Child Care Laboratory II

5 Hours

Prerequisites: ECE 267

15 hours weekly (0-15)

This course will provide the student with additional work experience with children in an early childhood setting. The student is expected to gradually take more initiative in assisting the supervising teacher in the classroom. The experience will include observing and analyzing children's behavior; planning and implementing developmentally appropriate activities/ lessons; using positive discipline techniques; maintaining a clean, safe, and attractive classroom; and helping children to develop their potential socially, emotionally, physically, and intellectually.

ECE 272 Language and Literacy Development

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course is a study of language and literacy development beginning in infancy and progressing through the primary years. Emphasis will be placed on promoting family literacy, approaches to reading and writing instruction, application of research to practice, and evaluation of commercialized instructional programs. Students will be introduced to elementary school reading programs, reading problems, and remediation concerns.

ECE 279 Management Internship

4 Hours

Prerequisites: Career Early Childhood Education

AAS Degree

20 hours weekly (0-20)

This course will provide students with advance management experience in an early childhood facility selected by the College to meet Illinois Director Credential requirements. The student will work in the facility 300 contact hours (20 hrs. per wk). This experience will primarily involve job shadowing a seasoned program administrator, interviewing, performing tasks assigned by the administrator/site supervisor; as well as completing projects assigned by the College instructor.

ECE 280 Professional Development

4 Hours

Prerequisites: Early Childhood Education AAS Degree

8 hours weekly (0-8)

This course was designed to assist students in fulfilling the professional contribution component of the Illinois Director's Credential (IDC). The IDC requires students to demonstrate professional commitment and leadership in the field of early childhood education through active engagement in professional endeavors beyond the scope of daily management of a center. The course instructor will provide support, supervision and guidance as students explore professional development opportunities, develop their plans, and engage in professional activities. Course requirements will be met via independent study and approved field experiences.

Economics (ECO)

ECO 201 Introduction to Macroeconomics

IAI – S3 901

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This introductory course emphasizes macroeconomic theory and application. Major topics include basic economic principles; capitalism vs. socialism; supply and demand analysis; resource allocation; evaluation of the major macroeconomic problems; inflation and deflation; employment and unemployment; national income accounting and theories; economic roles of households, business, government, and foreign sector; the business cycle including economic fluctuations, stability and growth; Classical, Keynesian, and monetarist economic theories, fiscal policy, monetary policy; money and banking, international economics and the world economy.

ECO 202 Introduction to Microeconomics

IAI – S3 902

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This introductory course emphasizes microeconomic theory and application. Major topics include basic economic principles; capitalism vs. socialism; supply and demand analysis; resource allocation; behavior of the consumer; price theories including price and output determination, and the behavior of the firm under varying market structures; monopoly problems, including antitrust and regulation; factor markets with emphasis on the labor market; income distribution and poverty; international economics and the world economy.

Education (EDC)

EDC 200 Introduction to Education

3 Hours

Prerequisites: None

4 hours weekly (2-2)

EDC 200 provides a comprehensive overview of American education and the teaching profession. The course examines the theoretical and philosophical basis of American education, school governance, curriculum, financing, legal, ethical and professional issues in education. Students are introduced to the spectrum of student diversity; the assets individual students bring to learning across the curriculum, and the influence social, economic, cultural, and linguistic experiences have in developing a learning community in which individual differences are respected and meaningful learning opportunities are created for all students.

Students may be required to pass a background check in order to fulfill classroom observation requirements.

EDC 202 Human Growth, Development, & Learning

3 Hours

Prerequisites: PSY 132 with a grade of "C" or higher

4 hours weekly (2-2)

This course is an overview of human growth, development and learning from conception through the adult lifespan. Major areas of human development, including physical, social, emotional, and cognitive, and the interaction among these areas, are considered. This course will examine theoretical and research-based understandings of principles of human development as well as dynamics of human behavior and social relations. Multicultural and pluralistic topics affecting development, including characteristics and concerns between and within diverse groups nationally and internationally area explored.

Students may be required to pass a background check in order to fulfill classroom observation requirements.

EDC 203 Schooling in a Diverse Society

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course is an overview of American education as both a professional and a public enterprise. Social, historical, and philosophical foundations are considered to give perspective to current issues, policies, and trends in the field of education. The course will examine how schooling is shaped by the social contexts in

which it occurs, particularly in multicultural and global contexts.

Students may be required to pass a background check in order to fulfill classroom observation requirements.

EDC 208 Characteristics and Methods for Teaching Exceptional Children

3 Hours

Prerequisites: EDC 200, EDC 202, PSY 132

3 hours weekly (3-0)

This course is designed for pre-service teachers who serve children and youth with disabilities in general education classrooms. The course focuses on essential disability characteristics; data-based decision-making; scientifically-based academic and behavioral interventions/strategies; differentiated instruction; accommodations; and forming and sustaining collaborative relationships. Each of these areas will be addressed by assigned readings, lecture, and other assignments and activities.

Students may be required to pass a background check in order to fulfill classroom observation requirements.

EDC 210 Regular Education Observation

1 Hour

Prerequisites: 30 hours of successful coursework (20 at John A. Logan College); or consent of instructor; comprehensive GPA of 2.75

2 hours weekly (0-2)

This course is designed to introduce education students to the learning/teaching environment. The field observation experience is related to concepts introduced in program coursework. Activities are assigned so that students are directed through a sequence of planning, implementation, and reflection. In addition, various activities are given by the cooperating teacher to familiarize students with various roles of the teacher.

Students may be required to pass a background check in order to fulfill classroom observation requirements.

EDC 211 Special Education Observation

3.5 Hours

Prerequisites: 30 hours of successful coursework (20 at John A. Logan College); or consent of instructor: comprehensive GPA of 2.75

7 hours weekly (0-7)

This course is designed to enable special education majors to obtain field experiences. The field observation experience is related to concepts introduced in program coursework. Activities are assigned so that students are directed through a sequence of planning, implementation, and reflection. This course requires 100 hours of supervised clinical experience.

Students may be required to pass a background check in order to fulfill classroom observation requirements.

EDC 212 Paraprofessional/Practicum

3 Hours

Prerequisites: Students must have completed at least 30 credit hours or obtain permission of the instructor.

6 hours weekly (0-6)

This course is designed for people working as paraprofessionals in educational settings and for people who desire to work in educational settings in paraprofessional roles. A student who is already working in an education setting may use that setting for the practicum provided

that individual arrangements are agreed upon by the instructor, supervising teacher and student. Students may be required to pass a background check in order to fulfill classroom observation requirements.

Engineering Graphics (EGR)

EGR 101 Engineering Graphics

IAI – EGR 941

3 Hours

Prerequisites: None

5 hours weekly (2-3)

This course is designed primarily as an introduction to engineering design and graphics. Topics covered include: design problems, sketching, dimensioning, tolerancing, multi-view presentation, auxiliary views, sections views and working drawings. Students will design, build and present a project involving problem solving skills learned throughout the course.

Electronics (ELT)

ELT 102 Basic Electricity and Wiring

4 Hours

Prerequisites: None

6 hours weekly (2-4)

This course is designed to give students a basic understanding of industrial electricity and power systems to include industrial control circuits.

ELT 103 Applied DC/AC Circuits

4 Hours

Prerequisites: ELT 102

6 hours weekly (2-4)

This course is designed to introduce the student to applied DC/AC circuits. DC topics will include the study of Superposition Theorem, filters, Voltage dividers. AC circuit analysis will include sinusoidal sources, RMS calculations, resonant circuits, capacitive and inductive time constants, series and parallel resonance, and transformers will be covered. Students will use the theory learned in the classroom to design and construct circuits in the laboratory, computer simulation software will also be used. Test equipment will be used to take measurements and to perform basic trouble.

ELT 104 Introduction to VFDs

2 Hours

Prerequisites: ELT 102 and MFT 103 both with a grade of "C" or higher

3 hours weekly (1-2)

This course will introduce the student to variable frequency drive through theory and hands-on labs. The topics will include variable frequency drive safety, operation, setup, programming basic wiring and troubleshooting.

ELT 111 Digital Electronics I

3 Hours

Prerequisites: None

8 hours weekly (2-2)

This course will introduce students to basic digital technology. Number systems and basic and complex gate systems will be covered. Digital systems will be analyzed using techniques of Boolean algebra and Karnaugh mapping.

ELT 112 Digital Electronics II

3 Hours

Prerequisites: ELT 111 with a grade of "C" or higher

4 hours weekly (2-2)

This course continues the study of digital electronics technology through combinational and sequential logic systems, troubleshooting and advanced design techniques. The theory of operation of sequential logic circuitry that uses shift registers and counters will be explored. Hands-on labs will support the theories introduced in this course.

ELT 150 Applied Solid State Electronics

3 Hours

Prerequisites: ELT 102

4 hours weekly (2-2)

This course is designed to introduce the student to solid state devices, controls, and their applications. Basic theory of operation and troubleshooting practices will be introduced using meters and the oscilloscopes. Some of the devices covered will include diodes, transistor amplifiers, thyristors, and operational amplifiers.

ELT 151 Applied Solid State Circuits

3 Hours

Prerequisites: ELT 150

4 hours weekly (2-2)

This course is designed to introduce the student to applied solid-state circuits. Topics include the AC analysis transistor amplifier. Op amps integrators and differentiators, and active filters. Students will use the theory learned in the classroom to design and construct circuits in the laboratory.

ELT 170 Biomedical Instrumentation I

3 Hours

Prerequisites: ELT 102 and ELT 111 both with a grade of "C" or higher

4 hours weekly (2-2)

This course is one of three courses in a sequence that covers biomedical instrumentation and regulations. This course will cover safety, regulations, and monitoring systems.

ELT 200 Introduction to Microprocessors

3 Hours

Prerequisites: ELT 102, ELT 111

4 hours weekly (2-2)

The instruction, demonstration, and practice of beginning machine language programming of the Motorola 68000 microprocessor to be followed by an introduction to basic interfacing techniques.

ELT 210 A+ Preparation Essentials

3 Hours

Prerequisites: None

4 hours weekly (2-2)

CompTIA A+ Essentials validates knowledge of basic computer hardware and software systems, covering skills such as installation, building, upgrading, repairing, configuring, troubleshooting, and preventive maintenance, along with elements of security and soft skills. The Essentials Exam validates the basic skills needed by any entry-level service technician regardless of job environment.

ELT 214 A+ Preparation IT Technician

3 Hours

Prerequisites: None

4 hours weekly (2-2)

The CompTIA A+ Technician (220-602) exam is targeted for individuals who intend to work in a mobile or corporate technical environment with a high level of face-to-face client interaction. The CompTIA IT Technician (220-602) is for the candidate who has already passed the CompTIA A+ Essentials examination. Candidates who pass both the CompTIA A+ Essential and exam 220-602 will be CompTIA A+ certified with the IT Technician designation.

ELT 215 IOT and Embedded Systems

3 Hours

Prerequisites: ELT 102 and ELT 111 both with a grade of "C" or higher

4 hours weekly (2-2)

This course examines current micro-controller and SOC (system on a chip) hardware as embedded systems including current applications of hardware and software in the Internet of Things (IOT). Specific low-cost consumer micro-controllers and modern applications of the technology are examined, including various software and hardware interfacing.

ELT 218 Introduction to Network Technologies

3 Hours

Prerequisites: None

4 hours weekly (2-2)

This course is designed to allow students to obtain the skills necessary to work as an entry level network technician. The course is vendor neutral and allows the student to gain experience in network installation and administration. The successful student will be prepared to take the CompTIA Net + exam.

ELT 220 Linear Integrated Circuits

3 Hours

Prerequisites: ELT 151

4 hours weekly (2-2)

This course will introduce the student to applications of various devices covered in digital and solid states, such as switching and sensing devices. Various industrial power systems and equipment, such as load centers and motor and control circuits, will be covered.

ELT 224 Power Distribution and Motors

3 Hours

Prerequisites: ELT 102 or consent of instructor

4 hours weekly (2-2)

This course will be concerned with power distribution systems and motor loads. Both three phase and single phase will be discussed.

ELT 243 Renewable Energy Systems

3 Hours

Prerequisites: ELT 102 or HAC 102 with a minimum grade of "C"

4 hours weekly (2-2)

Students will develop knowledge in the solar energy technologies field. They will learn the various types of solar systems and how to set up a solar energy system. Also general maintenance and cost calculations will be covered.

ELT 250 Biomedical Instrumentation II

3 Hours

Prerequisites: ELT 102 with a minimum grade of "C"

ELT 111 with a minimum grade of "C"

4 hours weekly (2-2)

This course is one of three in a sequence that covers biomedical instrumentation and regulations. This course covers laboratory, life support, portable, and therapeutic equipment.

ELT 270 Introduction to Smart Grid

3 Hours

Prerequisites: ELT 102 or HAC 102 with a minimum grade of "C"

4 hours weekly (2-2)

This course will explore smart grid technology and how it applies to today's industries. The use of smart grid technology can help residential and commercial individuals to be more aware of their energy usage. Topics covered in this course will include: safety, traditional grid construction and operation, Smart grid operation, Smart grid communications, retrofits that may enhance energy management effectiveness for smart grid users & an over view of green energy systems building codes and compliance requirements. Also included will be hands-on labs that will allow the student to gain experience using today's industry hardware.

ELT 280 Biomedical Instrumentation III

3 Hours

Prerequisites: ELT 250 with a grade of "C" or higher

4 hours weekly (2-2)

This course is a continuation of Biomedical Instrumentation I and II and covers operating room equipment, diagnostic imaging equipment, medical specific test equipment and healthcare information technology for technicians.

Emergency Medical Services (EMS)

EMS 248 Emergency Medical Responder

4 hours

Prerequisite: None

5 hours weekly (3-2)

This course is an introduction to the Emergency Management Services programs. Students will participate in patient assessment education and evaluation.

EMS 250 Paramedic I

12 Hours

Prerequisites: EMT 111 or equivalent, ALH 101 or valid CPR-Healthcare Provider Card

14 hours weekly (10-4)

This course expands on the basic EMT level material in the areas of medical, legal, moral, and ethical responsibilities, and human anatomy and physiology. Patient assessment will be comprehensive and evoke critical thinking concepts. Anatomy and physiology will be covered in preparation for EMS 251. Students must meet all health requirements to participate in clinical and internship activities.

EMS 251 Paramedic II

9 Hours

Prerequisites: EMS 250, ALH 101 or valid CPR-Healthcare Provider Card, current Illinois EMT-Basic or EMT-Intermediate

11 hours weekly (7-4)

This course introduces students to the anatomy and physiology of the cardiovascular system, emphasizing the structure, function, and electrical conduction system of the heart, and the pathophysiology and emergency management of the cardiovascular system. The student will study the EKG interpretation and treatment of various arrhythmias and specific treatment techniques, including CPR, EKG, monitoring, defibrillation and cardioversion. The student will also study and show proficiency in advanced airway techniques and demonstrate an understanding of pharmacology and medications administered by the paramedic.

EMS 251A Paramedic II Clinical

3 hours

Prerequisite: A valid CPR Healthcare Provider Card, current Illinois EMT-Basic, EMS 250 and concurrently enrolled in EMS 251.

12 hours weekly (0-12)

This course is designed to present the expected medical objectives of EMS 251 in a supervised work environment. This course will also expose the student to patient care skills they will utilize while working as a paramedic, under appropriate supervision.

EMS 252 Paramedic III

9 Hours

Prerequisites: EMS 250 and EMS 251, valid CPR-Healthcare Provider Card, current Illinois EMT-Basic or EMT-Intermediate

11 hours weekly (7-4)

This course is a continuation of EMS 251 covering advanced body systems. The student will first learn the management of hemorrhage in the patient followed by shock and its effects on body systems, and how the nervous system relates to trauma and medical emergencies. The student will also explore additional body systems including endocrine, gastrointestinal, and integumentary.

EMS 252 A Paramedic III Clinical

3 Hours

Prerequisite: Prerequisite: EMT 111, ALH 101, EMS 250, EMS 251, EMS 251A, or equivalents. Concurrent enrollment in EMS 252.

This course is designed to present the expected medical objectives of EMS 252 in a supervised work environment. This course will also expose the student to patient care skills they will utilize while working as a paramedic, under appropriate supervision.

EMS 253 Paramedic IV

9 Hours

Prerequisites: ALH 101, EMS 252, EMS 252A

11 hours weekly (7-4)

This course is a continuation of EMS 252 that will expand into specific types of patients and special circumstances in EMS. Students will learn about hematology, infectious diseases, patients with behavioral and/or psychiatric disorders, physical disabilities, pediatrics, and geriatrics, with special emphasis on personal safety and patient care. Students will also learn techniques of emergency childbirth, be able to identify obstetrical emergencies, respond to hazardous emergencies and explain the incident command system.

EMS 253 A Paramedic IV Internship

3 Hours

Prerequisite: EMT 111, ALH 101, EMS 250, EMS 251, EMS 251A, EMS 252, EMS 252A or equivalents. Concurrent enrollment in EMS 253

12 hours weekly (0-12)

This course is designed to present the expected medical objectives of EMS 253 in a supervised work environment. This course will also expose the student to patient care skills they will utilize while working as a paramedic, under appropriate supervision.

EMS 255 Paramedic Professional Development

0.5-4.0 Hours

Pre-requisite: EMS 251, EMT 114 or equivalent

Hours weekly:Variable

This course is designed to meet professional development requirements for existing EMT Intermediates and Paramedics. All topics in the paramedic courses will be presented during the course.

Emergency Medical Technician (EMT)

EMT 111 Emergency Medical Technician I

12 Hours

Prerequisites: 18 years of age, H. S. diploma or equivalency. ALH 101, student must possess valid CPR-Healthcare Provider Card certification prior to the end of the EMT 111 course.

16 hours weekly (8-8)

This course is designed to provide the student with techniques of emergency care and transportation of the sick and injured. Emphasis is also placed on the legal and ethical responsibilities of the EMT, anatomy and physiology of the human body, resuscitation and defibrillation, techniques of using emergency equipment, and incident management.

EMT 114 EMT Professional Development

0.5-4.0 hours

Prerequisite: EMT 111 or equivalent

Hours weekly: Variable

This course is designed to meet professional development requirements for existing EMT's. All topics affiliated with the EMT curriculum will be presented during this course.

English (ENG)

ENG 050 Basic Reading & Writing

5 Hours

Prerequisites: None

5 hours weekly (5-0)

This course introduces students to reading and writing skills necessary for success in college. Students learn to understand and remember better what they read. Writing assignments require them to engage in a process of planning, drafting, revising, and editing. Editing skills (grammar, punctuation, and spelling) are emphasized throughout the semester.

This is a developmental course which is used to calculate GPA at John A. Logan College, but does not transfer.

ENG 052 Developmental Writing Skills

5 Hours

Prerequisites: None

5 hours weekly (5-0)

Developmental writing enables students to gain confidence in their writing ability through journal writing, reacting to personal reading,

and writing for a variety of purposes. Students also develop peer-revising skills that enable them to recognize strengths and weaknesses in their own and others' writings. While this course is not designed for transfer, it prepares students to succeed in English 101 and assists them in developing the communication skills they will need in their chosen occupational field. Students must earn a grade of "C" or higher in order to progress to ENG 101.

This is a developmental course which is used to calculate GPA at John A. Logan College, but does not transfer.

ENG 053 Developmental Reading Skills

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This is a "slice of college life" approach which involves students in a lively and immediate application of the reading process. Students will learn previewing, underlining/highlighting, marginal note taking, locating and defining key concepts, mapping, and summarizing. In addition, students will learn to manage time, to take effective classroom notes, and to prepare for and take objective and essay examinations. The course will be devoted to the direct application of these strategies to content area materials.

This is a developmental course which is used to calculate GPA at John A. Logan College, but does not transfer.

ENG 055 Composition Literacy

3 Hours

Co-Requisite: Concurrent Enrollment in ENG 101

3 hours weekly (3-0)

Co-requisite sections of Composition Literacy enable students to gain confidence in their writing ability through journal writing, reacting to personal reading, and writing for a variety of purposes. Students also develop peer-revising skills that enable them to recognize strengths and weaknesses in their own and others' writings. Additionally, students benefit from writing workshops and one-on-one teaching meant to promote successful completion of a concurrent section of ENG 101. Students must earn a grade of "C" or higher in both ENG 055 and ENG 101 to progress to ENG 102**.**

ENG 101 English Composition I

IAI – C1 900

3 Hours

Mandatory Testing: Prerequisite scores on Accuplacer Exam: Reading Comprehension 70 plus Sentence Skills 75 or higher OR combined score of 150 or higher.

OR

ACT score of 20 or higher in English and Reading

OR

SAT: Evidence-based reading and writing ≥ 480

Prerequisites: **OR** ENG 052 (grade of "C" or higher)
3 hours weekly (3-0)

The primary objective of English 101 is to write effective expository prose. ENG 101 emphasizes the use of standard English and appropriate sentence structures in unified, developed, and coherent paragraphs and essays. Writing assignments require various rhetorical modes as students learn the process of writing. The course also includes an introduction to research skills and research writing.

ENG 102 English Composition II

IAI – C1 901R

3 Hours

Prerequisites: ENG 101 or ENG 113 (either with a grade of "C" or higher)

3 hours weekly (3-0)

In this course students further develop skills in writing expository prose. English 102 is a research writing course. Assignments include documented, multi-source writing in one or two papers for a combined total of at least 2,500 words in the final, graded version(s).

ENG 103 Creative Writing

3 Hours

Prerequisites: ENG 101

3 hours weekly (3-0)

In this course, students release as much imagination and craft on paper as possible by means of fictional and non-fictional sketch and exercise essays. The emphasis is on exercise. We will strive with the time and ability at our disposal to do the best work possible.

This course is also offered as part of a study abroad program. Contact the International Education Coordinator for more information.

ENG 113 Professional Technical Writing

IAI-C1 900R

3 Hours

Prerequisite: None

3 hours weekly (3-0)

Technical writing is a composition course especially for engineering, science, social science, and vocational-technical students. Encompassing many different approaches to solving specific communication problems and emphasizing critical thinking skills, this course covers the written communication required in a job situation in the technical fields.

French (FRE*)*

FRE 101 Elementary French I

4 Hours

Prerequisites: None

4 hours weekly (4-0)

Emphasis on conversation with vocabulary building, grammar rules, and pronunciation practice. Language laboratory is required.

FRE 102 Elementary French II

4 Hours

Prerequisites: FRE 101 or consent of instructor

4 hours weekly (4-0)

Continuation of FRE 101 with new vocabulary, reading of French prose, oral practice, and writing. The grammatical structures of the language will be studied, expanding to past tenses and the subjunctive. Language laboratory is required.

FRE 201 Intermediate French I

4 Hours

Prerequisites: FRE 102 or consent of instructor

4 hours weekly (4-0)

Review and application of essential principles of French grammar structure and training in idiomatic usage through oral and written exercises; intensive practice of spoken language; reading of French literature with emphasis on French culture and civilization; required language laboratory assignments.

FRE 202 Intermediate French II

IAI – HI 900

4 Hours

Prerequisites: FRE 201 or consent of instructor

4 hours weekly (4-0)

Continuation of FRE 201 with summary of grammatical aspects of the language; refining conversation skills; strong emphasis on enhanced writing skills; and rapid reading of representational French language prose, arts, and cultures. In addition, composition writing and an oral exam will be part of the course. Language laboratory is required.

Geography (GEO)

GEO 112 Regional Geography

IAI – S4 900N

3 Hours

Prerequisites: None

3 hours weekly (3-0)

An introduction to regional geography is an attempt to study and use geographic concepts and structures in relation to specific regions and countries. Focus is on key countries in the seven continents of the world.

GEO 216 American Regional Geography

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Study of contemporary world cultures and the interrelationships with geographic structure and regions. Includes human origins and distribution, population, migration, health, climate, culture, language, settlements, industry, and agriculture.

This course is also offered as part of a study abroad program. Contact the International Education Coordinator for more information

German (GER)

GER 101 Elementary German

4 Hours

Prerequisites: None

4 hours weekly (4-0)

Emphasis on grammar, vocabulary, pronunciation, and composition. Language laboratory is required.

This course is also offered as part of a study abroad program. Contact the International Education Coordinator for more information.

GER 102 Elementary German

4 Hours

Prerequisites: GER 101 or consent of instructor

4 hours weekly (4-0)

Continuation of GER 101 with new vocabulary, reading of German prose, oral practice, and writing. The grammatical structures of the language will be studied, expanding to past tenses and the subjunctive. Language laboratory is required.

GER 201 Intermediate German

4 Hours

Prerequisites: GER 102 or consent of instructor

4 hours weekly (4-0)

Review and application of essential principles of German grammar structure and training in idiomatic usage through oral and written exercises; intensive practice of spoken language; reading of German literature with emphasis on cultural aspects of the German-speaking world, arts, and civilizations. In

addition, an oral exam will be part of the course. Language Laboratory is required.

GER 202 Intermediate German

IAI – HI 900

4 Hours

Prerequisites: GER 201 or consent of instructor

4 hours weekly (4-0)

Graphics Design (GRD)

5 Hours

Prerequisites: None

8 hours weekly (2-6)

Study of basic design principles related to business and the advertising industry. Individual projects will include problems in typography, logo designs, corporate identity systems, and business forms using traditional tools and computer graphics software. Windows-based computers will be used in conjunction with Adobe Photoshop, InDesign, and Illustrator software.

GRD 120 Graphics Design II

5 Hours

Prerequisites: GRD 110 Graphics Design I or consent of instructor

8 hours weekly (2-6)

Study of the fundamentals of advertising design. Students continue with advanced studies of design principles, research and formats, layout, and create advertising and editorial designs for magazines and books. Windows-based computers will be used in conjunction with Photoshop Illustrator, and Adobe Acrobat.

Continuation of GER 201 with summary of grammatical aspects of the language; refining conversational skills; strong emphasis on enhanced writing skills; and rapid reading of representational German language prose, arts, and cultures. In addition, composition writing and an oral exam will be part of the course. Language laboratory is required.

GRD 110 Graphics Design

GRD 210 Graphics Design III

5 Hours

Prerequisites: GRD 120 Graphics Design II or consent of instructor

8 hours weekly (2-6)

Study of multimedia and includes focus areas such as presentation, animation, marketing, video/DVD composition, instructional design, print technology, typography, and photographic design. Windows- based computers will be used in conjunction with Photoshop.

GRD 220 Animation

3 Hours

Prerequisites: None

5 hours weekly (1-4)

Study of animation principles related to the movie and TV advertising industry. Individual projects will include composition, time and space, layering, masking, special effects, and lighting. Windows based computers will be used in conjunction with other effects software.

GRD 230 Video Production

3 Hours

Prerequisites: None

5 hours weekly (1-4)

Study of basic skills and terms involved in television production. Projects will include set-up, lighting, gathering audio and recording video for corporate production, news, short-films and commercials. Windows based computers will be used in conjunction with Adobe Premiere and other effects software.

Heating and Air Conditioning (HAC)

HAC 102 Residential Electrical Wiring

4 Hours

Prerequisites: None

6 hours weekly (2-4)

The students will be introduced to basic residential wiring practices used in modern electrical installations. The course will focus on all aspects of residential wiring installation, parts ID, and circuit analysis. Hands-on knowledge of wiring of switches, 3-way switches, 4-way switches, load centers, lighting and duplex receptacles will be covered. This course will follow all NEC codes and standards for safety and wire sizing.

HAC 105 Basic Sheet Metal Layout

3 Hours

Prerequisites: None

4 hours weekly (2-2)

A basic course for sheet metal pattern layout techniques as used in residential air conditioning and ventilation.

HAC 106 Advanced Sheet Metal Layout

2 Hours

Prerequisites: HAC 105

4 hours weekly (0-4)

An advanced course for sheet metal layout techniques as used in residential and commercial air conditioning and ventilation systems. The triangulation method of sheet metal layout will be emphasized in this course.

HAC 107 Electrical Controls and Circuitry

3 Hours

Prerequisites: ELT 102 or HAC 102

4 hours weekly (2-2)

The student is introduced to air conditioning, heating, and refrigeration controls circuitry as well as solid state electronic controls. Proper troubleshooting techniques as well as safety will be covered.

HAC 121 Heating I

4 Hours

Prerequisites: None

6 hours weekly (2-4)

An introduction to heating, ventilation, and air conditioning systems. Maintenance and repair of gas, oil, and hydronic furnaces will be covered.

HAC 122 Heating II

4 Hours

Prerequisites: HAC 121

6 hours weekly (2-4)

Introduction to air distribution, air cleaning, and calculation of heat loads. Special emphasis will be placed on electric furnace testing and servicing along with heat load calculations.

HAC 131 Refrigeration and Air Conditioning I

4 Hours

Prerequisites: None

6 hours weekly (2-4)

This course covers the fundamentals of refrigeration, refrigeration cycle, and basic refrigeration systems. Compression systems, refrigeration controls, charging, evacuating, and refrigeration tools and materials will be covered.

HAC 132 Refrigeration and Air Conditioning II

4 Hours

Prerequisites: HAC 131

6 hours weekly (2-4)

This course covers the operation and design of window units and split systems. Air conditioning controls and troubleshooting will also be covered. Special emphasis will be placed on psychrometrics, troubleshooting, and system design.

HAC 140 Weatherization

3 Hours

Prerequisites: None

4 hours weekly (2-2)

This course covers the process of implementing cost effective energy efficiency measures that increase the comfort and durability of the home.

HAC 142 Commercial Refrigeration

4 Hours

Prerequisites: HAC 131

5 hours weekly (3-2)

This course is designed to introduce the student to the operation and application of commercial refrigeration, evaporators, condensers, compressors, expansion devices, and related system components. Troubleshooting and typical operating conditions will be studied.

HAC 207 Advanced Controls and Circuitry

3 Hours

Prerequisites: HAC 102 & HAC 107

4 hours weekly (2-2)

An introduction to more advanced controls used in the HVAC/R industry for operational, energy management, and diagnostic applications. This course will cover programmable temperature controls/thermostats, Direct Digital Control (DDC) applications, and Energy Management Systems (EMS) as they apply to heating and air conditioning.

HAC 222 Advanced Heating Systems

3 Hours

Prerequisites: HAC 121, HAC 122

4 hours weekly (2-2)

An introduction to more advanced heat pump systems, including dual fuel applications. Emphasis on air-to-air and geothermal heat pumps.

HAC 224 Geothermal Systems

3 Hours

Prerequisites: None

4 hours weekly (2-2)

This course covers Geothermal as it is used in the HVAC industry. Basic concepts of geothermal installation, design, maintenance, and troubleshooting will be covered. This class will also cover refrigeration theory, heat

transfer, payback, current tax incentives, common problems and pricing geothermal systems.

HAC 240 Installation of HVAC Systems

3 Hours

Prerequisites: HAC 121, HAC 131

5 hours weekly (1-4)

Student will develop advanced skills and knowledge of the installation and start-up of residential heating and air conditioning systems. Focuses on installation code requirements and start-up procedures for residential heating and air conditioning systems. Tools safety and add-on purchases will also be covered.

HAC 279 ICE Testing

2 Hours

Prerequisites: None

2 hours weekly (2-0)

This course is designed to help prepare the student to pass the ICE Exams. The Industry Competency Exams were organized by the ARI (Air Conditioning and Refrigeration Institute) to encourage high standards in education HVAC installation, service, and maintenance.

History (HIS)

HIS 101 Western Civilization I

IAI – H2 901

3 Hours

Prerequisites: None

3 hours weekly (3-0)

History of Europe to 1715. Attention is given to Mesopotamia, Egypt, Greece and Rome, Middle Ages society and church, the growth of urban culture and trade, the rise of kings, European exploration of other parts of the world, and the emergence of nation states. Emphasis is on broad social, intellectual, religious, and political movements that shaped Europe on the verge of the modern era.

HIS 102 Western Civilization II

IAI – H2 902

3 Hours

Prerequisites: None

3 hours weekly (3-0)

History of Europe since 1650. Beginning with the rise of nation states in the seventeenth century, this course traces the intellectual, political, religious, and social trends that formed the modern world. Important elements include the Scientific Revolution, the political transformations beginning with the American and French Revolutions, the rise of industry, imperialism, the world wars, and the direction of Western culture in the Cold War and after.

HIS 103 World Civilizations I

IAI – S2 912N

3 Hours

Prerequisites: None

3 hours weekly (3-0)

History of world cultures, including those of Africa, Asia, Europe, and the Americas, from prehistory to the Age of Exploration. The course will deal with the emergence of cultures, economic and political developments, and especially the relations between different cultures as they expanded into contact with each other.

HIS 104 World Civilizations II

IAI – S2 913N

3 Hours

Prerequisites: None

3 hours weekly (3-0)

History of world cultures, including those of Africa, Asia, Europe, and the Americas, from the Age of Exploration to the present. The course will deal with all aspects of culture, economic and political development, and the increasing interrelatedness of cultures.

HIS 110 Twentieth Century America

3 Hours

Prerequisites: None

3 hours weekly (3-0)

History of the United States since 1900. Areas of emphasis include political changes during the century; social changes, including class, gender, and region; the impact of the world wars and the wars in Korea and Vietnam; technology and its effects; and the United States in an increasingly interdependent world community.

HIS 112 The Twentieth Century World

3 Hours

Prerequisites: None

3 hours weekly (3-0)

History of the world from 1900 to the present. Attention is given to the issue of imperialism, the world wars, the Cold War and the period after the fall of Communism. The focus is on political, economic, and social changes, and the evolution of the world system from one of a few great powers to an increasingly interdependent model.

HIS 201 United States History I

IAI – S2 900

3 Hours

Prerequisites: None

3 hours weekly (3-0)

The origins of American culture from exploration through settlement and the founding of the United States. Emphasis is given to social, religious, economic, and political factors that shaped and continue to shape American civilization. Colonization, development of American identity, rebellion against Great Britain, the writing of the Constitution, and the evolving cultures of North and South are addressed. The course culminates in the sectional crisis, the Civil War, and Reconstruction.

HIS 202 United States History II

IAI – S2 901

3 Hours

Prerequisites: None

3 hours weekly (3-0)

United States History from Reconstruction to the present. Emphasis is placed on the importance of industrialization and the rise of business in transforming both North and South, and the significance of responses of workers, farmers, religious figures, and others to the social and economic transformation of America. The Progressive Movement, New Deal, New Frontier, Great Society, and other domestic issues are presented, along with the role of the United States in the world wars and the Cold War, and the post-Cold War role of the United States as superpower.

HIS 211 Modern American History: 1920-1939 (The Twenties, The Depression, and The New Deal)

3 Hours

Prerequisites: None

3 hours weekly (3-0)

A study of the contrasts in American social and economic life in the 1920s and the effects of the Great Depression of the 1930s on American attitudes, both national and local. Attention is also given to the major domestic political events of the period. This course is designed for history majors and minors and others desiring a social science elective.

HIS 213 Eastern Civilizations

IAI – H2 903N

3 Hours

Prerequisites: None

3 hours weekly (3-0)

A survey of the history of China and Japan from prehistory to the present. Special attention is given to the ways these non-Western societies organized and governed themselves, and to the art and literature of East Asia. Further emphasis is given to Asian religious outlooks (Confucian, Taoist, Buddhist, and Shinto) that underlie modern Asian values. The interaction of East Asia with Europe and the United States in the last two centuries is also considered.

HIS 216I Modern Britain

3 Hours

Prerequisites: Students enrolled in a study abroad program. (Contact the International Education Coordinator for more information.)

3 hours weekly (3-0)

A survey of the history of England. Includes political, economic, religious, cultural, social and diplomatic aspects.

HIS 223 The African-American Experience

3 Hours

Prerequisites: None

3 hours weekly (3-0)

History of African-American culture from African origins to the present. This course deals with social, economic, literary, religious, and ideological factors as they relate to African origins, the transatlantic slave trade, the cultures formed within slavery in the Americas, the impact of the American Revolution, the antislavery movement, Civil War, and Reconstruction, the Jim Crow era of segregation, and twentieth century moves toward civil rights.

HIS 260I British History to 1714

3 Hours

Prerequisites: Students enrolled in a study abroad program. (Contact the International Education Coordinator for more information.)

3 hours weekly (3-0)

A survey course covering the political, social, economic, and cultural history of Britain to 1714.

Health Information Technology (HIT)

HIT 206 Medical Insurance and Billing Procedures

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course provides a study of the claim forms and billing guidelines set forth by major health

insurance companies, Medicare, Medicaid, Workman's Compensation and military health funds.

HIT 217 Medical Terminology

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This is an introduction to medical terminology which includes word building principles; basic anatomy and physiology; key anatomical and physiological terms; combining forms, suffixes, and prefixes. In addition, students will learn how to listen critically for important terms, respond to others using medical terminology, and generate their own terminology-rich writing and speech.

Health (HTH)

HTH 100 Human Nutrition

3 hours

Prerequisite: None

3 hours weekly (3-0)

This course is an introductory course in human nutrition. It will focus on the basic understanding of nutrition and its impact on health. Students will be introduced to the basic nutrients, their uses and functions in the body, and their sources. Nutrition throughout the lifespan will be discussed. Current topics and trends in nutrition will be discussed, including strategies to promote healthy eating choices.

HTH 110 Health Education

2 Hours

Prerequisites: None

2 hours weekly (2-0)

Designed to provide a sound knowledge of health in order to favorably influence the student's attitudes, habits, and practices pertaining to the physical, mental, social, and emotional environments. This is a course in critical decision making for personal health and lifestyle choices.

HTH 120 Human Sexuality

3 Hours

Prerequisites: None

3 hours weekly (3-0)

The course provides a comprehensive introduction to the biological, psychological, social, historical, and cultural aspects of human sexuality. Course design encourages students to better understand their own sexuality, to increase students' awareness of sexuality throughout the life cycle, to describe human sexuality in precise and objective language, to learn to make responsible sexual decisions, to become aware of issues in the area of sexual health, and to enhance students' understanding of sexual intimacy.

HTH 135 Drug Abuse & Alcohol Education

2 Hours

Prerequisites: None

2 hours weekly (2-0)

This course is designed to provide students with an understanding of drug use in our society. This course will increase the student's awareness of alternatives to drug use and increase decision making skills.

HTH 150 Stress and Its Management

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course provides a comprehensive introduction to stress and its management as it integrates the mental, emotional, physical, social, and spiritual aspects of well-being. It emphasizes theoretical concepts regarding the causes of stress, symptoms stress can produce, and practical methods utilized to deal with each. Emphasis is placed on the students' identification of particular stressors in their daily lives and the practical application of stress management techniques that work best for them.

HTH 250 Wellness for Women

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Over the last 25 years, there has been a growing interest in the unique health issues of women. The feminine life cycle is a new field of study. The course is intended to provide a comprehensive study of the physical, emotional, spiritual, and social wellness areas for women. Men as well as women can benefit from the information provided in this course.

Humanities (HUM)

HUM 120/PSC 120 Latin American Civilization

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Latin American Civilization is an interdisciplinary course combining the social sciences and humanities. The course will examine Latin American history, politics, religion, geography, languages, culture, music, and art. Students will study the diversity of the peoples of Central and South America and throughout the Caribbean. One of the central purposes is to present students with the opportunity to learn about the complexity and richness of people and nations of the Latin American region. Nations such as Mexico, Brazil, Costa Rica, Colombia, Chile, and Ecuador will be featured in the course.

This course is also offered as part of a study abroad program. Contact the International Education Coordinator for more information.

HUM 124I Humanities Field Experience

3 Hours

Prerequisite: Students enrolled in a study abroad program. (Contact the International Education Coordinator for more information.)

3 hours weekly (3-0)

This course develops an appreciation of a country's culture through a greater understanding of art, music, literature, philosophy, geography, history and other cultural aspects. The travel component of the course synthesizes the topics studied and enhances knowledge of the new culture.

HUM 125I Irish Experience

3 Hours

Prerequisite: Students enrolled in a study abroad program. (Contact the International Education Coordinator for more information.)

3 hours weekly (3-0)

This course provides an introduction to Irish life and culture for international learners at Carlow College. Classroom discussions are integrated with guided and independent field trips to provide learners with both the tools to

appreciate Irish culture and the opportunity to gain access to that culture during their semester in Ireland.

HUM 200I Understanding Austria

3 Hours

Prerequisites: Students enrolled in a study abroad program. (Contact the International Education Coordinator for more information.)

3 hours weekly (3-0)

This course is an introduction to Austrian history and culture. It focuses on the historical, musical and artistic heritage of Austria ending with a survey of Austrian life today.

Industrial Maintenance (IDM)

IDM 120 Safety and Environmental Management

2 Hours

Prerequisites: None

2 hours weekly (2-0)

This course is designed to provide the student with an understanding of proper safety precautions involved in using various shop equipment and solutions. Also, proper material handling, storage, and disposal of hazardous materials are discussed.

IDM 207 Building Mechanics and Maintenance

4 Hours

Prerequisites: None

6 hours weekly (2-4)

This course is designed to introduce the student to construction processes, procedures and techniques as they may apply to agricultural mechanics and or facility management. A major emphasis of this course will be applied applications of proper tool usage and procedures for basic carpentry, concrete/masonry, plumbing, electrical, welding and small engines.

IDM 210 Hydraulics and Pneumatics

4 Hours

Prerequisites: None

6 hours weekly (2-2)

A study of basic industrial fluid power systems common to automated industrial equipment, including hydraulic and pneumatic.

Independent Study (IDS)

IDS 199 Independent Study

1-4 Hours

This course provides students with an opportunity to pursue supervised study on an independent basis for academic work in subject areas offered by John A. Logan College. Each proposal for independent study must be submitted in written form through the appropriate department chairperson for approval by the Vice-President for Instruction. Each approved independent study project must be supervised by a faculty member. Students must submit proposals prior to the first week of classes. Forms are available from the Office of the Vice-President for Instruction.

Industrial Processes (IND)

IND 121 Manufacturing Processes I

2 Hours

Prerequisites: None

4 hours weekly (0-4)

This course is an introductory study of conventional machining processes. The student will become familiar with machine shop safety, hand tools, precision measurement,

identification of materials, machinability, layout, metal cutting, drilling, turning, milling, and grinding machines. The students will also be introduced to computer numerical control (CNC) programming and machine processes.

IND 122 CAD/CAM Operations

2 Hours

Prerequisites: IND 121 or DRT 185

4 hours weekly (0-4)

This course is designed to provide advanced machining experience in the use of CAD/CAM machining processes. The students will develop the drawing, part program, text files, and document files using Auto-CAD and EZ-CAM software. The students will use their programs to produce various component parts as assigned. Various applications of 2D and 3D machining techniques will be emphasized as they apply to CNC machining operations.

IND 138 Industrial Seminar

1 Hour

Prerequisites: None

1 hour weekly (1-0) or block schedule

An orientation to the jobs available in the field. The class sessions include lectures by the instructor and representatives in related fields as well as class discussion, projects, and individual research.

IND 201 Metallurgy

2 Hours

Prerequisites: None

2 hours weekly (2-0)

A study of the fundamental characteristics and properties of metals and alloys, elementary theories of bonding, crystal structure, deformation phenomena, and phase relationships in binary alloys. Annealing and heat treatment of alloys with major emphasis on iron-carbon alloys.

Internship (INT)

This internship course provides students with an opportunity to combine professional experience with academic credit as it relates to their education and career goals. Students will learn about, observe, and work in areas that expand on their academic courses in a particular discipline. The internship will be planned and monitored so a student obtains specific learning objectives. Seventy-five (75) hours are required for one credit. This course is variable credit and repeatable to a maximum of four semester hours that may apply to a degree or certificate.

Interpreter Preparation (IPP)

IPP 101 ASL/Non-IPP Majors

4 Hours

Prerequisites: None

4 hours weekly (3-1)

This course is designed for students who have no knowledge of American Sign Language. The focus of this course will be on developing both expressive and receptive skills in basic ASL to allow students to function comfortably in a variety of communication situations. The course introduces conversational ASL vocabulary, grammatical principles and syntax. Fingerspelling and Deaf culture are also introduced.

IPP 102 ASL/Non-IPP Majors

4 Hours

Prerequisites: IPP 101 with a grade of “C” or higher

3 hours weekly (3-1)

This course is a continuation of American Sign Language 101. The focus of this course is to further develop both expressive and receptive skills in basic ASL. New ASL vocabulary, grammatical principles, and syntax will be introduced. Deaf culture will continue to be studied in this course.

IPP 111 Nonverbal Language

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course examines the profound and overlooked contribution of nonverbal behavior to the communication processes, particularly in American Sign Language. It compares and contrasts actions rather than speech and signs. Nonverbal language is inseparable from the feelings that we knowingly or inadvertently project in our everyday social interaction and determines the effectiveness and well-being of our intimate, social, and working relationships. Facial expressions, postures, movements, and gestures are so important that when our words/signs contradict the silent messages contained within them, others mistrust what we say, for they rely almost completely on what we do. Additionally, this course lays the foundation for learning American Sign Language by concentrating on body language, natural gestures, and facial expressions.

IPP 144 ASL Classifiers

3 Hours

Prerequisites: IPP 141

3 hours weekly (3-0)

This course will provide the opportunity for students to enhance their use of classifiers. Classifiers, not used in the English language, are one of the most difficult parts of the American Sign Language for students to learn. Content will be explored using games and activities and a CD text.

IPP 151 Deaf Studies/Culture

3 Hours

Prerequisites: IPP 111, 141

3 hours weekly (3-0)

This course is designed to provide students with awareness and in-depth information on the history of the deaf world/deaf community with its embedded cultural traditions from a sociological and humanistic viewpoint on deafness.

IPP 201 Introduction to Interpreting

4 Hours

Prerequisites: IPP 111, 141 with a grade of "C" or higher

5 hours weekly (3-2)

This course is designed to introduce students to the basic concepts and vocabulary in the field of interpreting. We will focus on the psychological impact of having interpreters involved in the communication event. Students will participate in a cultural role play to begin to understand the feelings of people on every side of the communication. Students will also be exposed to working interpreters through structured observations.

IPP 211 ASL Linguistics I

3 Hours

Prerequisites: IPP 142

3 hours weekly (3-0)

This course will introduce students to the basic linguistic principles behind ASL in an effort to continue their development of sign language skills. The students will develop knowledge of the structure of the language to complement

their proficiency in language use. The phonological rules of ASL and English will also be studied. A grade of "C" or higher in IPP 141 and 142 must be achieved to advance to second-year classes.

IPP 212 ASL Linguistics II

3 Hours

Prerequisites: IPP 211

3 hours weekly (3-0)

A continuation of the first semester course in ASL Linguistics, this course is also designed to reinforce the students' acquisition of language skills in ASL by providing the knowledge competency component. This course focuses on the morphology, syntax and use of ASL. A grade of "C" or higher in IPP 141 and 142 must be achieved to advance to the second-year classes.

IPP 222 Interpreting ASL to English

4 Hours

Prerequisites: IPP 201

6 hours weekly (2-4)

This course explores the theory and skills necessary to interpret from an American Sign Language text to appropriate spoken English. This course will explore the concepts of register, processing time, and the interpretation process. Course materials will be sequenced from paraphrasing, translation, consecutive interpretation, and simultaneous interpretation. Emphasis will be placed on message equivalence and appropriate vocabulary choices. A grade of "C" or higher in IPP 141 and 142 must be achieved to advance to second-year classes.

IPP 223 Introduction to Transliterating

3 Hours

Prerequisites: IPP 143, 211, 231

6 hours weekly (2-4)

This course explores the theory and skills necessary to transliterate and shows in which contexts transliteration is used. In class, students will practice transliterating in conceptually accurate ASL signs and principles executed in English word order. Course materials will be sequenced from preschool to adult-level material and from non-technical to technical use of vocabulary. Emphasis will be placed on speed, conceptual accuracy, fingerspelling, and appropriate vocabulary. A grade of "C" or higher in IPP 141 and 142 must be achieved to advance to second-year classes.

IPP 226 Seminar in Interpreting

3 Hours

Prerequisites: Completion or near completion of an interpreting program and/or work experience as a sign language interpreter

3 hours weekly (3-0)

Seminar in Interpreting provides a forum for professional development for working interpreters. Participants generate the topics for discussion, research those topics, and present an online paper about their chosen topic. These topics are then discussed by the class online, with the author of the paper as discussion leader.

IPP 231 Interpreting I

4 Hours

Prerequisites: IPP 141, 142, 201

6 hours weekly (2-4)

This course focuses on the acquisition of the interpreting process. Students develop processing skills by paraphrasing, translating, consecutive interpreting, and finally simultaneously interpreting spoken and signed

messages. Ethical decision making will be reinforced. Diagnostic observation of working interpreters will also be a focus of this course. A grade of "C" or higher in IPP 141 and 142 must be achieved to advance to second-year classes.

IPP 240 – Fingerspelling and Numbers

3 Hours

Prerequisites: IPP 142

3 hours weekly (3-0)

Interpreters must understand and be able to produce fingerspelled words and numbers. This course is intended to give students the tools and vocabulary needed to improve their reading and production of fingerspelling and numbers used discreetly or in monologues or dialogues.

IPP 249 Field Experience I

3 Hours

Prerequisites: IPP 201
ASL 142-Minimum Grade of "C"

7 hours weekly (2-5)

This practicum will expose students to business practices in the field of interpreting, such as taxes, invoicing and insurance. This course will also provide interpreting experiences, continued observation of working interpreters, exploration of the RID Code of Professional Conduct, and continued interaction with deaf and hard-of-hearing people. The students will participate in a two-hour seminar session per week and five hours of practicum per week.

IPP 250 Field Experience II

3 Hours

Prerequisites: IPP 249

11 hours weekly (1-10)

This practicum will expose students to interpreting experiences, continued observation of working interpreters, and continued interaction with deaf and hard-of-hearing people. The students will meet with the instructor one hour per week to submit invoiced work hours and discuss any concerns or challenges experienced in the field. Students will also complete ten hours of practicum per week (160 hours).

IPP 251 Interpreting II

4 Hours

Prerequisites: IPP 231

6 hours weekly (2-4)

This course is a continuation of Interpreting I. The students will simultaneously interpret various spoken and signed texts and participate in role plays related to settings in which interpreters work. Vocabulary development will also be an emphasis and discussions of the application of ethical principles to various situations. A grade of "C" or higher in IPP 141 and 142 must be achieved to advance to second-year classes.

IPP 275 Evaluation Preparation

3 Hours

Prerequisites: For students nearing completion of their interpreter program, and working interpreters preparing to take interpreter evaluations.

3 hours weekly (3-0)

This course is intended to provide useful information for sign language interpreters preparing to take written or performance evaluations. In this course we will explore evaluations, what to expect and relaxation techniques to help interpreters do their best in the "hot seat".

IPP 277 Interpreting for Deaf-Blind Persons

3 Hours

Prerequisites: Interpreting skill, interest for deaf-blind individuals.

3 hours weekly (3-0)

This course explores interpreting for deaf-blind individuals. It is somewhat self-paced, with assessments at various points in the course.

IPP 278 ASL Vocabulary Building I

3 Hours

Prerequisites: IPP 142 with a grade of "C" or higher. Students in the Educational Interpreting Professional Program are working interpreters and qualify for admission to this course.

3 hours weekly (3-0)

This course is intended to supplement American Sign Language vocabulary development. Vocabulary is presented through weekly, themed activities using individual assignments and group discussions. Emphasis is placed on developing a conceptual understanding and application of concepts rather than a word-for-sign exchange.

IPP 279 ASL Vocabulary Building II

3 Hours

Prerequisites: IPP 278 with a grade of "C" or higher.

3 hours weekly (3-0)

This course is intended to supplement an American Sign Language class and provide additional language development. The structure includes individual lessons with targeted vocabulary presented via short video clips. Each lesson has an online quiz testing receptive knowledge of the previously presented ASL signs.

Interdisciplinary (Special) Topics (ITD)

ITD 152 Death and Dying

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course presents an interdisciplinary analysis of death and dying. Topics to be covered include definitions of death; cultural, social, and psychological aspects of these topics; children and death; dying patients and their survivors; euthanasia; suicide; the right to die; and other related matters. The course is accepted as a College-wide elective.

ITD 200 A to H Special Topics in Social Science

1 to 3 Hours

Prerequisites: Consent of instructor

1 to 3 hours weekly

This course provides a study of special topics and problems in social science through an interdisciplinary approach. Study may be through lecture, readings, discussions, guided research, travel, and field trips. Topics may vary from semester to semester and must be approved by the social science chairperson.

ITD 200

A	Anthropology
B	Geography
C	History
D	Political Science
E	Education
F	Sociology
G	Travel/Study

H Psychology

ITD 201 Special Topics in Humanities

1-3 Hours

Prerequisites: Consent of instructor

1-3 hours weekly ((1-3)-0)

This course provides a study of special topics and/or problems in humanities through reading, discussions, guided research, and field trips. Topics vary from semester to semester and must be approved by the humanities chairperson. On-site visitations and travel will be included.

ITD 204 Special Topics in Health & Public Service

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course is designed to explore the life and culture of other countries. Through an interdisciplinary approach, the history, cultural, and social aspects of other countries will be studied. On-site visitations and travel will be included.

ITD 205 Special Topics: Irish Studies

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Interdisciplinary study of Irish culture, with emphasis on literature and social change. Topics will include Irish history, mythology, poetry, film, politics, and sociology. The conflict between Great Britain and Ireland will be a major focus of the course.

ITD 206 Special Topics: Model Illinois Government

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course provides a study of special topics and problems through an interdisciplinary approach. Students prepare for and participate in the Model Illinois Government simulation located in Springfield, Illinois.

English as a Second Language (LIN)

LIN 101 English Composition for International Students I

3 Hours

Prerequisites: TOEFEL score of 520 + and concurrent enrollment in LIN 104

3 hours weekly (3-0)

Non-native speakers of English learn to write effective expository prose, focusing on particular second-language problems. The course emphasizes the use of standard English and appropriate sentence structures in unified, developed, and coherent paragraphs and essays. Writing assignments are based on assigned readings and require various patterns of development as students learn the writing process. The course also includes an introduction to research skills and research writing. This course is equivalent to ENG 101.

LIN 102 English Composition for International Students II

3 Hours

Prerequisites: LIN 101 and LIN 104

3 hours weekly (3-0)

Non-native speakers of English further develop skills in writing expository prose. LIN 102 is

literature-based and includes documented research analysis of at least one of the literary genres (poetry, drama, or fiction). This course is equivalent to ENG 102.

LIN 104 Grammar for International Students

2 Hours

Prerequisites: TOEFEL score of 520+ and concurrent enrollment in LIN 101

2 hours weekly (2-0)

This course is an intensive review of English sentence structure and punctuation for non-native speakers. Students study the system of the English language and the rules that operate within that system. Since the course is taken concurrently with LIN 101, students have practical opportunities to apply their developing grammatical skills as they edit essays.

This is a developmental course which is used to calculate GPA at John A. Logan College, but does not transfer.

Literature (LIT)

LIT 210 British Literature

IAI H3 912

3 Hours

Prerequisite: ENG 101

3 hours weekly (3-0)

This is a survey and analysis of masterpieces of English literature from Beowulf to the present.

LIT 230 American Literature

IAI-H3 914

3 Hours

Prerequisite: None

3 hours weekly (3-0)

This course surveys the literature of the United States from its beginning to the present. Critical analysis will focus on the shaping of various American identities during early American history and how those identities have evolved within contemporary American life. Readings may include poetry, drama, essays, fiction, and literary criticism. All readings will be processed through writing assignments that emphasize critical thinking, creativity, and exposure to various rhetorical forms..

LIT 235 The American Short Story

IAI – H3 901

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course introduces students to a detailed study of the American short story. Students will increase their enjoyment and understanding of this literary form by reading a variety of texts and writers. Students are expected to use literary terms effectively and to analyze prose in class discussions and formal essays.

LIT 236 Introduction to Drama

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course is designed to deepen understanding, appreciation and ability to critically analyze drama, by reading, discussing and writing about plays from the ancient Greeks to modern theater. The focus will be on various dramatic forms, on the elements and structure of drama, and on the role of theater in effecting social change. Students are required to attend and critique a live dramatic performance.

LIT 264 Literature for Children

IAI – H3 918

3 Hours

Prerequisites: ENG 101 or better with a grade of "C" or higher.

3 hours weekly (3-0)

This course introduces students to the best that has been written for children or is appropriate for them. The coursework includes a study of the history of children's literature, child development and literature, types of children's literature, and methods of sharing literature with children. Classroom work will focus on the literary and artistic elements of the works. Students will learn to evaluate and select age-appropriate literature and extension activities for children from pre-school through middle school.

This course is also offered as part of a study abroad program. Contact the International Education Coordinator for more information.

LIT 275 The Art of the Cinema

IAI – F2 909

3 Hours

Prerequisites: ENG 101

3 hours weekly (3-0)

This survey course is a study of the art of motion pictures and will include not only a literary and historical approach to the motion picture industry, but also a study of the techniques of motion picture production. An essential part of the course is the requirement to understand cinematic and literary terms and their applications. The student is also expected to develop a concept of what constitutes excellence in film production.

This course is also offered as part of a study abroad program. Contact the International Education Coordinator for more information.

LIT 280 Introduction to Literature

IAI – H3 900

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course offers an introduction to fiction, poetry, and drama from a variety of time periods and cultural backgrounds. Students learn to interpret and critically analyze literature.

This course is also offered as part of a study abroad program. Contact the International Education Coordinator for more information.

LIT 281 Introduction to Mythology

IAI – H9 901

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Introduction to Mythology introduces students to the major mythological stories of various world cultures, particularly those of ancient Greece and Rome, with emphasis on the roles of the gods and of the major characters. The stories are analyzed for their recurring themes, their relationship to modern literature, and their influence on the culture of the Western world.

LIT 284 Ethnic Literature in America

IAI – H3 910D

3 Hours

Prerequisites: ENG 101

3 hours weekly (3-0)

This course is an introduction to contemporary ethnic literature with the primary focus on important Asian-American, African-American, Native American, and Latino writers. Students will explore critical socio-economic, political, and cultural themes with an emphasis on these concepts: the similarities and differences within and among ethnic groups, the changing demographics of America, the dynamic nature of ethnicity, and the effects of stereotyping.

LIT 295 Women in Literature

IAI – H3 911D

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course introduces students to literary masterpieces written by female writers. By juxtaposing traditional and non-traditional roles for
women, students discover how stereotypical images may be transcended. Students will read short fiction, poetry, and drama by a wide variety of writers to develop an understanding of the diversity within each of the literary genres and the multi-dimensional nature of women's selfhood through the ages.

Machine Tools (MAC)

MAC 150 Machine Tool Operations

2 Hours

Prerequisites: Concurrent enrollment in MAC 151, 152, 153

2 hours weekly (2-0)

This course is an introductory study of shop safety, measurement and layout techniques, drills and tapping procedures, materials and fasteners, hand tools, lathes, milling operations, beginning manual CNC part programming operations, and supportive equipment used in the machine tool industry.

MAC 151 Machine Tool laboratory

2 Hours

Prerequisites: MAC 150, IND 121, or consent of instructor

4 hours weekly (0-4)

This course provides laboratory experiences involved in basic drilling operations, machines, holding devices, taps, tapping, reaming, countersinking, counterboring, boring operations, mechanical hardware, and fastening devices as used by the machinist.

MAC 152 Machine Tool Laboratory

2 Hours

Prerequisites: MAC 150, IND 121, or consent of instructor

4 hours weekly (0-4)

This course is designed to provide laboratory experiences emphasizing conventional turning processes. Turning operations using tapering, external and internal threading, four-jaw chucking procedures, indicating, radius turning, and turning between centers will be emphasized.

MAC 153 Machine Tool Laboratory

2 Hours

Prerequisites: MAC 150, IND 121, or consent of instructor

4 hours weekly (0-4)

This course is designed to provide laboratory experiences using conventional vertical and horizontal milling techniques. The student will complete assignments with emphasis on milling set-ups, feeds and speeds, holding jigs and

fixtures, flycutting, end milling, and indicating and alignment procedures necessary to develop skills in milling. Introductory CNC milling concepts will also be emphasized.

MAC 154 Introduction to CNC

2 Hours

Prerequisites: None

2 hours weekly (2-0)

An introductory course in the study of numerical control (NC) and computer numerical control (CNC) machine processes. Emphasis will be placed on NC fundamentals, punched tape controls, computer-controlled operations, basic machine codes, and manual part programming.

MAC 155 Machine Tool Laboratory

2 Hours

Prerequisites: MAC 152, 153

4 hours weekly (0-4)

This course is a continuation of the study of precision measuring techniques with emphasis on the use of the surface plate, height gage, sine bar, gage blocks, layout procedures, and thread measurement. Advanced conventional and CNC turning and milling assignments will be used to apply these measuring skills.

MAC 156 Machine Tool Laboratory

2 Hours

Prerequisites: MAC 152, 153

4 hours weekly (0-4)

A continuation study of the turning and milling machines with emphasis on conventional and CNC procedures. Assignments will be used that emphasize the cutting of threads, chucking procedures, holding devices, cutting speeds and feeds, horsepower requirements, offset boring, recessing, grooving, and tapering procedures.

MAC 157 Machine Tool Laboratory

2 Hours

Prerequisites: MAC 156

4 hours weekly (0-4)

A continuation study of the turning and milling machines with emphasis on conventional and CNC procedures. Advanced chucking procedures, mandrel turning, indexing operations, offset boring, angular milling, and CNC machine techniques will be emphasized.

MAC 158 Machine Tool Laboratory

2 Hours

Prerequisites: MAC 153, 154, 156

4 hours weekly (0-4)

A continuation study of the turning and milling machines with emphasis on conventional and CNC procedures. Emphasis will be placed on the CNC part program.

MAC 159 CAM Operations

2 Hours

Prerequisites: None

2 hours weekly (2-0)

A continuation of the study of CNC programming with emphasis on advanced milling and turning machine techniques, program set-up, carbide tooling, program editing, ISO/EIA program input, and introductory 3D machining techniques. Students will develop programs through the EZ-CAM 3D software and the EZ-TURN software. CNC machine applications will be applied in the development of projects through laboratory experiences.

MAC 160 Machine Tool Laboratory

2 Hours

Prerequisites: MAC 157

4 hours weekly (0-4)

An advanced study of CNC lathe and milling processes with an emphasis on additional thread form turning, turning eccentrics, precision boring, ring grooving, and form tool cutting procedures.

MAC 161 Machine Tool Laboratory

2 Hours

Prerequisites: MAC 156, 157

4 hours weekly (0-4)

An advanced study of CNC lathe and milling processes with emphasis on the use of the follow rest, steady rest, faceplate turning, carbide tooling, advanced threading, metric threading, and advanced four-jaw indicating procedures.

MAC 162 Machine Tool Laboratory

2 Hours

Prerequisites: MAC 159, 160, 161

4 hours weekly (0-4)

An advanced study of CNC milling and lathe operations with emphasis on the use of the rotary table, sine plate, circular slot cutting, "T" slots, dovetail slots, form tool cuts, keyways, keyseats, and indicating procedures.

MAC 163 Machine Tool Laboratory

2 Hours

Prerequisites: MAC 159, 160, 161

4 hours weekly (0-4)

A study of advanced CNC milling and lathe operations with emphasis on the use of indexing head procedures, direct, simple, and angular indexing, milling grooves, slots, locating of holes, precision gear cutting, and computer-aided machining applications.

MAC 164 Machine Tool Laboratory

2 Hours

Prerequisites: MAC 159, 160, 161

4 hours weekly (0-4)

An advanced study of computer numerical control with emphasis placed on the development of part programs using CAM computer programming and wire EDM programming applications. The computer set-up procedures, tool cycle data, geometry, tool path, verification, plotting, editing, up-loading, and down-loading programs will be emphasized.

MAC 180 Blueprint Reading

3 Hours

Prerequisites: None

4 hours weekly (2-2)

This course is designed for technical students, apprentices in the machine trades, and other personnel who must develop the basic skills required for visualizing and interpreting industrial prints in their jobs. Emphasis will be placed on industrial practice, types of drawings, geometric dimensioning, and the impact of computer drafting as related to the machine trades.

MAC 200 Machine Tool Laboratory

4 Hours

Prerequisites: None

8 hours weekly (0-8)

This course is designed to provide laboratory experiences in machine tool processes and

procedures, and skills necessary for the industrial maintenance students. Emphasis will be placed on precision measuring, drilling processes, turning, milling, grinding, and beginning CNC processes as well as other maintenance and repair procedures.

Massage Therapy (MAS)

MAS 101 Introduction to Massage Therapy

3 Hours

Prerequisites: None

3 hours (3-0)

This course introduces the student to the many cultural histories of massage and the theories behind the various techniques they will be applying, including traditional Western (Swedish) massage, Oriental Theory, Relexology, and Shiatsu. It will also cover the benefits and effects of massage, clinical applications of massage, endangerment sites, cautions, and contraindications. There will be a brief introduction to business.

MAS 102 Massage Therapy I

5 Hours

Prerequisites: None

8 hours weekly (2-6)

Students are introduced to the fundamentals of applied massage, including Swedish massage techniques, draping, and appropriate oils and lotions. Areas of emphasis include ethics, client intakes, privacy regulations, techniques for beginning client assessments. Tai Chi and proper body mechanics are taught for the health and safety of the practitioner. This course also includes training in on-site seated massage, introductions to Neuromuscular Therapy (NMT), deep tissue, sports, Anma & Shiatsu.

MAS 103 Body Anatomy for Massage Therapy

5 Hours

Prerequisites: None

5 hours weekly (5-0)

This course is a detailed study of the muscles, bones, and tissues of human anatomy as they pertain to massage therapy. Emphasis is on learning the identification, origin, insertion, and actions of the muscles.

MAS 104 Anatomy and Physiology for Massage

5 Hours

Prerequisites: MAS 101, MAS 102, MAS 103

5 hours weekly (5-0)

This course will continue with a detailed study of muscles, bones, and tissues as they pertain to therapeutic massage with emphasis on the origin, insertion and action of muscles, including synergists and antagonists. It will also address the physiology and pathologies of the different body systems to help the student make informed decisions as to the appropriate application of massage therapy.

MAS 105 Massage Therapy II

5 Hours

Prerequisites: MAS 101, MAS 102, MAS 103, with a grade of “C” or higher

8 hours weekly (2-6)

Students will be instructed in advanced massage therapy techniques and appropriate applications including Shiatsu, deep tissue, neuromuscular technique (NMT), sports massage, stone massage and others. There will be continued instruction in Tai Chi, body mechanics and professional communication. Practice occurs in a supervised lab setting.

MAS 106 Advanced Massage Therapy

3 Hours

Prerequisites: MAS 101, MAS 102, MAS 103

3 hours weekly (3-0)

This course will explore theories behind the various advanced techniques in the field of massage such as Oriental theory, deep tissue, NMT, energy work, reflexology, and others. It will also cover the business side of the massage profession including marketing and bookkeeping.

MAS 107 Massage Clinic

4 Hours

Prerequisites: MAS 101, MAS 102, MAS 103 and CPR Certification

8 hours weekly (0-8)

This course provides the massage student with the opportunity to work in the clinical setting and in several on-site locations with supervised practice. Meeting times will vary.

MAS 108 Massage Therapy Clinic Practice

1.5 Hours

Prerequisites: MAS 101, MAS 102, MAS 103, BIO 105, and CPR Certification

3 hours weekly (0-3)

This course allows the massage student to gain additional experience in the clinical setting, with an emphasis on postural assessment, injury evaluation, and therapeutic exercise recommendations to be provided for clinic clients.

Mathematics (MAT)

MAT 051 Pre-Algebra

4 Hours

Prerequisites: None

4 hours weekly (4-0)

MAT 051 is designed as a review of the basic operations of arithmetic and an introduction to algebra. The student must earn a grade of "C" or higher in order to enroll in MAT 052. In addition, the student will need to enroll in MAT 052, MAT 061, and MAT 062 before progressing to transfer-level mathematics courses. This course will cover the integers, fractions and decimals; ratio, proportion and percent; prime numbers, factoring; exponents; and solving equations.

This is a developmental course which is used to calculate GPA at John A. Logan College, but does not transfer.

MAT 052 Basic Algebra

4 Hours

Prerequisites: MAT 051 or equivalent with a grade of "C" or higher or assessment

4 hours weekly (4-0)

MAT 052 is designed for students with less than one year of high school algebra. The student must earn a "C" or higher in order to enroll in MAT 062. In addition, the student will need to successfully complete MAT 061 (or equivalent) and MAT 062 before progressing to transfer-level mathematics courses. This course covers the properties of real numbers; solving equations and inequalities in one variable; operations with polynomials in one variable as well as an introduction to polynomials in several variables; factoring polynomials leading to solving quadratic equations by factoring; operations with rational expressions and solving

rational equations; graphing linear equations in two variables, slope, and writing equations of lines; solving systems of linear equations; and radical notation, including solving radical equations.

This is a developmental course which is used to calculate GPA at John A. Logan College, but does not transfer.

MAT 056 Mathematical Literacy

5 Hours

Prerequisite: MAT 051 or Placement
Minimum Grade: C

5 hours weekly (5-0)

MAT 056 is designed for students with less than one year of high school algebra who need to take Introduction to Contemporary Mathematics or Elementary Statistics. This course integrates elements of basic algebra and problem solving skills. The focus will be on developing conceptual understanding and cultivating problem solving competence at the Intermediate Algebra level. While algebraic procedures will not be emphasized, some procedural skills will be necessary. Along with basic algebra skills, the course will include problem solving skills, critical thinking, and data analysis. For students who need College Algebra or Pre-Calculus, MAT 061 and MAT 062 will also be required.

MAT 058 Supportive Skills for Contemporary Mathematics

2 Hours

Prerequisite: MAT 051 with a grade of "C" or higher or assessment and concurrent enrollment in MAT 112

2 hours weekly (2-0)

MAT 058 is a course designed to support students who are not yet ready for MAT 113. This course provides the integrated review for the concurrent MAT 112 transfer course, focusing on supportive skills in three or four of the following topics that will be studied in depth in MAT 112: counting techniques and probability, game theory, geometry (additional topics beyond the prerequisite), graph theory, linear programming (including functions and graphs), sets and logic, mathematical modeling, the mathematics of finance, and statistics. Concurrent enrollment in MAT 112 is required.

MAT 059 Supportive Skills for Statistics

2 Hours

Prerequisite: MAT 051 with a grade of "C" or higher or assessment and concurrent enrollment in MAT 119

2 hours weekly (2-0)

MAT 059 is a course designed to support students who are not yet ready for Mat 120. This course provides the integrated review for the concurrent MAT 119 transfer course, focusing on supportive skills in the basic properties of descriptive and inferential statistics, basic probability theory, probability distributions, graphing, measures of location and variation, linear regression and correlation. Concurrent enrollment in MAT 119 is required.

MAT 061 Basic Euclidean Geometry

3 Hours

Prerequisites: MAT 052 with a grade of "C" or higher or assessment

3 hours weekly (3-0)

MAT 061 is designed for students who did not successfully complete at least one year of Euclidean geometry at the secondary level and therefore must fill this deficiency prior to

completing the mathematics requirement for their degree from John A. Logan College. In order to help students think deductively, this course will emphasize logical reasoning, using geometric concepts and relationships as the vehicle to meet this goal. Topics include reasoning, basic logic theory, definitions, axioms, proofs, constructions, line and angle relationships, parallel lines, triangle congruency, and similarity theorems, quadrilaterals, circles, and area of polygons and circles. The ultimate purpose of this course is to help students learn to apply the principles of geometry, as well as enable them to develop logical and deductive thinking.

This is a developmental course which is used to calculate GPA at John A. Logan College, but does not transfer.

MAT 062 Intermediate Algebra

5 Hours

Prerequisites: MAT 052 or MAT 056 with a grade of "C" or higher or assessment

5 hours weekly (5-0)

MAT 062 is designed for students with less than two years of high school algebra. Students must earn a grade of "C" or higher in order to progress to transfer-level mathematics courses. This course will cover linear equations and inequalities; graphs of equations—both linear and nonlinear equations; functions and graphs; slope and equation of lines; systems of equations; operations with and factoring of polynomials; operations with rational expressions and solving rational equations; operations with radical expressions and solving radical equations; rational exponents; complex numbers; quadratic equations and graphs; exponential and logarithmic functions.

This is a developmental course which is used to calculate GPA at John A. Logan College, but does not transfer.

MAT 100 Mathematics for Applied Technologies

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This is a basic mathematics course for the vocational-technical student. It is not designed for college transfer. This course reviews and improves the practical and mathematical skills necessary for everyday calculations in a wide variety of trade, technical and other occupational areas, including automotive, electrical, construction, plumbing, HVAC and many more. This course begins with very basic mathematics and progresses through a minimal introduction to geometry and triangle trigonometry while stressing a wide variety of real problems and situations to improve on-the-job mathematical skills.

MAT 104 Mathematics for Allied Health

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course is designed to prepare prospective Allied Health students in the areas of mathematics in which they must be proficient in order to accurately perform their duties as licensed Health Care professionals. Topics covered include the four basic arithmetic operations as applied to positive integers, fractions, mixed numbers, and decimals as well as metric measurements. Conversions among fractions, decimals, percents, ratios, and mixed numbers are also included. The majority of the course is devoted to real problems from pharmacology.

MAT 108 College Algebra

4 Hours

Prerequisites: MAT 061 and MAT 062 both with a grade of "C" or higher or assessment

4 hours weekly (4-0)

MAT 108 is a general education mathematics course; however, it cannot be taken as the only mathematics course for the A. A. degree. College Algebra gives in-depth study of graphs of equations, functions, transformations, and polynomial and rational functions. Exponential and logarithmic functions, systems of equations and inequalities, matrices, and determinants are also covered. College Algebra requires a thorough understanding of Intermediate Algebra.

MAT 109 College Trigonometry

3 Hours

Prerequisites: MAT 108 with a grade of "C" or higher or assessment

3 hours weekly (3-0)

MAT 109 in conjunction with MAT 108 will fulfill the prerequisites for MAT 131, Calculus I. This course covers trigonometric functions and inverse trigonometric functions; solutions of right triangles and oblique triangles; trigonometric identities; trigonometric equations; and vectors.

MAT 111 Pre-Calculus

5 Hours

Prerequisites: MAT 061 and MAT 062 both with a grade of "C" or higher or assessment

5 hours weekly (5-0)

Topics included in this course are functions, graphs, and transformations; polynomial and rational functions; exponential and logarithmic functions; angles, right triangles, and trigonometric functions and their inverses; trigonometric identities and equations; oblique triangles and vectors; conic sections; mathematical induction, and the binomial theorem.

MAT 112 Introduction to Contemporary Mathematics with Integrated Review

3 Hours

Prerequisite: MAT 051 with a grade of "C" or higher or assessment and concurrent enrollment in MAT 058

3 hours weekly (3-0)
MAT 112 is a co-requisite model of a general education mathematics course which fulfills 3 hours of the core curriculum's mathematics requirement. Designed particularly for the non-science major, the course focuses on mathematical reasoning and solving of real-life problems, rather than on routine skills. Three or four of the following topics will be studied in depth: counting techniques and probability, game theory, geometry (additional topics beyond the prerequisite), graph theory, linear programming (including functions and graphs), sets and logic, mathematical modeling, the mathematics of finance, and statistics. Concurrent enrollment in MAT 058 Supportive Skills for Contemporary Mathematics is required.

MAT 113 Introduction to Contemporary

Mathematics

IAI – M1 904

3 Hours

Prerequisites: MAT 056 OR MAT 062 with a grade of "C" or higher or assessment

3 hours weekly (3-0)

MAT 113 is a general education mathematics course which fulfills 3 hours of the core

curriculum's mathematics requirement. Designed particularly for the non-science major, the course focuses on mathematical reasoning and solving of real-life problems, rather than on routine skills. Three or four of the following topics will be studied in depth: counting techniques and probability, game theory, geometry (additional topics beyond the prerequisite), graph theory, linear programming (including functions and graphs), sets and logic, mathematical modeling, the mathematics of finance, and statistics.

MAT 116 Finite Mathematics for Business and Management

IAI – M1 906

3 Hours

Prerequisites: MAT 108 with a grade of "C" or higher or assessment

3 hours weekly (3-0)

While MAT 116 may be used to fulfill part of the 6 hours general education mathematics requirement for the A. S. degree at John A. Logan College, it is designed primarily for economics, business administration and accounting majors. Those students will be required to take a calculus course to complete their mathematics sequence. MAT 116 will fulfill the mathematics requirement for the A. A. degree. Topics covered include functions and lines, linear systems, linear programming, the Simplex Method, mathematics of finance, set theory, and probability. MAT 116 is not designed for mathematics or science majors.

MAT 117 Calculus for Business and Social Sciences

IAI – M1 900-B

4 Hours

Prerequisites: MAT 108 with a grade of "C" or higher or assessment

4 hours weekly (4-0)

MAT 117 is designed especially for business administration and accounting majors. MAT 117 does not count toward a major or minor in science-related areas. Students who successfully complete this course fulfill the general education mathematics requirement at John A. Logan College. MAT 117 may be taken before or after MAT 116; however, it is recommended that it be taken immediately after College Algebra (MAT 108). Topics covered include graph sketching and recognition, and differentiation and integration of polynomial, rational, exponential, and logarithmic functions. Applications from the worlds of business and social science are emphasized.

MAT 119 Elementary Statistics with Integrated Review

3 Hours

Prerequisite: MAT 051 with a grade of "C" or higher or assessment and concurrent enrollment in MAT 059

3 hours weekly (3-0)

MAT 119 is a co-requisite model of a general education mathematics course which fulfills 3 hours of the core curriculum mathematics requirement. The course introduces the basic properties of descriptive and inferential statistics, basic probability theory, probability distributions, graphing, measures of location and variation, linear regression and correlation. Emphasis is placed on the application of statistics, distributions, and regression analysis. Concurrent enrollment in MAT 059 Supportive Skills for Statistics is required.

MAT 120 Elementary Statistics

IAI – M1 902

3 Hours

Prerequisites: MAT 056 OR MAT 062 with a grade of "C" or higher or assessment

3 hours weekly (3-0)

MAT 120 is a general education mathematics course which fulfills 3 hours of the core curriculum mathematics requirement. The course introduces the basic properties of descriptive and inferential statistics, basic probability theory, probability distributions, graphing, measures of location and variation, linear regression and correlation. Emphasis is placed on the application of statistics, distributions, and regression analysis.

MAT 125 Discrete Structures (Also CPS 202)

IAI – M1 905, IAI – CS 915

3 Hours

Prerequisites: MAT 108 or MAT 111 either with a grade of "C" or higher or assessment

3 hours weekly (3-0)

MAT 125 is a general education mathematics course which fulfills 3 hours of the core curriculum mathematics requirement. Topics include number systems, sets, relations and functions, logic, Boolean algebra, elementary matrix operations, combinations, permutations, counting techniques, and basic concepts of probability, graphs, and trees. **MAT 125 is ordinarily offered in the fall semester in odd numbered years.**

MAT 131 Calculus I

IAI – M1 900-1, IAI – MTH 901

5 Hours

Prerequisites: MAT 109 or MAT 111 either with a grade of "C" or higher or assessment

5 hours weekly (5-0)

MAT 131 will cover the basic concepts and techniques of single variable calculus. Although careful definitions and statements will be given, emphasis on formal proof will be minimal. Topics will include limits and their properties, differentiation of single variable functions, integration of elementary functions, and several applications of differentiation and integration associated with analytic geometry and physics. Students who successfully complete this course fulfill the general education mathematics requirement of John A. Logan College.

MAT 201 Calculus II

IAI – M1 900-2, IAI – MTH 902

5 Hours

Prerequisites: MAT 131 with a grade of "C" or higher.

5 hours weekly (5-0)

MAT 201 is a continuation of MAT 131. Students who successfully complete this course fulfill the general education mathematics requirement of John A. Logan College. Topics include integration, methods of integration, applications of integration, infinite series, power series, polar coordinates, parametric equations, and introduction to three-dimensional and integral calculus.

MAT 202 Calculus III

IAI – M1 900-3, IAI – MTH 903

3 Hours

Prerequisites: MAT 201 with a grade of "C" or higher

3 hours weekly (3-0)

MAT 202 is an introduction to multivariable calculus. Topics include vectors in two and three dimensions; vector operations; planes and lines in space; cylinders, quadric surfaces, and surfaces of revolution; cylindrical and spherical coordinates; vector-valued functions (space curves); limits, continuity**,** differentiation, differentials, iterated integrals, double integrals, triple integrals and applications of functions of two or three variables; optimization using Lagrange multipliers; directional derivatives, gradients, and the Jacobian.

MAT 205 Differential Equations

IAI – MTH 912

3 Hours

Prerequisites: MAT 201 with a grade of "C" or higher

3 hours weekly (3-0)

MAT 205 is an introduction to differential equations. Topics include standard solution techniques for first order linear, separable, exact, and/or homogeneous equations; standard solution techniques for homogeneous second and higher order equations with constant coefficients; linear independence of solutions; the Wronskian; the methods of reduction of order, undetermined coefficients and variation of parameters; Cauchy-Euler equations; the existence and uniqueness of solutions; the Laplace transform, transfer and impulse response functions. Further topics may be chosen from system and plane analysis, Newtonian mechanics, RLC circuit analysis, power series methods, numerical methods, stability of solutions, the heat equation and Fourier Series, or Bessel functions. **MAT 205 is offered in the spring semester only.**

MAT 208 Math for Elementary Teachers I

3 Hours

Prerequisites: MAT 061 and MAT 062 both with a grade of "C" or higher or assessment

3 hours weekly (3-0)

MAT 208 is the first of two courses in the mathematics sequence required for elementary and/or special education majors. It covers sequences, problem solving, set theory, logic, numeration systems and whole numbers, integers, number theory, rational numbers, irrational numbers, and the real number system. In order to receive credit, the student must earn a grade of "C" or higher.

MAT 209 Math for Elementary Teachers II

IAI – M1 903

3 Hours

Prerequisites: MAT 208 with a grade of "C" or higher

3 hours weekly (3-0)

MAT 209 is the second of two courses in the mathematics sequence required for elementary and/or special education majors. The completion of the two course sequence (MAT 208 and MAT 209) will meet the general education mathematics core requirement. It includes percent, real numbers, probability, statistics, geometric figures, congruencies, similarities and concepts of measurement (including the metric system). In order to receive credit, the student must earn a grade of "C" or higher.

MAT 221 Introduction to Linear Algebra

IAI – MTH 911

3 Hours

Prerequisites: MAT 201 with a grade of "C" or higher

3 hours weekly (3-0)

MAT 221 is an introduction to the theory and application of linear algebra. Topics include: vectors; operations on matrices; matrices; inverse of a matrix; solution of systems of linear equations; rank of a matrix; vector spaces and subspaces; linear dependence and independence; basis and dimension; linear transformations; sums, composites, inverses of linear transformations; range and kernel of a linear transformation; proof; determinants; eigenvalues and eigenvectors; orthogonality and inner product spaces. Emphasis is placed on the application of linear algebra and formal verification of theoretical properties. Applications include polynomial curve fitting, network analysis, stochastic matrices, Leontief Input-Output models, least squares regression analysis, eigenvalue problems, applications in analytic geometry, and least squares approximations. **MAT 221 is ordinarily offered in the spring semester in even numbered years.**

MAT 282 Statistics

IAI – M1 902

3 Hours

Prerequisites: MAT 108 with a grade of "C" or higher or assessment

3 hours weekly (3-0)

MAT 282 is designed to meet the needs of students requiring a statistics course with a college algebra prerequisite in their programs. Topics include descriptive statistics, including graphical and numerical, basic probability theory, probability distributions, inferences involving estimation, and hypothesis testing, correlation and regression, and analysis of variance. This course will include statistical applications in business, nursing, education, social sciences, and STEM fields.

Medical Assistant (MDA)

MDA 120 Introduction to Medical Assisting

3 Hours

Prerequisites: NAD 101

3 hours weekly (3-0)

This course lays a foundation for the completion of the MDA program by presenting broad aspects related to each component of being an entry-level professional medical assistant. The course orients students to the clinical, clerical, and content-based areas of front and back office practices, along with the primary scientific and psychological concepts underlying a competent medical assistant's career. This course transitions from the NAD 101 CNA training. Students will be able to evaluate their potential to succeed as a medical assistant and begin preparation for a CMA career by creating a professional resume, cover letter and reference page.

MDA 122 Medical Office Procedures

4 Hours

Prerequisites: BUS 115, NAD 101, both with a grade of "C" or higher and admission to the Medical Assistant Program.

5 hours weekly (3-2)

The core competencies needed to efficiently manage the front office in a health-care setting will be emphasized in this course. Communication skills for oral and written business transactions, electronic technology

applications, bookkeeping procedures, legal concepts, medical records and facility management; community resources; and the frameworks for quality control and assurance are covered.

MDA 126 Introduction to Electronic Health Records

2 Hours

Prerequisites: Student must meet existing MDA enrollment criteria in order to enter this course.

3 hours weekly (1-2)

This course introduces students to the concepts and features of electronic health records system as it applies to their career as Medical Assistants in the ambulatory care setting. Students will learn to navigate through and understand EHR practice systems to ensure that they build skills that will transfer to a variety of EHR systems that they will encounter in their careers.

MDA 130 Pharmacology

3 Hours

Prerequisites: BIO 105, HIT 217, MDA 120, MDA 122

4 hours weekly (2-2)

Basic pharmacological considerations commonly seen in outpatient settings, including the proper techniques and calculations involved in the selection, preparation, administration, and monitoring of medications given via oral and parenteral (excluding IV) routes are covered in this course.

MDA 132 Medical Clinic Procedures

4 Hours

Prerequisites: BIO 105, HIT 217, MDA 120, MDA 122, and admission to the Medical Assistant Program or consent of the program director.

5 hours weekly (3-2)

The fundamental tasks and procedures related to the clinical operations in an ambulatory healthcare facility are presented in this course. Course components include the theory related to clinical procedures involving patient care and instructions; assisting with specialty examinations and procedures and office/ambulatory surgery; rehabilitation and therapeutic modalities; nutrition in health and disease; and diagnostic testing.

MDA 133 Medical Office Laboratory Procedures

2 Hours

Prerequisites: BIO 105, HIT 217, MDA 120, MDA 122, and admission into the Medical Assistant program or consent of the program director.

3 hours weekly (1-2)

Medical Office Laboratory Procedures introduces the medical assistant student to standard laboratory procedures within a medical office. Health and safety guidelines, types of laboratory testing, quality control, specimen collection, and uses of microscopes are included. Students will learn basic phlebotomy techniques and perform collection methods. Hematology, urinalysis, basic microbiology, and other specialty laboratory tests are reviewed.

MDA 134 Externship

3 Hours

Prerequisites: BIO 105, HIT 217, MDA 120, MDA 122, MDA 130, MDA 132, and MDA 133 with a minimum grade of "C".

11 hours weekly (1-10)

This course is a practical externship at ambulatory health care sites designed to reinforce classroom theory and applications for medical assisting students to gain hands-on experience.

Manufacturing Technology (MFT)

MFT 101 Production Technology

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course introduces the student to production technologies. It will include the study of computers, CAD, CAM, industrial robots, PLCs, CNC applications, materials handling, inspection by vision, production, planning, scheduling, purchasing, inventory management, and other processes that insure optimum productivity. The student will gain an understanding of how these entities must be integrated for the total production system.

MFT 103 Industrial Robots and PLCs

3 Hours

Prerequisites: None

4 hours weekly (2-2)

This course introduces the student to industrial robots. Included is the operation of PLCs. The student will learn ladder diagram programming of PLCs and point-to-point programming for industrial robots. The student will also write programs to integrate various equipment using the PLCs.

MFT 110 Statistical Process Control

2 Hours

Prerequisites: None

2 hours weekly (2-0)

This course is designed to give students an understanding of quality and the use of statistical process control. Topics covered in this class include: quality, bar charts, Pareto diagrams, histograms, X-R charts, I-R charts, P charts, and process capability.

MFT 201 PLC Manufacturing Systems

3 Hours

Prerequisites: MFT 103 and ELT 100 or 102 or consent of instructor

4 hours weekly (2-2)

This course gives the student hands-on experience with PLC systems. Included are certain technical and internal integration technologies utilizing automated manufacturing systems to demonstrate how CIM works in application. Supporting equipment will also be used.

Management (MGT)

MGT 112 Principles of Management

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course is designed to introduce the concepts, terminology, principles, practices, and techniques of management. Emphasis is placed on managing in a diverse, global, technologically driven, fast-changing economic environment. The four basic management functions of

planning, organizing, leading and controlling will be explored in the course.

MGT 228 Small Business Management

3 Hours

Prerequisites: BUS 110

3 hours weekly (3-0)

Attention is focused upon the proper procedures for developing and operating a profitable small business, both Internet and brick and mortar. Students will be introduced to the types of decisions faced by entrepreneurs and managers in on-going firms, and the application of professional business disciplines.

Marketing (MKT)

MKT 113 Principles of Marketing

3 Hours

Prerequisites: None

3 hours weekly (3-0)

An introductory course designed to expose the student to today's marketing in the new millennium and keeping up with change. This course contains the study of the contemporary marketing environment; managing technology to achieve marketing success; marketing planning, information, and segmentation; customer behavior; product strategy; distribution strategy; promotional strategy; and pricing strategy.

This course is also offered as part of a study abroad program. Contact the International Education Coordinator for more information.

MKT 130 Sales

3 Hours

Prerequisites: None

3 hours weekly (3-0)

A course in the theory and application of professional salesmanship. Modern techniques for making a sale are taught including prospecting, preapproach, approach, presentation, handling objections, proper closings, follow-up and customer service. Also involved is a study of building partnerships, ethics, global and cultural diversity and technology.

MKT 224 Advertising

3 Hours

Prerequisites: None

3 hours weekly (3-0)

An analysis of the principles and practices used in the various types of modern day advertising. Principles of advertising, involving an application of planning, financing, and managing a campaign. Emphasis is placed on the effectiveness of advertising in the total marketing structure.

MKT 290 International Marketing

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Summarizes the significance and benefits of international marketing to the U. S. The student will be able to state the importance of cultural, legal, economic and environmental factors in marketing. Identifies marketing mix options for specific world markets. Evaluates the effect of tariffs, quotas, subsidies, nationalization, and state-owned corporations on growth of world trade. Analyzes foreign markets through secondary research (Internet). Organizes and administers global marketing activities. Develops a portfolio for marketing a product in a foreign market.

Medical Laboratory Technology (MLT)

MLT 120 Introduction to Clinical Laboratory

3 Hours

Prerequisites: Admission to Medical Laboratory

Technology Program

4 hours weekly (2-2)

Acquaints the student with the profession of medical laboratory technology. Includes an overview of the major disciplines in laboratory medicine, basic laboratory mathematics, collection and handling of specimens, handling and care of laboratory equipment, preparation of solutions and media, methods of sterilization, and the basic elements of quality control. The student is introduced to the disciplines of hematology, immunohematology, clinical chemistry, urinalysis, and microbiology.

MLT 121 Serology

1.5 Hours

Prerequisites: MLT 120

2 hours weekly (1-1)

An introduction to immunology with emphasis on applied serology. The immune response, properties and synthesis of antibodies, antigens, and antibody reactions, and the serological procedures most widely performed in the clinical laboratory are the major topics for discussion.

MLT 122 Clinical Microscopy

1.5 Hours

Prerequisites: MLT 120

2 hours weekly (1-1)

A study of the theory and microscopic examination of urine and other body fluids (i.e., synovial fluid, thoracentesis fluid, semen, and gastric fluid).

MLT 123 Phlebotomy

3 Hours

Prerequisites: Successful completion ("C" or higher) in MLT 120

4 hours weekly (2-2)

MLT Phlebotomy covers the phlebotomist's role in health care, confidentiality and ethics; Patient's Bill of Rights; Quality Assurance; basic anatomy and physiology of the circulatory system, safety, infection-control, isolation techniques; OSHA standards; handling accidental needle stick exposures; phlebotomy equipment; phlebotomy technique on routine venipunctures, dermal punctures, and drawing difficult patients; specimen collection and handling techniques; compliance; customer service; patient identification procedures; and competency in phlebotomy. In addition, the student will learn the theory of arterial punctures, but will observe only, in the clinical setting. The student will perform 100 venipunctures during the eight weeks of clinical rotation for recommended experience and competency as well as specimen collection and handling procedures.

MLT 223 Immunohematology

4 Hours

Prerequisites: MLT 121, 122

5 hours weekly (3-2)

A study of the blood groups of mankind and their significance in bloodbanking and transfusion services. Included are the inheritance and properties of blood group antigens and their corresponding antibodies, methods of detection and identification, hemolytic disease processes, and the collection and processing of blood and blood components

to ensure safe transfusion. Blood group immunology, record keeping, and quality control are stressed.

MLT 225 Clinical Chemistry

4 Hours

Prerequisites: MLT 223

5 hours weekly (3-2)

A study of the diagnostic chemistry tests in the average clinical laboratory. Includes normal physiology, principles of the reactions and interpretation of test results. Includes basic instrumentation, laboratory mathematics, and quality control.

MLT 228 Hematology and Hemostasis

5 Hours

Prerequisites: MLT 120, MLT 121, MLT 122, MLT 123

6 hours weekly (4-2)

This course offers an introduction to the study of clinical hematology and hemostasis, which emphasizes the basic procedures performed in most clinical laboratories as well as their uses in the diagnosis and follow up of hematological and coagulation disorders. The role of the laboratory in the diagnosis of anemias, leukemias, myeloproliferative disorders, and other diseases affecting the hematopoietic system is stressed along with the hemostatic component, coagulation factors, coagulation cascade mechanism, heredity and acquired bleeding disorders, coagulation factor deficiencies, therapeutic regimes, and laboratory methods for analysis of clinical conditions.

MLT 229 Applied Clinical Microbiology

5 Hours

Prerequisites: MLT 223, MLT 228, MLT 251

6 hours weekly (4-2)

This course is a study of the normal and pathogenic microflora of man with an emphasis on the methods used for isolation, recognition and identification of microorganisms of medical significance. Included are the types of media used for culturing microorganisms, descriptive cellular and colonial morphology, stains and staining reactions, drug susceptibility testing and procedures used for species identification. Emphasis on host parasite relationships, medical bacteriology, virology, parasitology, and mycobacteria is also stressed.

MLT 251 Clinical Rotation I

3 Hours

Prerequisites: MLT 223

15 clinical hours (0-15)

Supervised clinical experience. Students rotate in hematology/coagulation and immunohematology during the last 6 ½ weeks of the semester.

MLT 252 Clinical Rotation II

3 Hours

Prerequisites: MLT 251

15 clinical hours (0-15)

Supervised clinical experience. Students rotate in clinical chemistry/clinical microscopy, and clinical microbiology/serology.

Music (MUS)

MUS 101A Choral Ensemble

1 Hour

Prerequisites: None

3 hours weekly (0-3)

The John A. Logan College Choral Ensemble is a non-auditioned performance ensemble. The choir performs many times throughout the year including, but not limited to a Holiday Collage, Spring Concert, Spring Musical, and various outside arenas. Musical selections are chosen from a wide variety of repertoire representing styles from the early Renaissance through the 21st century. Music majors are required to take one faculty-supervised ensemble every semester of enrollment.

MUS 102A Chamber Ensemble

1 Hour

Prerequisites: Consent of instructor

3 hours weekly (0-3)

The John A. Logan College Chamber Ensemble, also known as the Logan Singers, is open to a limited number of auditioned singers. It is designed to give students experience with choral music specifically written for small groups. Outside of presentations with the Choral Ensemble, the Logan Singers will often perform at area civic and community events as well as public relations venues.

MUS 103 Symphonic Band

1 Hour

Prerequisites: Consent of the Band Director

3 hours weekly (0-3)

This class is designed to give students the opportunity to prepare and perform as a part of a symphonic band. As a part of the course, students will give public performances throughout the semester.

MUS 105 Music Appreciation

IAI – F1 900

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Music Appreciation is designed to familiarize the student with outstanding works of musical composition by means of recordings. This includes an emphasis on the elements of music, various musical forms and periods, and great composers and performers from antiquity through the 21st century.

This course is also offered as part of a study abroad program. Contact the International Education Coordinator for more information.

MUS 106 Beginning Class Piano I

1 Hour

Prerequisites: None

2 hours weekly (0-2)

A class designed to teach basic musical information and keyboard skills with actual keyboard instruction. Available in the piano laboratory. Elementary education or child care students will find this class particularly useful.

MUS 108 Aural Skills I

1 Hour

Prerequisite: Must be taken in sequence

2 hours weekly (0-2)

MUS 108 is the first in a four-semester sequence of courses in which music majors need to enroll each term. It is the accompanying course of MUS 121. It includes

the sequential development of ear training, sight singing, and dictation and may include piano keyboard-assisted instruction.

MUS 109 Aural Skills II

1 Hour

Prerequisites: Must be taken in sequence

2 hours weekly (0-2)

MUS 109 is the second in a four-semester sequence of courses in which music majors need to enroll each term. It is the accompanying course of MUS 122. It includes the sequential development of ear training, sight singing, and dictation and may include piano keyboard-assisted instruction.

MUS 110 Music Fundamentals

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Music Fundamentals is designed for the student who desires knowledge of the basic concepts of rhythm, notation, music reading, scales, chords, and other theoretical applications of music. It assumes no previous knowledge or formal training.

MUS 111 Applied Music*

1 Hours

Prerequisites: Must be taken in sequence

2 hours weekly (0-2) for 1 credit

Private instruction, a weekly half-hour lesson in the classical instrument of choice, commensurate with the student's current ability. Lessons incorporate representative solo and study materials and a basic knowledge of appropriate literature. Students will develop basic knowledge through advanced performance skills. This course is intended for non-music majors, music majors needing further development on their major instrument before taking 200-level courses, music majors fulfilling secondary instrumental study, or students desiring to improve their performance skills for reasons of personal enrichment. Students are required to practice a minimum of two hours per week, maintain a Weekly Practice Log, and perform at a semester-end jury examination. A student may take up to four semesters of the same instrument for college credit. Students should consult with the Applied Lessons Coordinator to begin lessons.

*Applied Music Sections:

A	Voice	L	Saxophone
B	Piano	M	Percussion
C	Organ	N	French Horn
D	Violin	O	Trumpet
E	Viola	P	Trombone
F	Cello	Q	Tuba
G	String Bass	R	Baritone
H	Flute	S	Harpsichord
I	Oboe	T	Guitar
J	Clarinet	U	Piccolo
K	Bassoon	V-Z	Other

Some Applied Music courses are also offered as part of the study abroad program. Contact the International Education Coordinator for more information.

MUS 117 Symphonic Band

1 Hour

Prerequisites: None

2 hours weekly (0-2)

This class is designed to give students the opportunity to prepare and perform as part of a symphonic band. As part of the course, students will give public performances throughout the semester.

MUS 118 Band

1 Hour

Prerequisites: None

3 hours weekly (0-3)

Students will gain practical experience in the rehearsal and public performance of the best in band literature. Open to all students. Students may take up to four semesters of this ensemble for college credit.

MUS 119 Orchestra

1 Hour

Prerequisites: None

2 hours weekly (0-3)

Students will gain practical experience in the rehearsal and public performance of the best in orchestral literature. Open to all students. Students may take up to four semesters of this ensemble for college credit.

MUS 121 Theory of Music

3 Hours

Prerequisites: Students will be given a music theory assessment during the first week of class. Students not meeting minimum criteria will be required to enroll in MUS 110 in conjunction with MUS 121.

3 hours weekly (3-0)

A course for the student who desires in-depth knowledge of the rules and principles involved in part writing. Studies the 17th century techniques of writing music. MUS 108 and 109 are companion courses and must be taken the same semester as MUS 121 and MUS 122.

MUS 122 Theory of Music

3 Hours

Prerequisites: Completion of MUS 121 and taken in sequence

3 hours weekly (3-0)

A course for the student who desires in-depth knowledge of the rules and principles involved in part writing. Studies the 17th century techniques of writing music. Required for music majors and minors. MUS 108 and 109 are companion courses and must be taken the same semester as MUS 121 and MUS 122.

MUS 123 Music Ensemble

1 Hour

Prerequisites: Consent of the Coordinator/Production Director

3 hours weekly (3-0)

Students may acquire no more than four hours credit and not more than two hours per year. Hours are to be secured for participating in musical activities. Designed to provide students with a combination of instrumental and vocal music experience and to develop skills in concentrated areas of music. Students may receive the opportunity to participate in musicals such as Lil Abner, The Fantastics, Showboat, Oklahoma, Charlie Brown, The Wizard of Oz, Little Mary Sunshine, Paint Your Wagon, Annie Get Your Gun, and Man of LaMancha.

MUS 208 Aural Skills III

1 Hour

Prerequisites: MUS 109. Must be taken in sequence.

2 hours weekly (0-2)

MUS 208 is the third in a four-semester sequence of courses in which music majors need to enroll each term. It is the accompanying course of MUS 221. It includes the sequential development of ear training, sight singing, and dictation and may include piano keyboard-assisted instruction.

MUS 209 Aural Skills IV

1 Hour

Prerequisites: MUS 208

2 hours weekly (0-2)

MUS 209 is the fourth and final class of a four-semester sequence of courses in which music majors need to enroll each term. It is the accompanying course of MUS 222. It includes the sequential development of ear training, sight singing, and dictation and may include piano keyboard-assisted instruction.

MUS 211 Applied Music*

2 Hours

Prerequisites: Must be taken in sequence

4 hours weekly (0-4) for 2 credits

Private instruction, a weekly one-hour lesson in the classical instrument of choice, commensurate with the student's current ability. Lessons incorporate representative solo and study materials and a basic knowledge of appropriate literature. Students will develop basic knowledge through advanced performance skills. This course is intended for music majors on his/her primary instrument or for students seriously interested in improving their performance skills. Students are required to practice a minimum of four hours per week, maintain a Weekly Practice Log, and perform at a semester-end jury examination. A student may take up to four semesters of the same instrument for college credit. Students should consult with the Applied Lessons Coordinator to begin lessons.

*Applied Music Sections:

A	Voice	L	Saxophone
B	Piano	M	Percussion
C	Organ	N	French Horn
D	Violin	O	Trumpet
E	Viola	P	Trombone
F	Cello	Q	Tuba
G	String Bass	R	Baritone
H	Flute	S	Harpsichord
I	Oboe	T	Guitar
J	Clarinet	U	Piccolo
K	Bassoon	V-Z	Other

MUS 218 Advanced Community Band

1 Hour

Prerequisites: Must have at least two years experience on their instrument and have the ability to play the music of an advanced instrumental organization.

2 hours weekly (0-2)

Students will experience musicianship, music interpretation, styles, music from the various music historical periods, proper tone production, color, balance, blend, intonation, dynamics, music of the various idioms, rhythm, music of various ethnic origins, and proper stage presentation as defined by professional musicians. Students will experience concert preparation.

MUS 219 Advanced Community Orchestra

1 Hour

Prerequisites: Must be proficient on their instrument and have the ability to play the music of the orchestral ensemble. Since this is an orchestral ensemble, all-proficient string players are accepted. Brass, winds, and percussion players are accepted as positions become available.

2 hours weekly (0-2)

Students will experience musicianship, music interpretation, proper tone production, color balance, blend, intonation, dynamics and rhythm. Students will also learn proper rehearsal and concert preparation skills.

Students will also be exposed to a variety of different musical styles, historical periods, and ethnic origins and give the students a variety of experiences in performing at different of musical events as selected and scheduled by the orchestra conductor.

MUS 221 Advanced Theory of Music I and MUS 222 Advanced Theory of Music II

3 Hours

Prerequisites: Must have completed MUS 121 and 122 and taken in sequence

3 hours weekly (3-0)

Advanced course in continuing sequence to MUS 121 and 122. Companion courses are MUS 208 and 209.

MUS 225 Music Literature/History

IAI – F1 901

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Music Literature/History provides an introduction to the standard concert repertory through intensive guided listening. Representative works by major composers are chosen to illustrate the principal styles, forms, and techniques of vocal and instrumental music. It is a preparatory course for the professional study of music and assumes a fundamental knowledge and understanding of the elements of music.

Nursing Assistant Training (NAD)

NAD 101 Nursing Assistant Training

7 Hours

Prerequisites: None

10.5 hours weekly (5.5-5)

This course is designed to train students to be competent in skills necessary for the nursing assistant to function successfully in a hospital, long-term care facility, or other health care facilities. The nursing assistant will provide services related to the comfort and welfare of the resident under direct supervision of the licensed nurse or physician. Some topics to be covered include body mechanics, transfer techniques, basic anatomy and physiology, personal care, vital signs, rehabilitation, death, Alzheimer patient care, dying, and post-mortem care. Cardiopulmonary resuscitation is also included.

Orientation (ORI)

ORI 100 College 101

1 Hour

Prerequisites: None

1 hour weekly (1-0)

This course is designed to help students in their transition to college. Students will learn about the resources and services available at John A. Logan College, as well as the expectations of being a college student.

Occupational Therapy Assistant (OTA)

OTA 110 Clinical Observation

2 Hours

Prerequisites: BIO 205 and Admission to the Occupational Therapy Assistant Program

4 hours weekly (1-3)

This Level I Fieldwork experience provides the student introductory contact with persons of differing age and ability levels. Students will be rotated through approved agencies and centers and begin, under supervision, to practice: (1) critical observation of abilities and disabilities within physical, emotional, cognitive, and social domains; and (2) therapeutic communication techniques.

OTA 112 Activities of Daily Living

3 Hours

Prerequisites: OTA 110, 130, 131, 132, 210

5 hours weekly (2-3)

Basic self-care skills of feeding, hygiene, and dressing, independent living skills of communication, home management, architectural barrier modification, and community resources are stressed. Adaptation to equipment and assistive devices necessary to perform ADL tasks are reviewed.

OTA 120 Occupational Therapeutic Media

3 Hours

Prerequisites: OTA 110, 130, 131, 132, 210

5 hours weekly (2-3)

Theory and practice of selected creative manual arts, includes learning basic skills, concepts of activity analysis in practical application, instruction of individuals and groups, problem-solving, therapeutic application, and laboratory and equipment maintenance.

OTA 122 Occupational Therapy Group Process

2 Hours

Prerequisites: OTA 110, 130, 131, 132, 210

4 hours weekly (1-3)

Exploration of the use of groups in occupational therapy treatment. Occupational therapy models of practice and protocol across the lifespan are emphasized. Group leadership, group facilitation, and activity selection skills will be developed.

OTA 130 Introduction to Occupational Therapy

2 Hours

Prerequisites: BIO 205 and Admission to Occupational Therapy Assistant Program

2 hours weekly (2-0)

Overview of the profession with emphasis on its history, philosophy, and organization. Explores the role of occupational therapy personnel and domain of treatment. Students are introduced to the Occupational Therapy Practice Framework.

OTA 131 Disease and Impact on Occupation

3 Hours

Prerequisites: BIO 205 and Admission to Occupational Therapy Assistant Program

3 hours weekly (3-0)

This course provides an overview of the etiology, clinical course, management, and prognosis of congenital and developmental disabilities, acute and chronic disease processes, and traumatic injuries, and examines the effects of such conditions on occupational performance throughout the lifespan as well as

explores the effects of wellness on the individual, family, culture, and society.

OTA 132 Occupational Development

1 Hour

Prerequisites: BIO 205 and Admission to the Occupational Therapy Assistant Program

3 hours weekly (0-3)

Occupational Development is an overview of movement development and movement patterns required for the participation in occupations. An introduction to Occupational Therapy Practice Framework and theories that impact movement and occupational participation are also presented. The course explores the general to more specific aspects of movement development for occupational performance.

OTA 133 Clinical Rotation I

1 Hour

Prerequisites: OTA 110, 130, 131, 132, 210

3 hours weekly (0-3)

This Level I Fieldwork experience is designed to build Physical Disabilities clinical skills with the student. Students will complete in-class laboratory as well as assigned clinical rotations in select physical disability settings. The course will focus on preparatory (including Physical Agent Modalities), purposeful and occupational treatment techniques for orthopedic and neurological disabilities. In the clinic students will provide hands-on therapy under the direct, line-of-sight supervision of a qualified occupational therapy practitioner. Students will begin the process of developing treatment plans and procedures, adapting equipment, and activities.

OTA 134 OT in Physical Disabilities

3 Hours

Prerequisites: OTA 110, 130, 131, 132, 210

5 hours weekly (2-3)

Overview of occupational therapy theory and techniques as they relate to medical conditions referred to occupational therapy; coverage of etiology, body systems affected, residual effects and medical management; study of methods of prevention, reduction, or alleviation of certain aspects of disease/illness which impede activities and self-care performance.

OTA 200 Psychosocial Therapy and Practice

3 Hours

Prerequisites: OTA 112, 120, 122, 133, 134

5 hours weekly (2-3)

Overview of occupational therapy psychosocial theory and techniques as they relate to various classifications of behavioral disorders and developmental disabilities. Group leadership, development of communication, observation skills, and use of self as a therapeutic modality are emphasized.

OTA 205 Occupational Therapy in Pediatrics

4 Hours

Prerequisites: OTA 112, 120, 122, 133, 134

6 hours weekly (3-3)

In analysis of occupational function and dysfunction, this course presents sequential normal and pathological development from birth through adolescence across sensorimotor, play/leisure, cognitive, affective, and self-care/work readiness domains. It investigates issues, treatment, and service systems in effective occupational performance.

OTA 210 Occupational Therapy Theory I

4 Hours

Prerequisites: BIO 205 and Admission to the Occupational Therapy Assistant Program

6 hours weekly (3-3)

Introduction to the fundamental concepts of joint and muscle movement. Overview of sensory systems, musculoskeletal systems, neuroanatomy, kinesiology, and basic assessment of previously mentioned.

OTA 217 Fieldwork Experience I

4.5 Hours

Prerequisites: Successful completion of ALL academic coursework, except OTA 250.

20.5 hours weekly (0.5-20)

Development of professional skills through supervised application of treatment principles. This first Level II Fieldwork experience is designed to provide the first two clinical opportunities to make the transition from "student to clinician." Within the eight weeks, students are expected to perform the functions of a practicing therapist at the first two assigned clinical sites. It is expected that at the end of the eight weeks (school systems minimum 280 hours, all others minimum 320 hours) the student should be functioning at entry-level with close supervision needed. General objectives for each experience are the same. However, specific objectives will be developed by each fieldwork site in conjunction with the OTA educational program. Fieldwork will include at least one physical disability site and any of the following for the other section site: physical disability, psychosocial, pediatric, hand therapy, or a combination. Psychosocial experiences will be strongly encouraged within all fieldwork. Students will be closely supervised by a certified occupational therapy assistant and/or a registered occupational therapist with at least one year clinical experience. FIELDWORK I EXPERIENCE MUST BE SUCCESSFULLY COMPLETED WITHIN 18 MONTHS OF ACADEMIC COURSEWORK.

OTA 218 Fieldwork Experience II

4.5 Hours

Prerequisites: Successful completion of ALL academic coursework, except OTA 250.

20.5 hours weekly (0.5-20)

The second Level II Fieldwork experience is designed to provide the ongoing opportunity for transition from "student to clinician." As with Fieldwork Experience I, within the eight weeks students are expected to perform the functions of a practicing therapist at the second clinical site. It is expected that at the end of the eight weeks (school systems minimum 280 hours, all other minimum 320 hours) the student should be functioning at entry-level with close supervision needed. General objectives for each experience are the same. However, specific objectives will be developed by each fieldwork site in conjunction with the OTA educational program. Fieldwork will include at least one physical disability site and any of the following for the other section site: physical disability, psychosocial, pediatric, hand therapy, or a combination. Psychosocial experiences will be strongly encouraged within all fieldwork. Students will be closely supervised by a certified occupational therapy assistant and/or a registered occupational therapist with at least one year clinical experience. FIELDWORK EXPERIENCE II MUST BE SUCCESSFULLY COMPLETED WITHIN 18 MONTHS OF ACADEMIC COURSEWORK.

OTA 230 Clinical Rotation II

2 Hours

Prerequisites: OTA 112, 120, 122, 133, 134

4 hours weekly (1-3)

This Level I Fieldwork experience provides the student with clinical opportunities (both in-class laboratory and assigned clinical sites) for treatment of patients/clients of different ages

and disabilities. Students will continue practice of treatment and communication techniques under supervision. Students will continue to expand the process of developing treatment plans and procedures, adapting equipment, and activities with an emphasis on ethics and the cultural impact of client-centered treatments. Preparation for participation in the Level II Fieldwork experiences is provided.

OTA 231 Occupational Therapy Theory II

1.5 Hours

Prerequisites: OTA 112, 120, 122, 133, 134

2.5 hours weekly (1-1.5)

Provides an expanded knowledge of development and administration of selected tests, theoretical basis for treatment, and treatment principles with an emphasis on clinical reasoning, the OT process, and diagnostic-specific techniques across the life span.

OTA 232 Aging and Impact on Occupation

1.5 Hours

Prerequisites: OTA 112, 120, 122, 133, 134

2.5 hours weekly (1-1.5)

This course introduces the student to the physical, psychological, socioeconomic, cultural aspects of aging and their relationship to occupational therapy programs for older adults. The focus is on providing care to individuals experiencing disorders of aging and uses of occupational therapy process of evaluation, planning, implementation, and community programming.

OTA 250 Occupational Therapy Administration

3 Hours

Prerequisites: OTA 200, 205, 230, 231, 232

3 hours weekly (3-0)

This class provides an introduction to basic management knowledge and skills essential to occupational therapy practice. Topics emphasized are marketing, supervision (both clinical and administrative), communications, quality assurance, and departmental operations. Students will develop a resume, practice job interviewing, and participate in other activities related to the professional organization(s). This course will be taught utilizing web-based format.

Physical Education Development (PED)

PED 126 Beginning Weight Training

0-4 Hours

Prerequisites: None

Hours weekly (variable)

This course introduces the student to the basics of fitness and weight training by combining physical workouts with instructional materials, videos, and quizzes. The student will learn components of physical fitness, health trends, weightlifting, techniques, and the process of developing an individualized workout program.

PED 127 Intermediate Weight Training

.5-2 Hours

Prerequisites: None

Hours weekly (variable)

This course is designed as a continuation of the aerobic and weight training courses; however with proper orientation it may be started as the first aerobics and weight training class.

PED 128 Advanced Weight Training

.5-2 Hours

Prerequisites: None

Hours weekly (variable)

This course is designed as a continuation of the aerobic and weight training courses; however,

with proper orientation it may be started as the first aerobics and weight training class. The program consists of an Aerobic Super Circuit, which takes 13 minutes to complete. The main thrust of the circuit is to promote cardiovascular fitness. A second phase of the program is in the individual body parts section, which allows the student to make gains in the muscular tone and strength development areas.

PED 129 Strength Training & Conditioning

0-4 Hours

Prerequisites: None

Hours weekly (variable)

This course is designed to provide the student athlete with additional fitness gains such as muscular strength, endurance, flexibility, body composition, agility, and cardio respiratory endurance. The student will have an opportunity to create a daily log to assess gains in fitness components.

PED 180 Aquatic Toning and Aerobic

Activity I

.5-2 Hours

Prerequisites: None

Hours weekly (variable)

This course is designed to provide the student with increased fitness and flexibility through aquatic exercise. The student will participate in an aquatic fitness and toning exercise program.

PED 203 Walking for Fitness I

2 Hours

Prerequisites: None

Hours weekly (variable)

This course will provide students with the opportunity to learn the fundamentals and proper techniques of walking for health and fitness. Emphasis is placed on stretching exercises for warm-up and utilization of weight training machines for strength and endurance gains.

Physical Education Development/Education Courses (PEDE)

PEDE 190 Introduction to Coaching

3 Hours

Prerequisites: None

3 hours weekly (0-3)

This course is designed to provide as much insight as possible into the coaching profession and to examine the many facets involved in the world of the coach. This is a course that will attempt to describe the nature of coaching, point out potential problem areas, offer some advice, and create discussion and debate for those who are about to enter the field and those who are already in it.

PEDE 191 Introduction to Physical Education

2 Hours

Prerequisites: None

2 hours weekly (2-0)

This course is designed to provide a sound knowledge of physical education, fitness, and sports in order to favorably influence the student's attitudes, habits, and practices pertaining to the responsibilities of the physical educator. This is a course mandatory for physical education majors, although anyone may take this class.

PEDE 192 Contemporary Physical Fitness

2 Hours

Prerequisites: None

2 hours weekly (2-0)

Fitness class is designed to acquaint college students of all ages with the nature and scope of establishing lifelong patterns of fitness. The student will receive the facts and principles that provide the basis for motivating people to resources, and assessment instruments will be used in developing an individualized, well-rounded physical fitness program.

PEDE 202 Physical Education for Children

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course is designed to develop skills and knowledge for organizing, incorporating, and assessing physical education progressions for children and youth. This course will consist of lectures, videos, class participation in demonstrations of teaching movement, teaching practice, and service learning.

Philosophy (PHL)

PHL 111 Ethics and Moral Problems

IAI – H4 904

3 Hours

Prerequisites: None

3 hours weekly (3-0)

A discussion and analysis of the principal ethical theories and concepts of human conduct, as well as a critical evaluation of these theories as they address particular moral problems.

This course is also offered as part of a study abroad program. Contact the International Education Coordinator for more information.

PHL 121 Introduction to Logic

IAI – H4 906

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course is a study of the rules of valid judging and reasoning, both inductive and deductive, in a traditional, language-centered context rather than a symbolic context. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements is included. Logical analysis is applied to concrete problems dealing with our knowledge of reality.

PHL 131 Introduction to Philosophy

IAI – H4 900

3 Hours

Prerequisites: None

3 hours weekly (3-0)

An introduction to the enduring problems that arise in human experience and how philosophers address them. Topics include human nature, identity, the nature of knowledge and truth, reality, moral and aesthetic values, the question of meaning in human life, and religion.

PHL 200 Asian Philosophy

IAI – H4 903N

3 Hours

Prerequisites: None

3 hours weekly (3-0)

A survey of several representative Asian cultures and value systems through their religious and philosophical concepts.

PHL 260 World Religions

IAI – H5 904N

3 Hours

Prerequisites: None

3 hours weekly (3-0)

An examination of the foundations and teachings of the world's major religions, including Judaism, Christianity, Islam, Hinduism, Buddhism, and Taoism.

This course is also offered as part of a study abroad program. Contact the International Education Coordinator for more information.

PHL 265 Intro to Philosophy of Religion

IAI – H4 905

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Course critically examines theological concepts and theories as well as aspects of religious belief. Questions to be addressed include: what is the nature of the deity and are there rational grounds for belief in a deity, what I the nature of good and evil, are there miracles, are there practical reasons for faith, what is the nature of religious language, and what is the relationship between science and religion.

Physical Science (PHS)

PHS 101 Environmental Science

IAI – LP 900

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course integrates various topics as they relate to the life and physical environmental sciences. It is oriented to provide insight and discussion on the economics, ethics, and feasibility of several environmental topics, including (but not limited to) the various living systems and physical aspects of ecosystems, resource availability and consumption, and sustainability. Human impact on the environment will be discussed.

PHS 102 Astronomy

IAI – P1 906

3 Hours

Prerequisites: None

3 hours weekly (3-0)

A general education course in astronomy that examines astronomical phenomena and concepts, including the solar system, planetary motions, atoms and radiation, stars and galaxies, and the origin and evolution of the universe. Textbook principles as well as observation of the night sky are brought together in this course.

PHS 103 Earth Science

IAI – P1 905L

3 Hours

Prerequisites: None

4 hours weekly (2-2)

A general education lecture-laboratory course that covers the entire field of geology. No formal instruction in science is expected. Emphasis will be placed on the configuration of the earth, the dynamic processes that change the configuration, and the origin and history of the earth.

PHS 105 Physics for Non-Science Majors

IAI – P1 900

3 Hours

Prerequisites: MAT 051

3 hours weekly (3-0)

This course is an introduction to physics for the non-science major or the science major wishing to gain a conceptual understanding before taking a more advanced physics course. Students will examine selected physical phenomena and explore their connection to many societal issues affecting modern life. While this course concentrates on the conceptual approach, basic math, simple algebra, estimating, and graphical analysis are also utilized.

PHS 107 Weather & Climate

IAI – P1 905

3 Hours

Prerequisites: None

3 hours weekly (3-0)

A first course in the atmospheric sciences, for both science and non-science majors, which integrates an exposure to current atmospheric events with an understanding of current scientific thinking of atmospheric processes. The course covers topics ranging from basic atmospheric composition, structure and motions to an introduction to climatology. The course will also emphasize scientific literacy and qualitative reasoning applied to atmospheric behavior.

PHS 111 Environmental Science II

IAI – LP 901

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course integrates various topics as they relate to the life and physical environmental sciences. It is oriented to provide insight and discussion on the economics, ethics, and feasibility of several environmental topics, including (but not limited to) the various living systems and physical aspects of ecosystems, resource availability and consumption, and sustainability. Human impact on the environment will be discussed.

Physics (PHY)

PHY 121 Technical Physics

IAI – P1 900L

3 Hours

Prerequisites: None

4 hours weekly (2-2)

A general study of physics emphasizing applications to the technical fields and introducing the laws of motion and equilibrium and their relation to work, energy, and power. Also included are the principles of mechanics as they are applied to solids and fluids and the principles of heat, electricity, and magnetism.

PHY 155 College Physics I

IAI – P1 900L

5 Hours

Prerequisites: MAT 111 or 2 yrs. H. S. algebra and 1 yr. H. S. Trigonometry

6 hours weekly (4-2)

An introduction to physics. Classical mechanics and topics chosen from heat, sound, and materials science. This is the first in a non-calculus sequence for science, mathematics, pre-med, chemistry, and other majors requiring college physics.

PHY 156 College Physics II

5 Hours

Prerequisites: PHY 155

6 hours weekly (4-2)

A continuation of PHY 155. Electricity and magnetism along with topics selected from optics and modern physics; the final course of the non-calculus college physics sequence.

PHY 201 Statics

IAI – EGR 942

3 Hours

Prerequisites: MAT 131 with a grade of "C" or higher and concurrent enrollment in PHY 155 or PHY 205

3 hours weekly (3-0)

A rigorous course in statics for engineering, mathematics, physics, and other majors requiring a calculus-based mechanics course. Vector algebra is used to study particles, rigid bodies, and systems in equilibrium. A programmable calculator is strongly recommended for the course. This course is currently offered in the fall semester.

PHY 202 Dynamics

IAI – EGR 943

3 Hours

Prerequisites: PHY 201

3 hours weekly (3-0)

A continuation of PHY 201. Methods of elementary classical mechanics as applied to particles and rigid bodies in nonequilibrium situations. Vector algebra is used extensively and some vector calculus is introduced. A programmable calculator is strongly recommended for the course. This course is currently offered in the spring semester.

PHY 203 Mechanics of Materials

IAI – EGR 945

3 Hours

Prerequisites: PHY 201 with a minimum grade of "C" or higher

3 hours weekly (3-0)

This course is a continuation of Statics (PHY 201), building on that course's material to offer a more thorough understanding of the physics of beams and shafts. Topics include, but are not limited to: concepts of stress and strain, material properties (elastic and plastic); torsion; shear stresses and deformations; thermal stresses; thin-walled pressure vessels; pure bending; stresses and strains; transverse loading of beans; shear stress and combined loading; transformations of stress and strain (Mohr's Circle); design of beams and shafts for strength; shear and moment diagrams; deflection of beans; energy methods; and column.

PHY 205 University Physics I

IAI – P2 900L, IAI – PHY 911

5 Hours

Prerequisites: MAT 131

6 hours weekly (4-2)

This is a first course in a standard two-semester calculus-based physics sequence that is offered at most universities and colleges for science and engineering majors. The course will introduce students to the fundamental laws of mechanics and oscillations. Topics covered will include kinematic motion in one and two dimensions, Newton's law, momentum, work and energy, conservation of energy and momentum, rotational motion, force and energy concepts as

applied to rotational dynamics, static equilibrium, and brief introduction to elasticity, introduction to universal law of gravitation and Kepler's laws, and simple harmonic motion. The laboratory component of the course will investigate these concepts.

PHY 206 University Physics II

IAI – PHY 912

5 Hours

Prerequisites: PHY 205, MAT 201, or consent of instructor

5 hours weekly (4-2)

This course is the second semester course in a standard two-semester calculus-based physics sequence that is offered at most universities and colleges for science and engineering majors.

This course will introduce students to electricity, magnetism, and light. Topics covered will be charge, electrostatic force, and Coulomb's law; electric field and Gauss' law; electric potential energy and electric potential; resistance and capacitance; direct current circuit and Kirchoff's rules; magnetic force and magnetic field; Gauss' law, Ampere circuit law, and faraday's law: induction and inductance; alternating current circuit; Maxwell's equations and introduction to electromagnetic wave theory; Light ray optics and image formation; wave optics-interference, diffraction, and polarization.

The laboratory component of the course will investigate these concepts.

PHY 214 Introduction to Circuit Analysis

IAI – EGR 931

3 Hours

Prerequisites: MAT 202 with a grade of "C" or higher and concurrent enrollment in PHY 206

3 hours weekly (3-0)

This course introduces students to fundamental principles of circuit theory as used in engineering and scientific applications. Topics include basic concepts of electrical current, voltage, power and energy; units; independent and dependent sources; resistance R; Ohm's Law; Kirchhoff's Laws; simple resistive circuits; delta-to-wye transformations; resistive circuit analysis methods (node-voltage, mesh-currents, source transformations, Thevenin and Norton equivalents, and superposition); operational amplifiers; capacitance C and inductance L; transient responses of RC, RL and RLC circuits; sinusoidal steady state RLC circuits (analysis in time domain and frequency domain, and power).

PHY 224 Electric Circuit Analysis with Laboratory

IAI – EGR 931L

4 Hour

Prerequisites: PHY 214 or concurrent enrollment

5 hours weekly (3-2)

This course introduces students to fundamental principles of circuit theory as used in engineering and scientific applications. Topics include basic concepts of electrical current, voltage, power and energy; units; independent and dependent sources; resistance R; Ohm's Law; Kirchhoff's Laws; simple resistive circuits; delta-to-wye transformations; resistive circuit analysis methods (node-voltage, mesh-currents, source transformations, Thevenin and Norton equivalents, and superposition); operational amplifiers; capacitance C and inductance L; transient responses of RC, RL and RLC circuits; sinusoidal steady state RLC circuits (analysis in time domain and frequency domain, and power.)

Practical Nursing (PNE)

PNE 098 PN Orientation

.5 Hours

Prerequisites: None

.5 hours weekly (.5-0)

This course will introduce students to the PN classroom, lab and clinical expectations, and HIPAA requirements.

PNE 101 Fundamentals of Nursing

3 Hours

Prerequisites: Acceptance into Practical Nursing Program

3 hours weekly (3-0)

Fundamentals of Nursing is a basic course which presents an introduction to the practice of nursing, the role of the practical nurse, and his/her function in the health care system. The student will learn the nursing process, the therapeutic environment, health maintenance in the health care system, and nursing interventions in specific situations. The Nurse Practice Act will be discussed, as well as end-of-life therapies and care.

PNE 102 Nursing Procedures

2 Hours

Prerequisites: Acceptance into Practical Nursing Program

4 hours weekly (0-4)

Students will practice and demonstrate basic skills performed by the licensed practical nurse in a lab setting. Emphasis will be placed on safety, use of standard precautions, body mechanics, care of equipment and supplies, maintenance of a therapeutic environment and documentation. The course format consists of demonstration and discussion, student practice and return demonstration of skills by students. Skills will be emphasized during aspects of the course.

PNE 103 Clinical Nursing

1.5 Hours

Prerequisites: Acceptance into Practical Nursing Program

4.5 hours weekly (0-4.5)

The purpose of PNE 103 is to allow the student the appropriate supervised time to practice in a clinical facility the content theory material presented in PNE 101, 102A, 102B and 105. Students must show proof of appropriate physicals and inoculations.

PNE 105 Nursing Throughout the Life Cycle

1 Hours

Prerequisites: Acceptance into Practical Nursing Program

1 hours weekly (1-0)

This course is designed to present the theory material necessary to introduce the student to the normal growth and development of man from birth to death. The course will introduce the student to development in terms of maturation, psychological, cognitive, and motor functions. Age groups will be presented, including differences, changes occurring, developmental tasks expected, and nursing implications. Without an awareness of the range and complexity of distinctions between age groups, a nurse cannot be cognizant of the client's special needs or obvious factors related to health conditions. The individual will be discussed in relation to the health care system. The nurse's influence on the client's growth and development will be emphasized.

PNE 161 Pharmacology in Nursing I

2 Hours

Prerequisites: Acceptance into Practical Nursing Program

2 hours weekly (2-0)

Because nurses play a vital role in treatment regimens involving the use of drugs, this course provides an introduction to drugs and drug administration. The student will learn the major factors affecting drug actions and drug therapy for special patient populations. Calculation of medication dosage will be given special emphasis. Information concerning common dosage, therapeutic action, and contra-indications of selected groups of drugs will be presented.

PNE 171 Pharmacology in Nursing II

2 Hours

Prerequisites: PNE 161

2 hours weekly (2-0)

Intended to build upon Pharmacology in Nursing 161, this course emphasizes drug therapy as a means of patient care. The student will learn about commonly used medications which act on the various body systems. Information will be emphasized concerning common dosage, therapeutic action, and contra-indications.

PNE 183 Maternal and Newborn Health

1.5 Hours

Prerequisites: PNE 101, 102, 103, 105, 161

1.5 hours weekly (1.5-0)

The purpose of this course is to develop within the practical nursing student an appreciation of the meaning of effective prenatal and postnatal care, an understanding of the total birth process, and to develop skills for supervised practice in caring for the mother and newborn while recognizing deviations from normal.

PNE 184 Obstetrics Clinical

.5 Hour

Prerequisites: Successful completion of first semester

PNE 101, 102, 103, 105, 161

1.5 hours weekly (0-1.5)

Designed to present the expected obstetric objectives that a student will complete at a clinical facility giving the student the appropriate supervised experience.

PNE 193 Pediatric Nursing

1.5 Hours

Prerequisites: PNE 101, 102, 103, 161

1.5 hours weekly (1.5-0)

The purpose of this course is to broaden the student's understanding of the care of the well and sick child. Emphasis is placed on the family-centered approach to the nursing care of children with medical and surgical conditions most often affecting children. The student is exposed to the preventive, rehabilitative, and terminal care of the child and his family while caring for children with acute, chronic, and congenital conditions.

PNE 194 Community Nursing Clinical

1 Hour

Prerequisites: PNE 101, 102, 103, 161

3 hours weekly (0-3)

PNE 194 is designed to introduce the practical nursing student to community health nursing. Various clinical experiences will be utilized to enhance the student's understanding of community nursing.

PNE 204 Adult Nursing I

2 Hours

Prerequisites: PNE 101, 102, 103, 105, 161

2 hours weekly (2-0)

Nursing care for persons with medical and surgical health deviations is learned and practiced.

PNE 205 Medical/Surgical Clinical I

1.5 Hours

Prerequisites: PNE 101, 102, 103, 105, 161

4.5 hours weekly (0-4.5)

The PNE 205 course is designed to present the expected medical/surgical objectives that a student will complete at a clinical facility. It will offer the student the appropriate supervised experience.

PNE 206 Adult Nursing II

2 Hours

Prerequisites: PNE 204 and 205

2 hours weekly (2-0)

Nursing care for persons with medical and surgical health deviations is learned and practiced. Legal aspects of nursing are presented.

PNE 207 Medical/Surgical Clinic II

1.5 Hours

Prerequisites: PNE 161, 204 and 205

4.5 hours weekly (0-4.5)

The PNE 207 course is designed to present the expected medical/surgical objectives that a student will complete at a clinical facility offering the student the appropriate supervised experience.

PNE 208 Mental Health Nursing

1 Hour

Prerequisites: Acceptance into Practical Nursing Program

1 hour weekly (1-0)

Introduction to mental health and the deviations from normal, including etiology and accepted modes of treatment. Includes nursing interactions in supervised practice.

PNE 209 I.V. Therapy

.5 Hours

Prerequisites: Acceptance into Practical Nursing Program

1.5 hours weekly (0-1.5)

This course is designed to give nurses working in diverse patient care settings practical information needed for safe I.V. therapy. Infusion guidelines, venipuncture techniques, I.V. fluids, blood and blood components, and calculation of I.V. flow rates will be discussed and practiced in a lab environment.

Political Science (PSC)

PSC 120/HUM 120 Latin American Civilization

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Latin American Civilization is an interdisciplinary course combining the social science and humanities disciplines. The course will examine Latin American history, politics, religion, geography, languages, culture, music, and art. Students will study the diversity of the peoples of Central and South America and throughout the Caribbean. One of the central purposes is to present students with the opportunity to learn about the complexity and richness of

people and nations of the Latin American region. For instance, nations such as Mexico, Brazil, Costa Rica, Colombia, Chile, and Ecuador will be featured in the course.

PSC 131 American Government

IAI – S5 900

3 Hours

Prerequisites: None

3 hours weekly (3-0)

A survey of American national, state, and local governments, including a study of the structure-function of the political system and the elements of constitutionalism, republicanism, and federalism. Emphasis will be given to the dynamics of the political process through the operation of public opinion, the party system, and the electoral process. Special attention will be given to an analysis of the Constitution of the United States. Students who receive credit for Political Science 131 automatically fulfill the statutory requirements of the State of Illinois.

PSC 140A Current Events International

1 Hour

Prerequisites: PSC 131

1 hour weekly (1-0)

Current Events is a political science course designed to accompany PSC 211, 131, 212, or stand alone in special circumstances. The primary purpose of the course is to give the student an opportunity to volunteer and participate in Model United Nations, Model Illinois Government, Lobbying Illinois Government, political campaigns, and other community/state activities. Students will have an opportunity to survey the literature in each substantive area and then apply theory to practice. This course is an excellent opportunity for students to get hands-on experience in the social sciences.

PSC 140B Current Events Political Institutions and Processes

1 Hour

Prerequisites: PSC 131

1 hour weekly (1-0)

Current Events is a political science course designed to accompany PSC 211, 131, 212, or stand alone in special circumstances. The primary purpose of the course is to give the student an opportunity to volunteer and participate in Model United Nations, Model Illinois Government, Lobbying Illinois Government, political campaigns, and other community/state activities. Students will have an opportunity to survey the literature in each substantive area and then apply theory to practice. This course is an excellent opportunity for students to get hands-on experience in the social sciences.

PSC 140C Current Events National Politics

1 Hour

Prerequisites: PSC 131

1 hour weekly (1-0)

Current Events is a political science course designed to accompany PSC 211, 131, 212, or stand alone in special circumstances. The primary purpose of the course is to give the student an opportunity to volunteer and participate in Model United Nations, Model Illinois Government, Lobbying Illinois Government, political campaigns, and other community/state activities. Students will have an opportunity to survey the literature in each substantive area and then apply theory to practice. This course is an excellent opportunity for students to get hands-on experience in the social sciences.

PSC 140D Current Events State and Local

1 Hour

Prerequisites: PSC 131

1 hour weekly (1-0)

Current Events is a political science course designed to accompany PSC 211, 131, 212, or stand alone in special circumstances. The primary purpose of the course is to give the student an opportunity to volunteer and participate in Model United Nations, Model Illinois Government, Lobbying Illinois Government, political campaigns, and other community/state activities. Students will have an opportunity to survey the literature in each substantive area and then apply theory to practice. This course is an excellent opportunity for students to get hands-on experience in the social sciences.

PSC 211 State and Local Government

IAI – S5 902

3 Hours

Prerequisites: None

3 hours weekly (3-0)

A survey of the structure and functions of American state and local governments. Attention will be given to intergovernmental relations, and the organization, powers, functions, and finances of state and local governments. Emphasis will be placed upon the unique problems of the metropolitan areas.

PSC 212 Introduction to International Relations

IAI – S5 904

3 Hours

Prerequisites: None

3 hours weekly (3-0)

An introduction to international relations emphasizing contemporary international problems and relations. The course is a foreign policy analysis of the international interactions of states and other international actors. In addition, the collapse of Soviet and Eastern European communism, the rediscovery of economics, the resurgence of nationalism, and the emergence of global problems will be examined.

PSC 213 World Affairs (Honors)

IAI – S5 906N

3 Hours

Prerequisites: HIS 201, HIS 202, or PSC 131 with "B" or higher; 15 semester hours, GPA of 4.0 or higher

3 hours weekly (3-0)

This course is taught in a seminar format involving an in-depth study by honors students of current world affairs. Students will examine current world problems in light of historical, political, economic, social, and geographic backgrounds and current policies.

This course is also offered as part of a study abroad program. Contact the Coordinator of International Education for more information.

PSC 215 Congress: The Legislative Process

3 Hours

Prerequisites: None

3 hours (3-0)

Presents an inside view of the U. S. Congress and the complex range of individuals, organizations, and processes it embodies. Programs are hosted by journalist Edwin Newman and feature Norman Ornstein, professor of political science, Catholic University. Themes addressed include congressional elections, committees, parties,

leadership, lobbying, constituency relations, lawmaking, budgeting, and separation of powers.

PSC 220 The Law and Society

3 Hours

Prerequisites: None

3 hours weekly (3-0)

A course on the legal principles on which the law is based, and the legal system which administers the law. Helps students understand what their legal rights are and informs them of what legal principles are involved in a variety of daily situations.

PSC 289 Introduction to Comparative Government

IAI – S5 905

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course is a comparative examination of the systems, processes, and policies of selected countries. The analysis of each country includes a study of political culture, structure, function, and public policymaking of nine separate countries.

Psychology (PSY)

PSY 110 College Success and Career Planning

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course is designed to provide students with guidelines, strategies, and actions toward college success and career planning. Specific strategies for success are included in setting goals, planning ahead, time management, active learning, learning styles, study skills, choosing a major, planning a career, managing a healthy lifestyle, developing personal values, and workforce preparation.

PSY 128 Human Relations

2 Hours

Prerequisites: None

2 hours weekly (2-0)

A study of the patterns of human behavior that lead to effective interpersonal relationships in personal, social, and business situations. Emphasis is placed on the techniques used to solve problems of motivation, goals, and aspirations.

PSY 132 General Psychology

IAI – S6 900

3 Hours

Prerequisites: None

3 hours weekly (3-0)

General Psychology is an introductory course including the study of scientific research and application in regard to the psychological areas of affect, behavior, and cognition. This course is offered in the belief that an introduction to the many facets of psychology is an important part of anyone's general educational development. Therefore, a general goal of this course is to prepare students to be informed critical thinkers of contemporary psychology, as well as to provide a foundation for further study in psychology.

PSY 132H General Psychology (Honors)

1 Hour

Prerequisites: PSY 132 and consent of instructor

1 hour weekly (1-0)

A course designed for honor students interested in meeting with a small group for discussion of psychological topics, field trips, and independent readings.

PSY 200 Social Psychology

IAI – S8 900, IAI – PSY 908

3 Hours

Prerequisites: PSY 132

3 hours weekly (3-0)

Social Psychology is an introductory course in the study of human group behavior. Research and theory are integrated in regard to the study of attitude formation, social perception and cognition, group processes and interpersonal relations, and social influences on behavior.

This course is also offered as part of a study abroad program. Contact the Coordinator of International Education for more information.

PSY 203 Adolescent Psychology

IAI – S6 904

3 Hours

Prerequisites: PSY 132

3 hours weekly (3-0)

Adolescent Psychology examines interrelated bio-logical, cognitive, social, and emotional aspects of development during adolescence based on a life-span perspective. Topics include family relationships, peer relations, the school experience, career choice and work, the college experience, identity formation, adjustment, moral development, and the development of intimacy and sexuality. The course concludes with a focus on adolescents at risk. Course content is based on theory, empirical research, and application.

PSY 262 Child Psychology

IAI – S6 903

3 Hours

Prerequisites: PSY 132

3 hours weekly (3-0)

A study of the factors affecting the development of the child from conception to adolescence. Genetic, prenatal, familial, social, and cultural influences that interact to affect the child's physical, cognitive, linguistic, and social development will be examined.

PSY 265 Introduction to Special Education

3 Hours

Prerequisites: PSY 132 & EDC 202

3 hours weekly (3-0)

An introduction to the education and characteristics of exceptional people. This course surveys the history and educational practices in special education, including legislation and litigation. All classifications of special education, mental retardation, learning disabilities, hearing-impaired, etc., will be discussed. The course also covers the effects of disability conditions on learning situations.

Students may be required to pass a background check in order to fulfill classroom observation requirements.

PSY 270 Abnormal Psychology

IAI – PSY 905

3 Hours

Prerequisites: PSY 132 or equivalent

3 hours weekly (3-0)

Abnormal Psychology is an introduction to the definition, understanding, and diagnosis of psycho-logical disorders. Historical, cultural, empirical, and theoretical perspectives are combined to address etiology, assessment, treatment, and prevention.

PSY 285 Psychology of Personality

3 Hours

Prerequisites: PSY 132

3 hours weekly (3-0)

A study of the major perspectives on personality, integrating theory and research, and covering analytic and neo-analytic approaches along with cognitive, growth-humanistic, trait, behavioral/social learning, family systems and community psychology views on development, assessment, treatment and prevention.

Recreation (REC)

REC 101 Introduction to Leisure and Recreation

3 hours

Prerequisite: None

3 hours weekly (3-0)

This class will survey the nature of sport, leisure and recreation by reviewing the influence of historical, cultural, economic, psychological, technological, and philosophical impact of sport, play, leisure, and recreation. Included are insights into the fundamental concepts, values, and functions of sport, play, and leisure as an individual emotional experience as well as a necessary part of community. The course will also cover applicable careers in sport, military, health industry, and the outdoor, public, and private sectors. This course may include field trips and/or outdoor activities.

Integrated Science (SCI)

SCI 210A Integrated Science I

IAI – LP 900L

3 Hours

Prerequisites: None

4 hours weekly (2-2)

Integrated Science is a lecture-laboratory course designed to provide a wide-ranging background in the life and physical sciences. The primary focus will be on providing the pre-service teacher with the information needed to meet the new science education standards based on content and inquiry methods. Future K-8 teachers will acquire knowledge that can be directly applied to lessons they will teach in the classroom, as well as enhancing their own personal scientific literacy. Science 210A will concentrate on the physical sciences.

SCI 210B Integrated Science II

IAI – LP 901L

4 Hours

Prerequisites: None

5 hours weekly (3-2)

Integrated Science is a lecture-laboratory course designed to provide a wide-ranging background in the life and physical sciences. The primary focus will be on providing the pre-service teacher with the information needed to meet the new science education standards

based on content and inquiry methods. Future K-8 teachers will acquire knowledge that can be directly applied to lessons they will teach in the classroom, as well as enhancing their own personal scientific literacy. Science 210B will concentrate on the life sciences.

SCI 215 Environmental Biology

IAI – L1 905

3 Hours

Prerequisites: None

3 hours weekly (3-0)

An introductory course on the study of man's relationship and dependency on the environment and natural resources. Emphasis will be primarily from biological perspectives, including: ecology, biodiversity, evolution, pollution, health and natural resource management. Current environmental issues will be studied to explore their personal and social impact on society.

Sociology (SOC)

SOC 133 Principles of Sociology

IAI – S7 900

3 Hours

Prerequisites: None

3 hours weekly (3-0)

An introductory course examining the three dimensions of society (culture, structure, social processes) and the three major theoretical perspectives (symbolic interactionist, functionalist, and conflict), as well as demonstrating their use as tools for understanding and researching both personal experience and larger social patterns. Topics addressed over the course of the semester include popular culture, the global economy, inequality, cross-cultural differences, deviance, socialization, and social change.

SOC 215 Diversity in American Life

IAI – S7 903D

3 Hours

Prerequisites: None

3 hours weekly (3-0)

The course is designed to foster an understanding and appreciation of diversity in American life. Diversity with respect to gender, race, age, class, ethnicity, and differences in physical abilities will be examined. Topics include these: perspective on cultural diversity; identity and diversity; comparisons of patterns of racial/ethnic assimilation and adaptation; social policy issues and diversity; social problems and social movements.

SOC 221 Race and Ethnicity

IAI- S7 903D

3 hours

Prerequisite: None

3 hours weekly (3-0)

Comparative analysis of racial and ethnic groups: examining elements of group identify; social movements; government policy; individual and institutional discrimination; and related social problems.

SOC 263 Marriage & the Family

IAI – S7 902

3 Hours

Prerequisites: None

3 hours weekly (3-0)

A sociological examination of mate selection and marriage, family life, marital adjustments,

and the place of the family in American culture. Cross-cultural comparisons will consider child-rearing, communal living, the latest trends, and predictions about the future.

SOC 264 Social Problems

IAI – S7 901

3 Hours

Prerequisites: SOC 133

3 hours weekly (3-0)

A review and application of basic sociological concepts, theories, and methods to examine contemporary social problems. Students discuss and analyze selected contemporary social problems along with a range of solutions to these problems. Special features of the class include the use of the World Wide Web in the research process, examination of cultural representations of social problems, and local focus on social problems.

This course is also offered as part of a study abroad program. Contact the International Education Coordinator for more information.

Social Work (SOCW)

SOCW 275 Introduction to Social Work

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Introduction to Social Work examines the relationships among social, cultural, political, and economic factors in the history and practice of social welfare. The range of roles and applications of modern social work practice will be examined with particular emphasis on community based delivery systems.

Sports Management (SPM)

SPM 101 Introduction to Sport Management

3 hours

Prerequisites: None

3 hours weekly (3-0)

This course is designed for students entering the sport and physical education profession where it is critical to understand the theory and practice of ethical management principles in sport/fitness organizations. These principles are applied to interscholastic, intercollegiate, international, and professional organizations along with the health/fitness and community recreation industries.

Spanish (SPN)

SPN 101 Elementary Spanish I

4 Hours

Prerequisites: None

4 hours weekly (4-0)

Emphasis on grammar, pronunciation, vocabulary, and oral use of the language. Language laboratory is required.

This course is also offered as part of a study abroad program. Contact the Coordinator of International Education for more information.

SPN 102 Elementary Spanish II

4 Hours

Prerequisites: SPN 101 or consent of instructor

4 hours weekly (4-0)

Different activities and techniques will be used to achieve the course objectives. After taking Spanish 101, the activities will be expanded on more vocabulary, dialogues, and conversations. The grammatical structures of the language will

be studied on new topics such as preterit and imperfect tenses using different types of exercises.

This course is also offered as part of a study abroad program. Contact the Coordinator of International Education for more information.

SPN 201 Intermediate Spanish I

4 Hours

Prerequisites: SPN 102 or consent of instructor

4 hours weekly (4-0)

Students must have taken Spanish 102 in order to move to the Intermediate Spanish 201. The course will be devoted to finalize the basic grammatical structures of the language. Past participles, present perfect tense, past perfect tense, conditionals, uses of the subjunctive with different verbs and the like. In addition, an oral-conversation exercise will be part of the course.

This course is also offered as part of a study abroad program. Contact the Coordinator of International Education for more information.

SPN 202 Intermediate Spanish II

IAI – H1 900

4 Hours

Prerequisites: SPN 201 or consent of instructor

4 hours weekly (4-0)

The second section of the Intermediate Spanish requires that the students had taken Spanish 201. In this section, the course will consist of a summary of the main grammatical aspects of the language. There will be a general use combining the four skills (listening, speaking, reading, and writing) to achieve the goal of the course. The whole section will be taught mainly in Spanish.

This course is also offered as part of a study abroad program. Contact the Coordinator of International Education for more information.

Surveying (SRV)

SRV 101 Surveying I

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This is a beginning course in surveying designed to introduce the student to the principles and equipment of surveying, as well as the profession of surveying.

Surgical Technology (STP)

STP 121 Introduction to Surgical Technology

3 Hours

Prerequisites: Acceptance into the Surgical Technology Program, BIO 205 or 206 with C or better.

3 hours weekly (3-0)

This course introduces the student to the broad field of surgical technology. It includes Orientation to Surgical Technology, Standards of Conduct, The Surgical Patient, Special Populations, and Physical Environment and Safety Standards.

STP 122 Principles and Practices of Surgical Technology

6 Hours

Prerequisites: STP 121, BIO 205 or 206

8 hours weekly (4-4)

This course introduces the student to the practice of surgical technology. The focus is on skills that are specifically those of the scrub role and the circulator role. The student will demonstrate the proper and safe execution of

procedures and instruments and equipment. Adequate laboratory time for the practice and testing of the skills is required.

STP 123 Surgical Procedures I

5 Hours

Prerequisites: STP 122, 127, BIO 205 and 206

5 hours weekly (5-0)

This course is designed to prepare students for clinic practice training. Instruction introduces students to the various surgical specialties.

STP 124 Surgical Procedures II

3 Hours

Prerequisites: STP 123 and BIO 226

3 hours weekly (3-0)

This course is a continuation of STP 123 and is designed to prepare the student for clinic practice training. Instruction introduces the student to the various surgical specialties not covered in its first course.

STP 125 Clinical Rotation in Surgical Technology I

5 Hours

Prerequisites: STP 122, 127, BIO 205 and current CPR certification

15 hours weekly (0-15)

This course introduces the student to the operating room and its routine. This course functions to expand knowledge gained in STP 122 and supports the knowledge being gained in Surgical Procedures I. This course is offered pass/fail.

STP 126 Clinical Rotation in Surgical Technology II

5 Hours

Prerequisites: STP 125, STP 126, BIO 206, 226 and current CPR certification

15 hours weekly (0-15)

This course is continuation of STP 125. It is designed to provide the student with continued exposure to the operating room and its routine. This course expands the knowledge gained in STP 123 and STP 125. This course is offered pass/fail.

STP 127 Pharmacology for Health Professions

3 Hours

Prerequisites: STP 121 and acceptance into the

Surgical Technology Program

3 hours weekly (3-0)

This course provides basic knowledge of the most commonly used medications in the operating room. Commonly prescribed medications such as anesthetics, diuretics, gastric drugs, hormones, antibiotics, diagnostic agents, and blood and fluid replacements will be discussed.

Theater (THE)

THE 113 Theater Appreciation

IAI – F1 907

3 Hours

Prerequisites: None

3 hours weekly (3-0)

An introductory survey of theatre/drama as a performing art form. Includes study and analysis of historical, social, esthetic, and technical aspects of traditional and contemporary theatrical/dramatic expression.

This course is also offered as part of a study abroad program. Contact the Coordinator of International Education for more information.

THE 119 Stagecraft I

3 Hours

Prerequisites: None

5 hours weekly (1-4)

Advanced information relating to theatrical production. Intense applied training in set design, set construction, set decoration, lighting design, lighting application, sound design, sound application and special effects, makeup design, hair style design, costume design, publicity, house management, and advanced acting techniques.

THE 120 Stagecraft II

3 Hours

Prerequisites: None

5 hours weekly (1-4)

Continuation of Stagecraft I. Intense applied training in set design, set construction, set decoration, lighting design, lighting application, sound design, sound application and special effects, makeup design, sound application and special effects, makeup design, hair style design, costume design, publicity, house management, and advanced acting techniques.

THE 124 Fundamentals of Acting I
IAI – TA 914

3 Hours

Prerequisites: None

3 hours weekly (3-0)

The purpose of this course is to provide students with a basic approach to the fine art of acting and to allow them to develop their own technique through active participation.

THE 125 Fundamentals of Acting II

3 Hours

Prerequisites: THE 124

3 hours weekly (3-0)

A continuation of Fundamentals of Acting I. An intensive approach to acting that will prepare students for a variety of acting situations.

THE 128 Theater Practicum

1 Hour Each

Prerequisites: Permission of the director. Students will not be permitted to register for THE 128 until selected for a play or for a technical position that the director believes is appropriate for credit

1 hour weekly (1-0)

This is a course designed to increase a student's proficiency in the preparation and presentation of theatrical productions. Credit is awarded for per-forming in or working on major College productions. Students may acquire no more than four hours of credit total and no more than two hours of credit per year.

THE 224 Play Analysis for Production

3 hours

Prerequisites: None

3 hours weekly (3-0)

An introductory exploration of the relationships between dramatic text and the play in performance. Representative plays are studied in their genre, historical and social contexts. An emphasis is placed on basic structural terminology and methodology.

THE 225 Performance of Literature

3 hours

Prerequisite: None

3 hours weekly (3-0)

The study and performance of literature, such as essays, letters, novels, poetry, and short stories, with an emphasis on using voice and movement to interpret the works and communicate that interpretation to an audience.

Travel and Tourism (TRT)

TRT 152 Safety & Sanitation

1 Hour

Prerequisites: None

1 hour weekly (1-0)

This course is designed to provide students with the educational background needed to assist them in passing the Illinois Food Sanitation Examination, which is necessary for employees in food service establishments. Topics included are these: sanitation, health, microbiology, safe food handling practices, and the sanitation regulations and standards of the State of Illinois. The student's knowledge will be tested during the last class period through a state-administered examination.

Volunteerism (VOL)

VOL 101 Volunteerism

1-4 Hours

Prerequisites: Agencies receiving volunteer services reserve the right to set requirements. The requirements will be met through a course, seminar, orientation, or criminal background/drug check. Students must successfully complete 12 hours of college credit prior to enrollment.

Hours weekly (variable)

This internship course is a form of service learning. The broad objective is to meet the students' needs that are not covered in regular classes. They will seek to achieve real objectives for the community and an understanding of service learning. They will also develop work place skills through this experience. In this process, students link personal and social development with academic and cognitive development. The student will be assigned to an agency, community action group, or educational facility based upon his/her skills, knowledge, and general interests. The internship site chosen should apply toward the student's field of study.

Welding (WEL)

WEL 150 Oxy-Acetylene Fusion Welding I

1 Hour

Prerequisites: None

2 hours weekly (0-2)

A study of oxy-acetylene equipment; production of gases, storage and distribution, types of flames, operator protective equipment, and general safety precautions. Joints welded will be the butt-joint and outside corner joint in the flat position.

WEL 151 Oxy-Acetylene Fusion Welding II

2 Hours

Prerequisites: WEL 150

4 hours weekly (0-4)

A study of torch types, their construction and classification and specifications of gas welding rods. Joints welded will be the lap joint and horizontal tee joint. Also a study of the principles of joint design, their preparation, and control of expansion and contraction. Joints

welded will be the butt and T joints in the vertical and overhead positions.

WEL 152 Brazing and Soldering

1 Hour

Prerequisites: WEL 151

2 hours weekly (0-2)

A study of filler materials, fluxes, joint preparation and techniques. Emphasis will be placed on flange joints, T joints, and butt joints in several positions.

WEL 153 Oxy-Acetylene Cutting

1 Hour

Prerequisites: None

2 hours weekly (0-2)

A study of flame-cutting principles and safety, operation setup of the oxy-acetylene cutting outfit, and flame-cutting in several directions, including beveling, piercing, and cutting to prescribed sizes.

WEL 154 Arc Welding I

2 Hours

Prerequisites: None

4 hours weekly (0-4)

A study of process and safe work habits, striking an arc, running beads of weld in several directions, and padding, all in the flat position. Also, a study of American Welding Society (AWS) weld symbols, including the fillet weld symbol. Weaves, flat position, and three different patterns are taught.

WEL 155 Arc Welding II

2 Hours

Prerequisites: WEL 154

4 hours weekly (0-4)

A study of metal properties, basic joint designs, weld defects, and distortion control. Study will also include fillet welds in the flat position, lap joints, and single-and multiple-pass techniques. Also, a study of electrode classification systems, including selection, properties, use, and storage. The use of large diameter iron powder electrodes in various fillet weld configurations, including circumferential welds, will also be studied.

WEL 156 Arc Welding III

1 Hour

Prerequisites: WEL 155

2 hours weekly (0-2)

A study of the AWS weld symbol for groove welds and definition of flat position. There will be preparation and welding of vee-groove butt joints in the flat position with and without backing bar.

WEL 157 Arc Welding IV

1 Hour

Prerequisites: WEL 156

2 hours weekly (0-2)

A study of beads of weld and vee-groove butt joints with and without backing bar in the horizontal position. Definition of horizontal position will also be included.

WEL 158 Arc Welding V

1 Hour

Prerequisites: WEL 157

2 hours weekly (0-2)

A study of single beads, triangular weave, Christmas tree weave in the vertical-up position, and vee-groove butt joints, with and without a backing bar, in the vertical position. Definition of vertical position will also be included.

WEL 159 Arc Welding

1 Hour

Prerequisites: WEL 158

2 hours weekly (0-2)

A study of single beads, multiple pass fillet welds in the overhead position, and vee-groove butt joint with backing bar in overhead position. A definition of the overhead position will also be included.

WEL 160 M.I.G. Welding

2 Hours

Prerequisites: None

4 hours weekly (0-4)

A study of power sources, wire feeders, their maintenance and adjustment, and types of transfer, shielding gases, and flow meters. Emphasis will be placed on T joints in the horizontal and vertical down welding position and the butt joint in the flat and vertical down position. Also, the study of electrode wires, shielding gases, flow meters, and accessory equipment. Emphasis will be placed on the butt and T joint in the vertical P welding position and practice on the overhead T joint.

WEL 161 Cored Wire Welding

2 Hours

Prerequisites: None

4 hours weekly (0-4)

A study of electrode wires, welding machines, and their maintenance and adjustment. Emphasis will be placed on the T joint in the flat and horizontal welding positions and the butt joint in the flat position. Also, study of the techniques of out-of-position welding, with emphasis on the butt joints and fillet welds in the vertical and overhead welding positions.

WEL 162 T.I.G. Welding

1 Hour

Prerequisites: None

2 hours weekly (0-2)

A study of power sources, torch assemblies, electrode types, shielding gases, and types of current used on different metals. Emphasis will be placed on butt and T joints in the flat, horizontal, overhead, and vertical positions.

WEL 163 Weld Testing and Inspection

2 Hours

Prerequisites: None

4 hours weekly (0-4)

A study of the definition of welding qualifications, welding codes, and procedures and testing. Also included will be the AWS limited-thickness bend test in the flat, horizontal, and vertical position using E-7018, 5/32” diameter electrodes. Also, the study of procedure and operator qualifications and the interpretation of the test results. Emphasis will be placed on the preparation and testing of welded joints.

WEL 181 Introduction to Oxy-Acetylene Welding

1 Hour

Prerequisites: None

2 hours weekly (0-2)

A study of oxy-acetylene equipment, types of flames, general safety precautions, and flame-cutting principles. Joints welded will be the outside corner, lap and butt joints in the flat positions, and horizontal fillet. Also, brazing and soldering.

WEL 182 Introduction to Arc Welding

1 Hour

Prerequisites: None

2 hours weekly (0-2)

A study of process and work habits, striking the arc, running beads, padding, fillet welds in the horizontal position, and butt joints in the flat position.

WEL 188 Welding Laboratory I

1 Hour

Prerequisites: None

2 hours weekly (0-2)

This course will consist of supervised laboratory assignments on vee-joint butt welds in vertical positions with the E-7018 electrode. All welds will be tested according to the American Welding Society Code. The successful student will be able to pass the qualification test required by the coal mining and construction industries.

WEL 189 Welding Laboratory II

1 Hour

Prerequisites: WEL 188

2 hours weekly (0-2)

This course will consist of supervised laboratory assignments on T joint welds in the vertical position with the E-7018 electrode. All welds will be tested according to the American Welding Society Code. The successful student will be able to pass the qualification test required by the coal mining and construction industries.

WEL 190 Welding Laboratory III

1 Hour

Prerequisites: WEL 189

2 hours weekly (0-2)

This course will consist of supervised laboratory assignments on vee/butt joint welds in the overhead position with the E-7018 electrode. All welds will be tested according to the American Welding Society Code. The successful student will be able to pass the qualification test required by the coal mining and construction industries.

WEL 191 Welding Laboratory IV

1 Hour

Prerequisites: WEL 190

2 hours weekly (0-2)

This course will consist of supervised laboratory assignments on T butt joint welds in the overhead position with the E-7018 electrode. All welds will be tested according to the American Welding Society Code. The successful student will be able to pass the qualification test required by the coal mining and construction industries.

WEL 192 Introduction to Pipe Welding

1 Hour

Prerequisites: Consent of Instructor

2 hours weekly (0-2)

Pipe joints are prepared, welded, and tested in accordance with A.W.S. D1.1 Structural Welding Code. Socket joints and butt joints are done in the 2F and 2G positions with E-6010 and E-7018 electrodes.

WEL 193 Pipe Welding

1 Hour

Prerequisites: WEL 192

2 hours weekly (0-2)

Pipe joints are prepared, welded, and tested in accordance with A.W.S.D1.1 Structural Welding Code. Socket joints and butt joints are done in the 5F and 5G positions with E-6010 and E-7018 electrodes.

WEL 194 Pipe Welding

2 Hours

Prerequisites: WEL 193

4 hours weekly (0-4)

Pipe joints are prepared, welded, and tested in accordance with A.W.S.D1.1 Structural Welding Code. Butt joints are welded uphill and downhill in the 6G position with E-6010 and E-7018 electrodes.

WEL 195 Special Problems in Welding

4 Hours

Prerequisites: Six credit hours of welding prior to enrollment.

8 hours weekly (0-8)

Students will prepare and submit a written proposal identifying specific problems. These may be theoretical in nature or practical laboratory situations to be worked out.

WEL 196 M.I.G. Welding—Aluminum

1 Hour

Prerequisites: WEL 160

2 hours weekly (0-2)

This course will teach the student to use the pound gun to weld aluminum in all positions.

WEL 197 M.I.G. Welding—Stainless Steel

1 Hour

Prerequisites: WEL 160

2 hours weekly (0-2)

This course will teach students to use pound gun to weld stainless steel in all positions.

WEL 198 T.I.G. Welding—Aluminum

1 Hour

Prerequisites: WEL 162

2 hours weekly (0-2)

This course will teach students to weld aluminum in all positions as well as to weld aluminum pipe.

WEL 199 T.I.G. Welding—Stainless Steel

1 Hour

Prerequisites: WEL 162

2 hours weekly (0-2)

This course will teach students to weld stainless steel with TIG.

WEL 200 Welding Theory

2 Hours Prerequisites: None

2 hours weekly (2-0)

This course will cover oxy-acetylene, AC, DC, inert gas, and automatic welding theory.

WEL 201 Industrial Maintenance Welding Lab

3-6 Hours

Prerequisites: None

0-12 hours weekly (6-0-12)

This is a laboratory class that will develop cognitive and manipulative skills to use the SMAW, GMAW, GTAW, PAC, OFC, and DAW welding and cutting processes. Fillet and

groove welds will be performed on carbon steels, stainless steel, and aluminum material in all welding positions.

WEL 201A Industrial Maintenance Welding Lab

3-6 Hours

Prerequisites: None

0-6 hours weekly (3-0-6)

This is a laboratory class that will develop cognitive and manipulative skills to use the SMAW, GMAW, GTAW, PAC, OFC, and DAW welding and cutting processes. Fillet and groove welds will be performed on carbon steels, stainless steel, and aluminum material in all welding positions.

WEL 201B Industrial Maintenance Welding Lab

3-6 Hours

Prerequisites: None

6-12 hours weekly (3-0-6)

This is a laboratory class that will develop cognitive and manipulative skills to use the SMAW, GMAW, GTAW, PAC, OFC, and DAW welding and cutting processes. Fillet and groove welds will be performed on carbon steels, stainless steel, and aluminum material in all welding positions.

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Appendix A

Addendum to Catalog
Compliance with 38 USC 3679(e)
VA Pending Payment Compliance

Beginning August 1, 2019, and despite any policy to the contrary, the educational institution named at the bottom of this form will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).