

## **A MESSAGE FROM THE PRESIDENT**

Dear Students:

Welcome to John A. Logan College.

I am pleased that you are reviewing the information in this catalog because that means you are a student here, or you are considering becoming a student here. I hope you will find the information useful, and I urge you to contact one of the offices on campus if you need additional information or assistance.

You will find a very diverse student body at John A. Logan College. We have traditional college-age students, adult re-entry students, transfer students from other colleges and universities, a large continuing education program, a strong business and industry training program, and a solid adult education and literacy project. In addition, we have been entrusted with the training needs of several state and federal organizations, including the Illinois State Police, Illinois Department of Corrections, Illinois Department of Transportation, and the U. S. Fish and Wildlife Service.

One of the strengths of this College is the very attractive and functional facilities on our campus where there are 169 acres, with over 13 acres under roof for education and training programs. You will find our campus has current technology in the buildings and classrooms, and there is a pleasant atmosphere in a very clean and safe environment. We work hard to provide facilities that enhance your education.

The College provides numerous courses and programs to serve the needs of the people in southern Illinois. We serve a district of 143,000 individuals, and it is necessary to provide highly technical training, complex academic courses and programs, and diverse special activities for the people of the district. I hope we are offering you the student-centered courses and programs you need to prepare for your future.

Quality and affordability are strengths of the College. The North Central Association of Colleges and Schools, the Illinois Community College Board, the U. S. Department of Education, and other governmental and professional accrediting agencies have found John A. Logan College to be an exemplary institution of higher education. Moreover, this College is able to deliver high-quality programs at one of the lowest costs you will find anywhere. I think that our team management approach and a comprehensive planning process have helped us achieve this quality at a low cost to the students.

I hope you have an enjoyable and productive experience on our campus.

Sincerely,

A handwritten signature in cursive script that reads "Robert L. Mees". The signature is written in black ink and is positioned above the printed name and title.

Robert L. Mees, Ph.D.  
President

**JOHN A. LOGAN COLLEGE  
700 Logan College Road  
Carterville, Illinois 62918**

**Alongi Du Quoin Extension Center**

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Du Quoin, Illinois 62832  
(618) 542-9210

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**CARBONDALE AND JACKSON COUNTY**—549-7335 (operator) or 457-7676 (direct extension access);  
**DU QUOIN**—542-8612; **WEST FRANKFORT**—937-3438; **CRAB ORCHARD, GORHAM, AND TRICO AREAS**—  
1-800-851-4720; and **TTY** (hearing-impaired access)—985-2752. The John A. Logan College home page is accessible  
at < [www.jalc.edu](http://www.jalc.edu) >.

**CATALOG  
2007-2008**

**GENERAL INFORMATION**

**Board of Trustees**

Donald L. Brewer, Chair  
Jacob “Jake” Rendleman, Vice-Chair  
William J. Kilquist, Secretary  
Michael Hopkins  
David D. Hancock  
John F. O’Keefe  
John W. Sanders  
Matthew Todd, Student Representative

**Officers of the College**

Robert L. Mees, President  
J. P. Barrington, Vice-President for Business Services  
Larry Peterson, Vice-President for Administrative Services  
Julia Schroeder, Vice-President for Instructional Services

**Accreditations, Affiliations, Recognitions, and Memberships**

Accreditation Council for Occupational Therapy Education  
American Association for Adult and Continuing Education  
American Association of Collegiate Registrars and Admissions Officers  
American Association of Community Colleges  
American Association of Critical Care Nurses  
American Association of Higher Education  
American Association of Museums  
American Association of School Administrators  
American Council for Construction Education  
American Council on International Intercultural Education  
American Design Drafting Association  
American Health Information Management Association  
American Heart Association  
American Medical Association  
American Psychological Association  
American Technical Education Association  
American Welding Society

## **Accreditations, Affiliations, Recognitions, and Memberships (continued)**

Art Trail of Southern Illinois  
Assembly of Illinois Arts Organizations  
Association of Community College Trustees  
Association for Gerontology in Higher Education  
Association of Government Marketing Assistance Specialists  
Association of Performing Arts Presenters  
Association for Supervision and Curriculum Development  
Association of Midwest Museums  
Business Retention and Expansion International  
Commission on Accreditation of Allied Health Education Programs  
Commission on Adult Basic Education  
Commission on Dental Accreditation of the American Dental Association  
Community College Baccalaureate Association  
Consortium of College Testing Centers  
Council for Resource Development  
Educational Council of 100  
Great Rivers Athletic Conference  
Illinois Adult and Continuing Educators Association  
Illinois Alliance for Arts Education  
Illinois Association for Career and Technical Education  
Illinois Association for College Admission Counseling  
Illinois Association of Collegiate Registrars and Admissions Officers  
Illinois Association for Cooperative Education and Internships  
Illinois Association of Museums  
Illinois Association of School Administrators  
Illinois Association of School Business Officials  
Illinois Association of Student Financial Aid Administrators  
Illinois Community College Admissions and Records Officers Organization  
Illinois Community College Board  
Illinois Community College Career Planning and Placement Professionals  
Illinois Community College Chief Academic Officers  
Illinois Community College Chief Financial Officers  
Illinois Community College Chief Student Services Officers  
Illinois Community College Student Activities Association  
Illinois Community College Trustees Association  
Illinois Consortium for International Studies and Programs  
Illinois Council of Community College Administrators  
Illinois Council of Community College Presidents  
Illinois Council for Continuing Education and Training  
Illinois Council on Continuing Higher Education  
Illinois Department of Professional Regulation  
Illinois Mathematics Association of Community Colleges  
Illinois Presenters Network  
Illinois State Chamber of Commerce  
Illinois State Historical Society  
Illinois Virtual Campus  
Joint Review Committee on Education in Diagnostic Medical Sonography  
Literacy Volunteers of America, Inc.  
Midwest Association of Colleges and Employers  
Midwest Museums Conference  
National Academic Advising Association  
National Accrediting Agency for Clinical Laboratory Sciences  
National Alliance of Business  
National Association of Colleges and Employers  
National Association of Community College Teacher Education Programs (NACCTEP)  
National Association of Educational Buyers

## **Accreditations, Affiliations, Recognitions, and Memberships (continued)**

National Association of Foreign Student Administrators: Association of International Educators  
National Association of Student Financial Aid Administrators  
National Association of Student Personnel Administrators  
National Automotive Technicians Education Foundation  
National Business Education Association  
National Community College Chair Academy  
National Council of Community College Business Officials  
National Council for Continuing Education and Training  
National Council of Educational Opportunity Associations  
National Council of Instructional Administrators  
National Council for Marketing and Public Relations  
National Council for Occupational Education  
National Council on Student Development  
National Institute for Automotive Service Excellence  
National Junior College Athletic Association  
National Student Employment Association  
National Tech Prep Network  
NILRC: A Consortium of Community Colleges, Colleges, Universities  
North Central Association of Colleges and Schools  
North Central Regional Council  
Partnership for Heating, Ventilation, Air Conditioning, Refrigeration Accreditation  
Shawnee Library System  
Southern Illinois Collegiate Common Market  
Southern Illinois Dental Society  
Southern Illinois Edge (Economic Development, Growth, Expansion)  
Southern Illinois Learning Resources Cooperative  
Southern Illinois Manufacturers Network  
Southern Illinois Manufacturing Extension Consortium  
Southern Illinois Personnel Management Association  
Southern Illinois Schoolmasters  
Southern Illinois Workforce Investment Board

***Notice:*** *Effective Fall 2007 John A. Logan College will convert from a 5.0 grade scale to a 4.0 grade scale. All calculations in this Catalog reflect the current 5.0 grade scale.*

***Notice:*** *This catalog is neither a contract nor an offer of a contract. The information it contains was accurate at the time of publication. Fees, deadlines, academic requirements, courses, degree programs, and other matters described in this catalog may change without notice. Not all courses are offered each academic year and faculty assignments may change.*

*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 sex, race, color, religion, age, national origin, gender orientation, or disability 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. Questions in reference to educational opportunities in relation to sex equity (Title IX), handicapped (Section 504), and minorities (Title VI) should be directed to the College's Vice-President for Administration, Administration Building John A. Logan College, 700 Logan College Road, Carterville, Illinois 62918, phone (618) 985-3741, extension 8358, or TTY 985-2752.*



Accredited – Higher Learning Commission;  
Member – North Central Association

The Higher Learning Commission  
30 North LaSalle Street, Suite 2400  
Chicago, Illinois 60602-2504  
(312) 263-7462

CAMPUS MAP JOHN A. LOGAN COLLEGE

GRNDS. MAINT. SHED



TRUCK TRAINING LOT

PARKING LOT 'B'

VOC. BUILDING

OFC OFFICE BUILDING

BUILDING "H"

BUILDING "G"

PURDY SCHOOL

HANCOCK /CONF. CENTER

BUILDING "D"

WEST ENTRANCE

TENNIS COURTS

PARKING LOT 'D'

PARKING LOT 'C'

GREENBRIAR ROAD

BASEBALL FIELD

SOFTBALL FIELD

ATHL./CONCES. BLDG.

PARKING LOT 'A'

GYM

BLDG. "B"

BLDG. "A"

EAST ENTRANCE

FACULTY PARKING LOT 'C'

PARKING LOT 'E'

BUILDING "J"

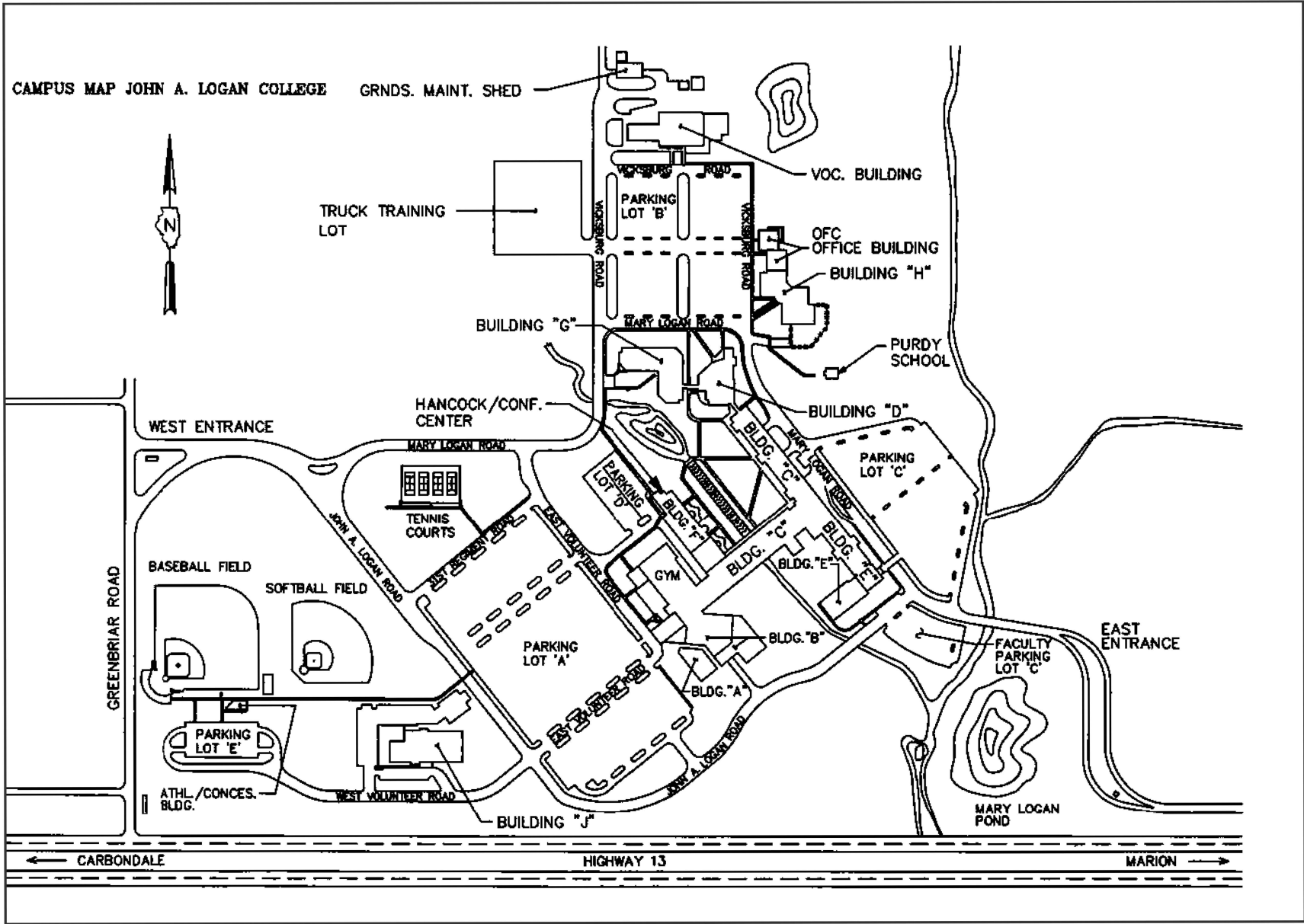
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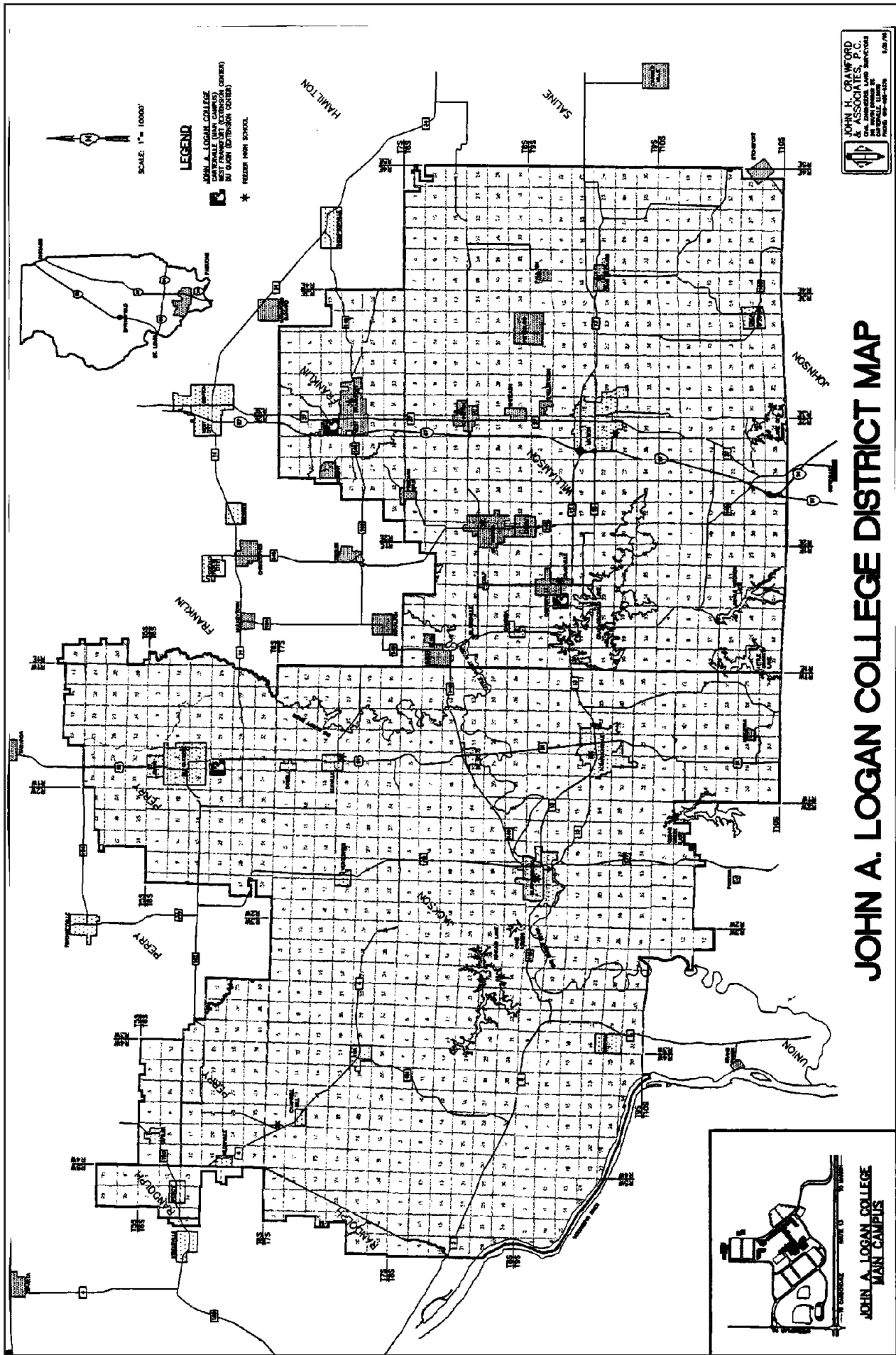
CARBONDALE

HIGHWAY 13

MARION

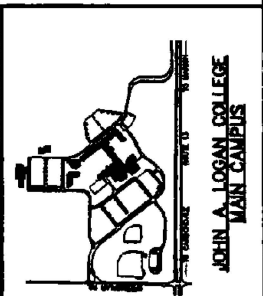
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**JOHN H. CRANFORD ASSOCIATES, P.C.**  
 CIVIL ENGINEERS AND ARCHITECTS  
 200 SMALL FOUNTAIN  
 PEORIA, ILLINOIS 61604-1000  
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The information in this College Catalog states present policies that are subject to change as required and as the institution deems appropriate. The statements contained herein are not to be regarded as an offer to contract.

## **2007-2008 COLLEGE CALENDAR**

### **SPRING 2007**

Holiday – New Year’s Day, Monday, January 1  
Holiday – Martin Luther King’s Birthday, Monday, January 15  
Instruction Begins for Semester and 1<sup>st</sup> 8 Weeks of Block Scheduling – Tuesday, January 16  
Holiday – President’s Day, Monday, February 19  
Spring Vacation – March 12-17 (Monday-Saturday)  
Block Scheduling – 2<sup>nd</sup> 8 Weeks – Monday, March 19  
Holiday – Good Friday, April 6-7 (Friday and Saturday)  
Commencement – Friday, May 11  
\*Final Exams – May 10-16 (Thursday-Wednesday)  
Holiday – Memorial Day, Monday, May 28  
Spring Semester Ends – May 31

### **SUMMER 2007**

Instruction Begins – Monday, June 11  
Holiday – Independence Day, Wednesday, July 4  
Final Exams – Tuesday, August 2  
Summer Semester Ends – August 15

### **FALL 2007**

Fall Faculty Meetings – Wednesday, August 15  
Instruction Begins for Semester and 1<sup>st</sup> 8 Weeks of Block Scheduling – Thursday, August 16  
Holiday – Labor Day, Monday, September 3  
Block Scheduling – 2<sup>nd</sup> 8 Weeks – Wednesday, October 10  
Holiday – Veterans Day, Monday – November 12  
Thanksgiving Recess – November 19-24 (Monday – Saturday)  
\*Final Exams – December 8 -13 (Saturday – Thursday)  
Holiday – Christmas Day, Tuesday, December 25  
Fall Semester Ends – December 31

### **SPRING 2008**

Holiday – New Year’s Day, Tuesday, January 1  
Instruction Begins for Semester and 1<sup>st</sup> 8 Weeks of Block Scheduling, Monday, January 14  
Holiday – Martin Luther King’s Birthday, Monday, January 21  
Holiday – President’s Day, Monday, February 18  
Spring Vacation – March 10 – 15 (Monday – Saturday)

Block Scheduling 2<sup>nd</sup> 8 Weeks – Monday, March 17  
Holiday – Good Friday, March 21 – 22 (Friday & Saturday)  
Commencement – Friday, May 9  
\*Final Exams – May 8 – 14 (Thursday – Wednesday)  
Holiday – Memorial Day, Monday, May 26  
Spring Semester Ends – May 31

\*The final exam schedule will be adjusted if any emergency days are used during the semester.

## **HISTORY OF JOHN A. LOGAN COLLEGE**

September 16, 1967, marks the birth date of John A. Logan College. On that day, the electorate registered a mandate for higher education by supporting a popular referendum to establish the College and to provide for its perpetual financial support. The College district as originally established was composed of all of Williamson County, most of Jackson County, and portions of Franklin and Perry Counties.

Establishment of the College was the culmination of months of preparatory action by dedicated citizens in formulating plans, organizing a steering committee, conducting a feasibility study, and, finally, petitioning for authority to conduct the popular referendum. The petition was approved on April 14, 1967.

Following the referendum, a seven-member Board of Trustees was elected. The board held its organizational meeting early in December, and unanimously elected Rannie L. Odum as its first chairperson.

Classes were held for the first time in September 1968, with 330 full-time and part-time students. The first student body consisted of freshmen only, with classes conducted at several locations in the City of Herrin.

The first academic year was an eventful one. One of the highlights was the acquisition of a permanent site, a beautiful 161-acre tract fronting Highway 13 just west of Carterville. On April 12 of the following year, voters of the district supported a bond referendum to provide nearly \$3 million to help finance the construction of a permanent building of 130,497 square feet.

The College began operation on its new campus in the fall of 1969 in newly constructed interim facilities. The permanent facilities were occupied during the fall of 1973.

With the 1974-75 academic year, the Trico High School District was added to the original school districts comprising the John A. Logan College District.

This addition gave the College district its present geographic composition—most of Jackson and Williamson Counties, and parts of Franklin, Perry, and Randolph Counties.

In 1981 the College passed a \$6 million bond referendum to provide 60,000 square feet of new and renovated facilities, including three new buildings, to replace eight interim buildings on the 161-acre campus. Construction began in December 1982, and the new facilities were occupied by June 1984.

In March 1990, the College broke ground for an \$8.5 million construction and renovation project (25 percent local funds and 75 percent state funds through the Illinois Capital Development Board). This yielded a major classroom and laboratory building; building additions to the College library, athletic, and administrative facilities; a new conference center, multi-purpose room, and banquet room; and a new entrance road leading to 550 new parking spaces. The project was completed in November 1991.

In April 1993, the College completed plans for a new office building of 5,100 square feet. The building was completed in December 1993 and fully occupied in January 1994. An additional 5,100 square feet were added in 1996.

In 1996, the College also leased facilities for a West Frankfort Extension Center, and in 1997 acquired an additional 8 acres of property in Carterville's Greenbriar Subdivision as well as leasing facilities for a Du Quoin Extension Center. The College purchased the Du Quoin facilities in 1998, and in 2001 dedicated the facilities as the Jerome "Mimi" Alongi Extension Center in honor of a former Du Quoin board member and board chair.

In March 1998, the College broke ground for a \$16.4 million construction project following a successful referendum held in April 1995. The new project (25 percent local funds and 75 percent state funds) resulted in additions to the Vocational-Technical Building, a nursing and sciences building, a conference and classroom addition, a fine arts addition, a general classroom addition, and an athletic fields building. The legislature approved an additional \$8.4 million in construction monies in the spring of 1999. The College used the money to create two buildings: a Community Health Education Complex and a Workforce Development Center/Construction Management Technology Building.

Dr. Nathan Ivey was the institution's first president, serving from 1968 to 1973. Dr. Thomas E. Deem was president from 1973 to 1974. Dr. Robert E. Tarvin was president from 1974 until 1982. Dr. Harold R.

O'Neil served from 1982 to 1989, and Dr. Ray Hancock presided from 1989 to 2000. Dr. Robert L. Mees is the current president.

## **STATEMENT OF MISSION AND GOALS**

### **Mission**

We are 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.

### **Affirmative Action**

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 sex, race, color, religion, age, national origin, or disability when such College activity is consistent with the applicable laws and regulations. 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.

Questions in reference to educational opportunities in relation to sex equity (Title IX), handicapped (Section 504), and minorities (Title VI) should be directed to the Vice-President for Administration, Administration Building, John A. Logan College, 700 Logan College Road, Carterville, Illinois, 62918, phone (618) 985-3741, extension 8358, or TTY (618) 985-2752.

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, promo-

tion, layoffs, retentions, terminations, training benefits, and social recreation programs shall be administered without regard to race, color, national origin, religion, gender, disability unrelated to the essential job functions, age, or status as a disabled veteran or a veteran of the Vietnam Era.

All grievances filed by students shall be in accordance with the procedures established in Board Policy 3512 and published in Rights and Responsibilities: A Student Code of Conduct available in the Admissions area, in extension centers in Du Quoin, and West Frankfort, and online at <www.jalc.edu> by clicking on Online Resources. All grievances of any employee shall be filed and handled in accordance with the Board approved grievance system contained in Board Policy 3511.

Requests for further information or action on complaints should be directed to the Vice-President for Administration, Administration Building, John A. Logan College, 700 Logan College Road, Carterville, Illinois 62918.

### **SEXUAL HARASSMENT POLICY**

#### Harassment by an Employee

John A. Logan College strongly disapproves of, and does not tolerate, sexual harassment of a student at any time. In addition to being against federal and state law, sexual harassment runs counter to the College's objective of providing an academic atmosphere free of exploitation or intimidation.

Sexual harassment means: any unwelcome sexual advances or requests for sexual favors made by a student of the College to another student on the premises of the College or College-supervised trips, or in settings where the College has a contractual agreement for education, housing, or transportation; or any unwelcome sexual advances or requests for sexual favors made by a representative of the College to a student; or any conduct of a sexual nature exhibited by a College student toward another student in an educational setting, when such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile, or offensive atmosphere; or any conduct of a sexual nature exhibited by a College employee toward a student, when such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile, or offensive atmosphere, including offensive gender-based comments in the classroom; or when a College representative explicitly makes the student's submission to such conduct, or uses the student's submission to or rejection of such conduct, as a basis for determining

any right or benefit accruing to him or her as the result of being a student, including such things as admission, performance, assignments, fees, extracurricular activities, etc.

The College will take whatever action is necessary to stop, correct, prevent, or discipline behavior that violates the policy. Disciplinary action may include, but is not limited to, oral or written warnings, demotion, transfer, suspension, remedial warning, or dismissal for cause.

Students at John A. Logan College should report sexual harassment by a College employee to the dean for instructional services or an associate dean in the Instructional Services Division.

Any full- or part-time student who believes that he or she has been a subject of harassing conduct by another student should contact the Office of the Vice-President for Administration.

### **DRUG AND SUBSTANCE ABUSE POLICY**

John A. Logan College views drug or substance abuse as having a debilitating effect upon a person's physical and emotional well-being. Further, in accordance with the existing law, and sound educational practice, the College strongly discourages drug or substance abuse by any of its students, faculty, staff, or officers.

The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance is prohibited in and on John A. Logan College-owned and -controlled property, in any setting where the College has a contractual agreement for education, transportation, or housing, and on any College-sponsored off-campus trip or activity of an educational nature.

Any John A. Logan College student determined to have violated this policy may be subject to disciplinary action up to and including suspension. In addition, a student receiving financial aid may lose that assistance. The use of alcohol while on John A. Logan College-owned or -controlled grounds, including meal periods and breaks, is absolutely prohibited except when authorized by the College for approved College functions.

In addition to enforcing (or aiding in the enforcement of) the laws that regulate such abuse, the College provides drug abuse prevention information (programs) through its health classes, special informational events, and a pamphlet as well as through its professional counseling staff for individuals who seek such information.

While the College does not have a rehabilitation or counseling program for drug and substance abusers, it will assist, when called upon, in aiding an individual seeking help through appropriate referrals to certified drug and substance abuse counselors in the area.

### **SMOKING POLICY**

Smoking is not permitted inside campus buildings. Smoking is permitted in designated areas out-of-doors.

### **STATUS OF ACCREDITATION**

John A. Logan College is accredited by the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504; telephone (800) 621-7440. The College was first accredited in March 1972. It achieved this accreditation in only four years, becoming one of only two Illinois community colleges to become accredited in such a short time. Achieving accreditation means the attainment of significant educational standards of quality and excellence that are recognized and respected among the institutions of higher learning.

### **ASSESSMENT INITIATIVE**

The Assessment Initiative at John A. Logan College is based on a national effort in education to ensure quality learning by supporting appropriate placement at the entry level, curriculum standards, and outcomes assessment. The initiative's plan, which was approved by the North Central Association of Colleges and Schools, is based on the following philosophy and general educational goals.

#### **Philosophy of Assessment**

John A. Logan College is committed to the development of a comprehensive program to assess student academic achievement and improve institutional effectiveness. As articulated in our philosophy, mission, and goals, the College provides open access and equal opportunity to higher education for all students by offering a comprehensive community college program. Assessment provides information on how the institution is affecting the development of its students and faculty academically.

#### **General Education Goals**

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 general education goals:

Goal 1: To think critically when solving problems, making decisions, and applying scientific inquiry methods.

Goal 2: To participate in the entire communication process of listening, speaking, reading, and writing.

Goal 3: To develop mathematical reasoning and an ability to apply quantitative methods.

Goal 4: To achieve physical and mental wellness by learning responsibility, interpersonal skills, and a sense of personal worth.

Goal 5: To develop an ethical awareness that focuses on the values of integrity, honesty, and personal responsibility.

Goal 6: To become a responsible member of local, national, and global communities by recognizing the values of diverse histories, economies, and cultures.

Goal 7: To respond esthetically to life by engaging in creative and artistic experiences.

Goal 8: To accomplish workplace readiness by acquiring competencies and technological application skills related to chosen careers.

### **SOME FREQUENTLY USED EDUCATIONAL TERMS AT JOHN A. LOGAN COLLEGE**

**accreditation:** recognition that a program of study or an institution meets commonly accepted standards of education

**applied technology:** courses such as automotive body repair, nursing assistant, welding, cosmetology; some programs lead to an Associate in Applied Science degree

**audit:** to attend a class to learn about it but without earning credit; registration is required, and tuition is the same as for credit courses

**baccalaureate degree:** the bachelor's degree

**block scheduling:** classes offered in larger than usual blocks of time such as 90 minutes or 120 minutes, usually for 8 weeks.

**capstone:** a high point; used locally by SIU Carbondale to refer to the completion of a bachelor's degree after leaving John A. Logan College

**career programs:** these programs last from two months to two years; credits from most career programs do not transfer to four-year schools; career programs are sometimes referred to as “vocational” or “occupational” programs.

**consortium:** a group of institutions that work together, such as John A. Logan College and the Southern Illinois Collegiate Common Market (SICCM)

**curriculum:** a course of study or list of classes needed to satisfy graduation requirements

**high technology:** scientific technology, especially electronics and computers

**humanities:** sometimes used interchangeably with liberal arts, courses such as English, philosophy, foreign languages, etc.

**interdisciplinary studies:** a class taught by specialists in two or more academic areas

**internship:** on-the-job experience that usually results in college credit.

**liberal arts:** courses that provide general knowledge, such as language, literature, philosophy

**online courses:** those offered via the Internet

**postsecondary:** after high school; college is a postsecondary experience

**prerequisite:** any course such as English 101 that must be taken before registering for a more complex course, such as English 102

**proficiency exam:** an exam that, when passed, allows a student to satisfy course requirements without actually taking the course

**semester hour:** a unit of academic credit usually representing an hour of class each week

**telecourses:** those offered via television, VCRs, etc.

**transfer programs:** these prepare a student to transfer to a four-year school.

### **RIGHTS AND RESPONSIBILITIES OF STUDENTS**

Guidelines governing student behavior are set forth in Rights and Responsibilities: A Student Code of Conduct, a compilation of policies relating to the rights and responsibilities of students at John A. Logan College. The document is available in the admissions area, in extension centers at Du Quoin and West

Frankfort, and online at <[www.jalc.edu](http://www.jalc.edu)> by clicking on Online Resources.

### **STUDENT RIGHT-TO-KNOW ACT**

Information on the graduation rates of John A. Logan College students may be obtained from the Office of Institutional Research, Ext. 8493.

### **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. Students may obtain a copy of the policy from the dean for student services.

### **POLICY ON ADMISSIONS**

Individuals eligible for admission to the College include:

1. All high school graduates or individuals with a GED Certificate.
2. Individuals 18 years of age or older.
3. Transfer students from other colleges and universities who meet one of the above criteria.
4. Home-schooled students or high-school-age students not attending high school. These students must submit a written statement from the principal/superintendent of the secondary district in which the student has legal residence, certifying that the relationship with that school district has been severed. These students will be evaluated through the use of ASSET or COMPASS (assessment) testing to determine their appropriate English, reading, and math placement levels and ability to benefit as defined for financial aid. Home-schooled students must also provide

transcripts that document credit or completion of secondary education.

5. High school students who have authorization to participate in dual credit college courses and/or programs from appropriate college and high school officials (using the appropriate high school permit form).

### Baccalaureate Transfer Program

New students planning to enroll in transfer programs at John A. Logan College must meet the admission requirements in sections 1 and 2.

1. A student must meet one of the following criteria:
  - a. be a high school graduate with a composite score of 20 or higher on the Enhanced ACT or
  - b. have a composite score of 18 on the Enhanced ACT and rank in the upper half of his/her graduating class or
  - c. \*satisfactorily complete the GED test and have acceptable COMPASS or ASSET test scores or
  - d. \*achieve acceptable ASSET test scores in mathematics, English, and reading.
2. 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 as follows:

Subjects	Years	Emphases
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	

3. Students who do not meet the requirements may satisfy a course pattern deficiency by:
  - a. achieving Enhanced ACT subscores as follows: English 21, mathematics 20, reading 21, and science reasoning 21, or
  - b. \*providing acceptable CLEP scores, AP

credit, COMPASS, or ASSET scores, or

- c. by the successful completion of appropriate developmental courses. These courses may not be used toward graduation credit and cannot be used to fulfill general education requirements, or
- d. by successful college-level completion of deficiencies.

\* Acceptable ASSET/COMPASS scores will be determined by College policy through communications with each academic discipline. CLEP and AP scores are available in the Office of Admissions.

\*\* 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.

4. New students denied direct admission to transfer programs may be granted provisional admission upon review by a special committee appointed by the dean for student services.

a. Students will not be denied provisional admission solely on the basis of deficiencies in high school course pattern requirements, but must remedy such deficiencies before being granted admission to a program.

b. Only students who have been granted admission to a transfer program are eligible to receive an AA, AS, or AES degree from John A. Logan College.

5. The following transfer program applicants are exempt from the high school subject requirements.

a. Students who graduated from secondary school before 1993.

b. Students whose class rank and ACT scores are at or above the 75<sup>th</sup> percentile (a composite score of 23 on the Enhanced ACT).

c. 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.

- d. Participants in the early admissions/ concurrent enrollment program until the time of their high school graduation.
- e. Transfer students who have earned 26 or more hours of transferable credit with an overall C average or better.

### **Career Education Programs**

All applicants admitted to Career Education programs will be assessed in mathematics, reading, and writing by taking the general education ASSET test or COMPASS test.

In addition, the following programs require completion of additional competitive program-related tests:

- Associate Degree Nursing - Registered Nurse  
Entrance Exam;
- Dental Assisting - Health Occupations  
Aptitude Exam;
- Dental Hygiene - Health Occupations  
Aptitude Exam;
- Diagnostic Medical Sonography - Health Occupations  
Aptitude Exam;
- Health Information Technology - ASSET exam  
(Including Intermediate Algebra);
- Massage Therapy – Health Occupations  
Aptitude Exam,
- Medical Laboratory Assistant - Health Occupations  
Aptitude Exam;
- Occupational Therapy Assistant - Health Occupations  
Aptitude Exam;
- Practical Nursing - Scheduled PN ASSET exam;
- Surgical Technology - Health Occupations  
Aptitude Exam
- Veterinary Technology – Health Occupations  
Aptitude Exam

### **Re-Entering Students**

Students with fewer than 26 semester hours of transferable credit and/or less than an overall C average are also required to meet the high school course pattern requirements.

All re-entering students must meet the curriculum requirements in effect at the time of re-entry. Re-entry students may be required to complete proficiency exams.

### **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 re-entry in writing to the director of nursing. The letter of request must specify the desired date of return and the desired status, either full-or part-time. The director of nursing will either grant or deny the request. Generally, this will be based on the student's academic performance while previously in the program.

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 as 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.

### **Transfer Students**

Students with fewer than 26 hours of transferable credit and/or less than an overall C average are also required to meet the high school course pattern requirements. Other students transferring to John A. Logan College from another college or university will be admitted in good standing without regard to their past academic status. Once enrolled, all transfer students must adhere to the guidelines regulating satisfactory academic progress at John A. Logan College.

Any student expelled from another college or university for disciplinary reasons will not be eligible to attend John A. Logan College for a minimum of one semester from the date of that suspension or expulsion, or the length of the suspension if it is more than one semester. After this date, the applicant for admission will be granted a decision on an individual basis by the dean for student services.

### **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 a faculty member 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 proficiency tests 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; 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 PSY 132 and ENG 101.

### **International Students**

John A. Logan College requires international students to have a Test of English as a Foreign Language (TOEFL) score of 520 or higher (paper-based) or 190 or higher (computer-based) on file before they can be admitted, and students must meet all certificate or degree program admissions requirements. For complete information concerning the TOEFL exam, applicants may write to the following: Test of English as a Foreign Language, Educational Testing Service, Box 899, Princeton, NJ 08540. Contact the director of admissions and registration for further acceptance/ registration procedures.

### **Testing and Placement**

All students must provide transcripts of high school work or transcripts of credits earned at other colleges or universities.

### **Mandatory Placement**

All students (including transfer students if they have not completed a college-level math or English course) are required to be assessed to complete the admissions process. After assessment, students will be placed in English and mathematics courses and selected Career Education programs based on a review of high school coursework, grades, and/or test scores.

### **E-Mail Information**

E-mail information on admissions is at: <[terrycrain@jalc.edu](mailto:terrycrain@jalc.edu)>.

## **SCHEDULE OF TUITION AND FEES**

### **Tuition**

In-district students pay \$64 per semester hour. Tuition costs are subject to change. Persons aged 60 and older and veterans with a 100% service-connected disability are not required to pay tuition.

Out-of-district students may qualify for tuition on the same basis as an in-district student if the community college district in which the student resides agrees to pay the per capita cost of such student, less the state apportionment and the tuition charged the student.

Out-of-district students who fail to meet this requirement must pay the per capita cost, less state apportionment, which is \$168.00 per semester hour for in-state residents. Tuition costs are subject to change.

Out-of state students must pay the prorated per capita cost, which is \$232.00 per semester hour. Tuition costs are subject to change.

### **Tuition Deposit**

The College charges a tuition deposit for students registering after the early registration period closes. The deposit, determined by the College, is applied to tuition costs or refunded per College policy.

### **Payment of Tuition, Fees, and Library Charges**

Students must pay all tuition and fees—unless authorized withdrawal from class occurs during an



authorized refund period. Specific times for payment will be announced prior to the beginning of each semester. Students must also pay all library charges. Students owing the College will not be allowed to re-enroll for future semesters. In addition, semester grades and permanent transcripts will be withheld from students with unpaid obligations. The College accepts Discover, MasterCard, and Visa in addition to other means of payment.

### **Tuition and Fee Deferments**

Any student who is qualified for benefits from a College financial assistance program shall be eligible for a deferment of tuition and fees. The programs covered in this area shall be the John A. Logan College Foundation Scholarships, the Federal Stafford Loan Program, the G. I. Bill, the Illinois State Veterans Grant, the Illinois Scholarship Program, the Illinois National Guard Scholarship, the Pell Grant. The dean of student services at his/her discretion may defer fees for students not covered by veterans benefits or other financial assistance programs at the College. This deferment shall not exceed the tenth (10<sup>th</sup>) instructional day. An extension of the due date does not relieve the student of the responsibility to pay all tuition/fees when due, even if the anticipated financial aid is not approved.

### **Refunds**

Students withdrawing from fall and spring semester classes in the Transfer, Career, or Continuing Education Divisions of the College during the first two weeks will be refunded 100 percent of their tuition. After the second week of the semester, there will be no refund. Students withdrawing from summer semester classes during the first week will be refunded 100 percent of their tuition. After the first week of the summer semester, there will be no refunds.

## **STUDENT FINANCIAL ASSISTANCE**

### **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, loans, part-time employment, and scholarships. Information concerning assistance may be obtained from the John A. Logan College Student Financial Assistance Office.

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. Received a high school diploma or passed the GED exam to be eligible for financial assistance. If a student does not have one of these, he or she must pass the ASSET or COMPASS exams under the Ability to Benefit with the following scores to be eligible for financial assistance:

<u>ASSET Scores</u>		<u>COMPASS Scores</u>	
Writing Skills	35	Writing Skills	32
Reading	35	Reading	62
Numerical Skills	33	Prealgebra/ Numerical Skills	25

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, Illinois Incentive Access Program award from the Illinois Student Assistance Commission (ISAC), and a Pell Grant award. The Federal Student Aid Form is also required for the Federal Stafford Loan Program consideration.
6. Complete a John A. Logan College Student Employment Request Form if interested in applying for part-time employment.
7. Complete a John A. Logan College Foundation 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 mail the completed application to the processing agency indicated on the application or apply via the web at <http://www.fafsa.ed.gov>. Application results will be returned to the student within four-to-six weeks if mailed in and two-three 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 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 Placement 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.

Costs for attending John A. Logan College for a nine-month academic year are approximately \$9,000.

The College, relative to the process of packaging financial assistance, reserves the right to adjust budgets in order to take into consideration extenuating financial circumstances that students experience from time to time. The adjustment process does not apply to budgets used to determine Pell Grant awards.

A realistic effort is made to combine scholarships, grants, loans, and student employment in meeting the student's need for financial assistance. However, the student is charged with the responsibility of applying for the financial assistance programs offered by and through John A. Logan College on a timely basis prior to the beginning of each academic year. The priority date is May 31 for students seeking aid during the forthcoming fall and spring semesters. November 30 is the priority date for spring semester, and April 30 is the date for filing for the summer term. Students who miss priority dates are urged to complete and mail the Free Application for Federal Student Aid form or apply via the web even if the date has passed. Financial assistance requests will be processed in the order in which they are delivered to the Financial Assistance Office.

10. Be aware that students transferring from another school to John A. Logan College must take appropriate action necessary to receive assistance at John A. Logan College. Students applying for federal student assistance must

have any and all previous schools attended send an official academic transcript to John A. Logan College's Admissions Office in order to receive aid from U. S. Department of Education programs. Students with an ISAC Monetary Award must have the award authorized for John A. Logan College. This requires that John A. Logan College be listed as one of the six college choices on the Student Aid Report.

11. Male students should sign a statement of registration with Selective Service or indicate that registration is not required. Compliance is mandatory according to federal and state regulations.

### **Verification Policies and Procedures**

Frequently, the U. S. Department of Education selects Pell Grant applications for review in a process called verification. Applicants selected for verification will be informed of their verification requirements by means of an instructional statement on their Pell Grant Student Aid Report. A verification worksheet must be obtained from the College Financial Aid Office to assist the student with the process of verification.

Verification is required to reduce errors in the information reported by applicants on their applications for financial assistance under the Pell Grant, campus-based, Federal Stafford Student Loans, and Illinois State Monetary Award programs. That information is used to calculate an applicant's student aid index and expected family contribution in order to determine the applicant's financial need for assistance.

In addition to those Pell Grant Student Aid Reports selected for verification by the U. S. Department of Education, the College will require verification of any information on a student aid report or application that appears to be inaccurate.

The College's policies and procedures for verification include, but are not limited to, the following:

1. Applicants selected for verification must submit to the Student Financial Assistance Office appropriate documentation no later than May 31, 2007, for the 2007-2008 award year. No financial assistance will be awarded until appropriate documentation has been submitted and the verification process has been completed. Failure to submit required documentation will render an applicant ineligible to receive financial assistance.

2. Applicants selected for verification will be informed of verification results verbally if the applicant submits the verification worksheet and required documentation in person. If inaccurate information is detected, all documents will be returned to the applicant immediately for correction and reprocessing. Instances in which the applicant submits the worksheet and documentation by mail will warrant communication either by mail or telephone in order to inform the applicant of verification results.
3. Each applicant selected for verification will receive clear and timely explanation concerning the documentation needed to satisfy verification requirements. Those documents most commonly requested are signed copies of federal and state tax returns from the previous year, W-2 forms from all employers, and verification worksheet. In some instances students may be required to submit documentation of Social Security benefits, child support, or unemployment. The verification process may not be limited to these items only.
4. All applicants are required to submit accurate information when completing the Federal Student Aid Form, the Federal Stafford Loan application, and the application for part-time student employment.
5. Applicants who submit fraudulent information to obtain financial assistance will be reported to the U. S. Department of Education Inspector General's Regional Office or to the appropriate state or local law enforcement agency. Applicants suspected of fraud will receive written notification prior to being reported to the appropriate agency.

Fraudulent activities to obtain financial assistance include, but are not limited to, forged or falsified documents such as financial aid forms, transcripts, or signatures, false or fictitious names or aliases, addresses, or Social Security numbers (including multiple numbers), stolen or fraudulently endorsed financial aid checks, unreported previous loans or grants, and receipt of concurrent full grants during one year.

### **Satisfactory Academic Progress for Financial Assistance Recipients and Veterans Benefits Recipients**

1. Students applying for and receiving federal and state-funded financial aid and veterans benefits must be enrolled in a specifically declared program of study and must be making satisfactory academic progress in that program. Furthermore, such programs of study must lead to the completion of an associate degree, transfer equivalent, or certificate of achievement.
2. An associate degree or transfer program must be completed in 93 attempted hours and certificate programs in 45 attempted hours.
3. A certificate of achievement program must be completed in two years or 150 percent of degree requirements.
4. Summer session enrollment is counted as an enrollment period.
5. According to the United States Department of Education regulations, Illinois Student Assistance Commission policy, and Veterans Administration guidelines, all students applying for federal and/or state financial assistance or veterans benefits must be pursuing a degree or certificate and must maintain satisfactory progress in courses of study to receive these funds.

A student must be making "academic progress" regardless of whether the student has previously received aid. All prior terms of attendance are included in the evaluations. Courses from other colleges that have been accepted for credit by John A. Logan College will be considered in determining eligibility. Students who have not previously received financial aid or veterans benefits may not be notified of their status until they have applied for assistance.

#### 1. Progress Requirements

A student is considered to be making **financial aid and veteran benefit satisfactory academic progress** if **both** of the following conditions are met:

- a. the cumulative GPA is at least 3.0; and
- b. the cumulative completion rate (hours earned divided by hours attempted) is at least 67%. (See item 4, below.)

A student who fails to maintain the required cumulative GPA or cumulative completion rate, or both, will be placed on financial aid probation for one semester. While on probation, the student is eligible for Pell Grants, ISAC monetary awards, scholarships, outside awards, or veterans benefits.

## 2. Probation

If, after the probation semester, the student achieves a cumulative GPA of 3.0 or above **and** a cumulative completion rate of at least 67%, the student will be making satisfactory academic progress. If, after the probation semester, the student does not have **both** the required cumulative GPA of 3.0 or above **and** a cumulative completion rate of at least 67%, the student may remain on probation if:

- a. the semester GPA is at least 3.0; **and**
- b. the semester completion rate is 100%

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 aid suspension.

## 3. Suspension

Students may regain satisfactory academic progress after they have enrolled in, paid for, and completed enough courses to bring their cumulative GPA up to a 3.0 and their cumulative completion rate up to 67%. Students may appeal suspension status if extenuating circumstances contributed to their lack of academic progress.

Students who have been suspended for academic reasons and are attempting reinstatement should request, in writing, that they be reinstated after the semester in which reinstatement conditions have been met. The Financial Aid Office is not responsible for automatically reinstating a student who may have met the reinstatement conditions.

## 4. Completion of Classes

Courses graded with "A," "B," "C," "D," or "P" are considered completed. Courses graded with "I," "UW," "E," "DEF," "WE," or "WP" are not considered to be completed. Courses that have been repeated remain in the completion rate, but the original grades are excluded from the GPA. This calculation is based on all hours attempted regardless of whether a student received assistance or benefits for all those hours.

## 5. Maximum Time Frame

Students have 93 attempted hours in which to complete a degree program and 45 attempted hours to complete a certificate program. Students who have received a bachelor's degree are also considered to have exceeded the maximum time frame for completion at John A. Logan College. Students that have received a bachelor's degree must contact the Financial Aid Office if they feel the hours transferred to John A. Logan College are not applicable to the current program they are seeking. The student's records will be reviewed by an admissions counselor to verify appropriate transfer hours for the current program.

Students who have changed programs and/or have obtained prior degree(s) or certificate(s) may make a written request for additional time in which to complete their current program of study.

John A. Logan College understands that students may change their educational goals and program of study, and that additional education is often needed to enhance career opportunities. These students may complete the request for a reevaluation to document these situations.

## 6. Suspension

Students who have been suspended from financial aid or veterans benefits for academic reasons lose their eligibility for all federal, state, and most other types of aid, including veterans benefits, grants, scholarships, student work, and loans. Students may reestablish eligibility for financial aid or veterans benefits by reinstatement or the appeal process.

## 7. Reinstatement

Students may regain satisfactory academic progress after they have enrolled in, paid for, and completed enough courses to bring their cumulative GPA up to at least a 3.0 and their cumulative completion rate up to at least 67%

***Students who have been suspended for academic reasons and are attempting reinstatement should request, in writing, that they be reinstated after the semester in which these conditions have been met.***

The Financial Aid Office is not responsible for automatically reinstating a student who has met the reinstatement conditions.

A student will normally not be granted reinstatement if the maximum time frame to complete a program has been exceeded. Financial aid eligibility for students who have exceeded the maximum time frame can only be reinstated if a request for reevaluation of maximum time frame has been submitted and approved.

## 8. Appeal

Students who have been suspended from financial aid or veterans benefits may make a written appeal for reinstatement of assistance if extenuating circumstances have contributed to their inability to meet the requirements for satisfactory progress.

Students **must** have a completed file with the Financial Aid Office or Veterans Affairs Office prior to their appeal packet being submitted to the Financial Aid Appeal Committee. A completed file consists of completing **all** required documents necessary to verify the financial data submitted to the United States Department of Education, or completed applications with appropriate documents such as the number 4 DD-214.

Extenuating circumstances must exist and be addressed for all semesters in which the student failed to meet satisfactory academic progress standards.

Students who do not meet the above criteria and/or cannot thoroughly document such situations must reestablish satisfactory academic progress through reinstatement before any additional federal, state, institutional aid, or veterans benefits will be awarded.

## 9. The Appeal Process

- A. The student submits a completed appeal packet to the Financial Aid Office to the attention of the director of financial aid. (See below for instructions on completing the appeal packet.)
- B. The complete appeal packet is presented to the Financial Aid Appeals Committee for review.
- C. The student is notified in writing of the committee's decision and recommendations.
- D. The committee's decision is **final**.
- E. Students must submit written appeals during the semester in which reinstatement is requested. If appeal is submitted after the last meeting date for that semester, the

appeal will **not** be considered until the next semester. No aid will be processed for current semester and appeals are not retroactive to previous semester.

- F. Only **one** appeal per semester.

## 10. The Appeal Form

The appeal form should be clearly marked with the student's full name and student identification number. The appeal should also include supporting documentation to validate all reasons for the situation. The appeal form is available at the Financial Aid Office.

1. Complete financial aid file or veterans benefits file with all required documents prior to appeal being accepted.
2. Completely answer each item on the appeal form. If at all possible, try to keep information limited to the appeal form.
3. All academic transcripts from previously attended institutions (after high school) must be available in the Admissions Office.
4. Return completed appeal form to the Financial Aid Office to verify all documentation is complete prior to being submitted to the Appeal Committee.

## 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 six 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 Federal Stafford and Federal Plus Loan Programs, the Illinois State Monetary Award program, the Pell Grant program, Federal Supplemental Educational Opportunity Grant (FSEOG), and the student employment program.
2. All Federal Stafford and Federal Plus loans, John A. Logan College Foundation scholarships, Pell Grants, FSEOG, Illinois Incentive Access Grants, and student employment payments administered by the College will be made by check.

Tuition awards authorized by the Illinois State Monetary Award program, the National Guard Grant program, the Veterans Grant program, and other agencies are credited to the recipient's account. Any refund resulting from such awards will be paid by check.

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: (1) names of accrediting or licensing organizations, (2) academic programs, facilities, and faculty, (3) cost of attendance and refund policy, (4) financial assistance availability, (5) financial assistance application procedures, (6) financial assistance recipient selection criteria, (7) financial need determination, (8) amount of financial need met, (9) payment of financial assistance, (10) student worker job responsibilities, (11) loan responsibilities, (12) academic progress determination, and (13) facilities and services for the disabled.
  
4. Current or prospective students receiving financial assistance through John A. Logan College have the following responsibilities: (1) be familiar with program requirements, (2) accurately complete and submit financial assistance applications, (3) meet all financial assistance application deadlines, (4) provide requested financial assistance application documentation, (5) read and understand all forms requiring student signatures, (6) comply with loan promissory note provisions, (7) notify the College of changes in name, address, or attendance status, (8) perform work agreed upon in student worker assignments, and (9) understand the College's refund policy.

### **Financial Assistance Provided by John A. Logan College**

#### **John A. Logan College Scholarships**

The College recognizes and rewards high scholastic achievement through its Presidential Scholar Awards. Presidential Scholar Awards are awarded to currently enrolled sophomores with perfect (5.0) grade-point averages upon completion of twenty-eight hours.

### **John A. Logan College Foundation Scholarships**

The scholarships listed below are awarded through the John A. Logan College Foundation:

- Administrative Services Scholarship
- Alumni Sponsored Non-Traditional Student Scholarship
- American Association of Women in Community Colleges Scholarship
- American Magnetics Scholarship
- Angelo Sala Memorial Scholarship
- Ann L. Knewitz Believe and Achieve Scholarship
- August & Thelma W. Fowler Scholarship
- Auxiliary Memorial Hospital of Carbondale Scholarships
- Bank of Herrin Scholarship
- Beta Sigma Phi-Xi Beta Phi Scholarship
- Betty F. Mattingly Nursing Scholarship
- Billy and Corinne Brown Memorial Scholarship
- City of Carterville Scholarship
- Construction Management Scholarship
- CNA/LPN Scholarship
- Creating Opportunities Scholarship
- Dale L. Usher Scholarship
- David L. Sloan, M. D., Memorial Scholarship
- Don Autry Memorial Scholarship
- Dr. Fred D. Nolen Memorial Scholarship
- Dr. Ron Browning Memorial WYSE Scholarship
- Egyptian Contractors Association/O. M. Hudgens Scholarship
- Elizabeth M. Dietz Memorial Scholarship
- Eugene Farley Memorial Scholarship
- Eugene Hudgens and Edith Bourne Memorial Scholarship
- Eva Stover Scholarship (Marion BPW)
- Foundation Art Scholarship
- Franklin County Medical Society Scholarship
- Frank R. Samuel Memorial Scholarship
- Fred F. Claxton Memorial Scholarship
- GED Scholarship
- Harold and Marolyn O'Neil Sophomore Athlete Scholarship
- Harold E. Perkins Memorial Scholarship
- Heartland Hospital Scholarship
- Herbs for Health & Fun Scholarship
- Herrin Security Bank Endowed Scholarship
- Illinois Association of Highway Engineers Scholarship
- Illinois Health Improvement Association Scholarship
- Interpreter Preparation Scholarship
- Jackson County Retired Teachers Association Scholarship
- Jake & Carolyn Rendleman Methodist Scholarship

James & Rosemary Childress Scholarship  
 James D. Holloway Legislative Scholarship  
 James Kuruc Scholarship  
 Jerome "Mimi" Alongi Scholarship  
 Jim Deaton Memorial Scholarship  
 John A. Logan College Creative Writing  
 Scholarship  
 John A. Logan College Foundation General  
 Scholarship  
 John & Mary Moreland McDonald's Scholarship  
 John M. Armstrong Carbondale Rotary Scholarship  
 Karen Lawler Memorial Scholarship  
 Katherine Derbak Scholarship  
 Kenneth L. Greenlee Memorial Scholarship  
 Krystal Maranda Pritchard Memorial Scholarship  
 Lee Booth Memorial Scholarship  
 Lelia Cruse Marvin Scholarship  
 Leon Striegel, DVM, Scholarship  
 Louis and Margaret Cerutti (Papa C) Scholarship  
 Margaret & Albert Bleyer Memorial Scholarship  
 Marion Elks Ladies Association Scholarship  
 Mary J. Barstis Memorial Scholarship  
 Mary Logan Scholarship  
 Mary Rendleman Johnson Nursing Scholarship  
 Michelle Simmons Memorial Scholarship  
 Mildred Rose Baily Dyslexia Scholarship  
 Murphysboro BPW/Mary Halpin Memorial  
 Scholarship  
 O. M. Hudgens Secretarial Scholarship  
 Paul Simon Memorial Scholarship  
 PDM Memorial Scholarship  
 Psychology Scholarship  
 Rannie and Floeid Odum Memorial Scholarship  
 Rendleman Nursing Scholarship  
 Richard and Evelyn Helms Memorial Scholarship  
 Robert E. Wall Memorial Scholarship  
 Robert Streuter Scholarship  
 Rosemary/Doug Bryant Memorial Scholarship  
 Southeastern Illinois Electric Co-Op, Inc.,  
 Scholarship  
 Southern Illinois Environmental Managers  
 Scholarship  
 Southern Illinois Hospital Nursing/Marsha Cato  
 Memorial Scholarship  
 Southern Illinois Hunting & Fishing Day  
 Scholarship  
 Stephanie Gorham Memorial Scholarship  
 Steven A. Sala Memorial Scholarship  
 Suzanne Teegarden Scholarship for  
 Re-Entry Women  
 Tarvin/Wides Scholarship  
 Ted Green Memorial Scholarship  
 Tim Ahlm Memorial Scholarship  
 Vicky Green Memorial Scholarship  
 William Bost Scholarship

Some of these scholarships are for the amount of full tuition while others are for lesser amounts. All are awarded by action of the College Scholarship Committee.

In addition, the John A. Logan College Foundation offers two academic scholarships and one vocational scholarship to graduating seniors in each of the eleven public high schools in the John A. Logan College District. Students receiving John A. Logan College Foundation Academic Scholarships and the Foundation Directors Vocational Awards are selected by their high schools on the basis of student grade-point averages and rank in class. In addition to cash awards, scholarship winners receive a waiver of tuition and fees. The scholarships are renewable for a second year.

The John A. Logan College Foundation also administers the forty-two Board of Trustees Vocational Scholarships worth \$500 per semester to first-term students enrolled in an approved Certificate of Achievement program, Associate Degree in General Studies program, or Associate in Applied Science program. First-term students are defined as those who have not attended credit classes at the College during the past five years. Scholarships may be renewed for up to four consecutive semesters (\$2,000 maximum), provided the student is enrolled for a minimum of 12 semester hours (or the hours required in his or her curriculum) and maintains a 3.50 GPA on a 5.0 scale. The scholarship may be used for summer semester required curriculum courses. Any refunds are paid to the student by mail.

Information and application forms are available from high school counselors, the John A. Logan College Student Financial Assistance Office, the John A. Logan College Foundation Office, and by e-mail at: <greglegan@jalc.edu>.

### **John A. Logan College Part-Time Student Employment Program**

John A. Logan College has a limited number of part-time institutional student-work positions available each year. Several positions are available that are not based on financial need; however, the College prefers to provide student employment to those students who demonstrate financial need. All applicants for student employment must have filed the appropriate Federal Student Aid form. Information and application forms are available from the John A. Logan College Placement Office.

## **Workforce Investment Act Office**

This office provides a liaison to work with students who are eligible for the Workforce Investment Act (WIA) and pays tuition, fees, and book and supply costs for training in one-year certificate programs, two-year degree programs, or specialized short-term training programs.

### **Financial Assistance Provided by the State of Illinois**

The Illinois State Monetary Award (grant) program provides gift money for payment of tuition to eligible students who are Illinois residents. All students who plan to enroll for three (3) or more semester hours each semester and who need financial assistance should make application. Awards are made for the academic year. Information and application forms are available from high school counselors or the John A. Logan College Student Financial Assistance Office.

The Illinois Incentive Access (II-A) Program is for students who are fully eligible for Federal Student Assistance (Zero [0] Expected Family Contribution [EFC]). These students must be enrolled for six (6) or more semester hours each semester and be considered a freshman (attempted fewer than 31 hours at JALC). The award will not exceed \$500.00 per student. If a student receives an II-A award for two semesters (\$250.00/semester), the student will have reached the maximum benefit.

The Illinois National Guard Scholarship Program provides tuition costs to any individual who has been a member of the Illinois National Guard for a year and holds the rank of captain or below. The scholarship is not related to the individual's financial resources and is valid as long as the individual remains in the National Guard. This scholarship is limited to the equivalent of four years of full-time enrollment. Information and application forms are available from any Illinois National Guard Armory or the John A. Logan College Veterans Affairs Office.

### **Federal Financial Assistance**

The Pell Grant Program provides gift money for college-related expenses to students demonstrating financial need. The program is open to all students who are enrolled for three (3) or more semester hours and who have not earned a bachelor's degree. To apply for the 2007-2008 school year, an applicant should file the 2007-2008 FAFSA, Free Application for Federal Student Aid form. To apply for the 2008-2009 school year, an applicant should file the 2008-2009 FAFSA, Free Application for Federal Student Aid form. To apply for the 2009-2010 school year, the applicant

should file the 2009-2010 FAFSA, Free Application for Federal Student Aid form. The Free Application for Federal Student Assistance can be obtained at [www.FaFsa.ed.gov](http://www.FaFsa.ed.gov). Upon receipt of a Pell Grant Award notification (known as a Student Aid Report), recipients must contact the John A. Logan College Student Financial Assistance to complete all necessary paperwork in order to have their award (if eligible) processed.

Students are reminded that the federal HOPE Scholarship (a tax credit) allows a tax credit for students enrolled for at least six credit hours in a degree, certificate, or other program leading to a recognized education credential. Students may receive a tax credit for 100 percent of the first \$1,000 of tuition and fees, and 50 percent of the second \$1,000 on their federal income tax. Students who receive forms of financial aid such as a Pell Grant will have the amount of their eligibility for HOPE reduced by the amount of aid they receive.

The Federal Stafford Student Loan Program offers low-interest, long-term educational loans to qualified students. To be eligible, a student must be a U. S. citizen or eligible non-citizen, be making satisfactory academic progress, meet Selective Service registration requirements, and be enrolled on at least a half-time (6 semester hours) basis. Full-time enrollment status begins at 12 semester hours. Full-time or half-time under graduate students are eligible to borrow up to \$2,625 for the freshman level and \$3,500 for the sophomore level. Disbursements for student loans may be issued in more than two (2) disbursements for first-time borrowers who have not completed twelve (12) hours at John A. Logan College with a cumulative 3.0 GPA or students on financial aid probation. Also, students are limited to borrowing \$11,500.00 while attending John A. Logan College. This allows students to borrow half of the maximum loan amount (\$23,000) as an undergraduate. These requirements are in place as a part of the College's Default Management Plan. The interest is 7%, 8%, or 9%, depending upon when the loan period begins and whether the student has an outstanding guaranteed loan balance. For periods of instruction that began on or after September 13, 1983, the interest rate is 8%. Loan funds are distributed 60 days after the start of each semester. All students requesting loans at John A. Logan College must complete entrance and exit counseling each academic year at <http://mapping-your-future.org>. Entrance counseling, online application with IDAPP, and your financial aid file must be completed prior to the Financial Aid Office accepting the loan request form (no exceptions).



## **Work-Study Program**

The student work program at John A. Logan College is designed to serve three basic purposes: provide a means of income for students that have established a financial need in order to attend college, provide an opportunity for students to gain work experience (many for the first time) in a systematic and professional environment, and provide valuable and needed assistance to faculty and staff in each division.

Students interested in applying for on-campus student work positions must make official application through the Placement Office. Students interested in on-campus jobs must also apply for financial aid by submitting the FAFSA application (Pell Grant). The results of this application must be on file in the Financial Aid Office and their student file complete before the student can be declared eligible for employment.

All student workers employed by John A. Logan College are expected to meet the requirements for satisfactory academic progress for financial assistance recipients, as explained in the most recent edition of the annual College Catalog.

## **Veterans Educational Benefits**

**Benefits for Veterans.** John A. Logan College is approved by the State Approving Agency to provide training for veterans and veterans with service-connected disabilities. Qualified veterans may receive financial assistance on a monthly basis, determined by academic load. For assistance in applying, contact the Associate Dean for Student Financial Assistance at the College.

A veteran who has received payment for a class in which he/she has received an "INC" grade cannot repeat the class and receive additional benefits from the Veterans Administration. Veterans wishing to repeat a class where an incomplete grade has been received may do so, but the certifying official at John A. Logan College may not certify the second class for payment.

Veterans who transfer from other colleges and universities to John A. Logan College cannot be certified for any veterans benefits beyond one semester until all transcripts have been received and evaluated by John A. Logan College personnel (the certifying official and/or his/her designee).

John A. Logan College also coordinates GI Bill educational allowances for qualifying members of the National Guard and reserve units of all the armed forces.

**Illinois State Veterans Grant (IVG).** Illinois veterans who have served in the military service and have an honorable discharge from such service may receive free tuition.

**Benefits for Dependents of Veterans.** John A. Logan College students who are dependents of disabled or deceased veterans (service connected) or dependent of MIA/POW veterans may be eligible to receive a monthly assistance from the Veterans Administration. Those who qualify or desire information about the program should contact the certifying official at the College.

## **Other Educational Assistance for Eligible Students**

The Office of Admissions and the Student Financial Assistance Office will aid eligible students in obtaining assistance through the Department of Public Aid, Department of Vocational Rehabilitation, Social Security Administration, and other federal, state, and local agencies. General information pertaining to education benefits provided by various agencies as well as answers to procedural questions can best be obtained by contacting the appropriate agency.

E-mail information on financial aid available at John A. Logan College is at: <[stacyholloway@jalc.edu](mailto:stacyholloway@jalc.edu)>.

## **ACADEMIC POLICIES**

### **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 5.0 grade-point average for that semester will receive recognition. Part-time students will be eligible after the accumulation of 15, 30, 45, and 60 hours with a 5.0 grade average.

### **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 4.5 and 4.99 for the semester will be named to the Vice-President's Honor List. Part-time students will be eligible after the accumulation of 15, 30, 45, and 60 hours.

**Policy on Satisfactory Academic Progress, Academic Warning, Academic Probation, and Academic Suspension**

**Satisfactory Academic Progress**

To be classified as being in “satisfactory academic progress,” each full-time or part-time student is required to do the following:

1. maintain regular class attendance as determined by the instructor; and
2. meet the following cumulative grade-point average requirements:

Grade-Point Average Required for Satisfactory Academic Progress Standing:

Year	Hours	GPA
Freshman	12-16	2.5
Freshman	17-30	2.75
Sophomore	31-45	2.9
Sophomore	46 or more	3.0

Grade-Point Average for Academic Warning Status:

Year	Hours	GPA
Freshman	12-16	2.00-2.49
Freshman	17-30	2.25-2.74
Sophomore	31-45	2.50-2.89
Sophomore	46 or more	2.90-2.99

**Students on Academic Warning**

Students who fail to meet the academic requirements for “Satisfactory Academic Progress” standing are placed on “Academic Warning.”

Students who are placed on “academic warning” are encouraged to do the following:

1. see their academic advisors for assistance;
2. seek help through the Student Success Center or Student Services Office;
3. go to the Career Development Center for a possible change in career goals; and
4. enroll in developmental classes, if necessary.

Students placed on academic warning are considered to be achieving “satisfactory academic progress,” and are eligible for Pell grants, scholarships issued through

the Illinois Student Assistance Commission, and federal veterans benefits.

**Academic Probation**

Students who fail to meet the academic requirements for either “Satisfactory Academic Progress” standing or “Academic Warning” status are placed on “Probationary Status.” The specific grade-point average classifications for this standing are as follows:

Grade-Point Average for Probationary Status (Students are in unsatisfactory academic progress standing.)

Year	Hours Attempted	GPA
Freshman	12-16	Below 2.00
Freshman	17-30	Below 2.25
Sophomore	31-45	Below 2.50
Sophomore	46 or more	Below 2.90

Students on “probation” for more than one semester are **ineligible** for Pell grants, scholarships issued through the Illinois Student Assistance Commission, and federal veterans benefits.

**Specific Requirements for Students on Academic Probation**

Any student who is placed on academic probation is required to schedule an appointment with a counselor in the Student Success Center, the Career Development Center, or the Student Services Office. The purpose of this appointment will be to review the student’s academic progress and formulate a plan to deal with the situation. Adherence to the plan is mandatory. The student may be required to meet one or more of the following requirements.

1. enroll in recommended developmental course if necessary;
2. enroll in a Student Success Center program, if necessary;
3. achieve the grade-point average required for satisfactory academic progress standing for work taken during subsequent semesters;
4. reduce the class load to 12 semester hours or less; and
5. meet on a regular basis with a counselor, if necessary.

Exceptions to this policy will be made at the discretion of the dean of student services or the vice-president for administration.

### **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 Warning, Academic Probation, or Academic Suspension**

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

Instances involving academic warning or probation may be appealed in writing to the Academic Progress Review Committee through the vice-president for administration within 10 calendar days of the notification by the vice-president for administration. The Academic Progress Review Committee will review the appeal and respond to the student in writing within 10 calendar days of the appeal. Further appeals may be made within 10 calendar days to the president of the College. Instances involving academic suspension shall be heard by the Academic Progress Review Committee. Further appeals may be made within 10 calendar days to the president of the College who may, at his/her option, consider the appeal further. Subsequent appeals may also be made to the Board of Trustees, which, at its option, may consider the appeal further.

### **Grade Forgiveness Policy**

A student may transfer from a transfer program to a career program, from a career program to a transfer program, or from one career program to another career program and have only the grades earned in the latter program count toward his/her certificate or degree at John A. Logan College, with the exception of courses that are required in both programs. Although program transfers are unlimited, grade forgiveness for graduation purposes is allowed only for the first program transfer.

All grades will be maintained on a single transcript. If the student transfers to another college or university, the entire transcript showing all work attempted at

John A. Logan College will be forwarded to the receiving institution.

All grades earned and hours attempted at, or transferred to, John A. Logan College will continue to be used in determining the student's academic standing at John A. Logan College. To be eligible for a program transfer under this policy, the student must notify the vice-president for instructional services in writing of his/her intent to transfer programs.

### **Schedule Changes and Withdrawals**

Students must originate schedule changes with their academic advisor. No new courses may be added after the fifth day of each semester, with the exception of open-entry, open-exit classes, off-campus classes, and television courses. Students may officially withdraw from a class within the first fourteen days of a semester with no grade recorded. Students must see an advisor or counselor to withdraw officially.

A student making an official withdrawal between the end of the second week and the end of the twelfth week will be given a "W" grade. A student making an official withdrawal after the twelfth week must be passing in order to receive a "WP." If the student is not passing, the grade will be recorded as a "WE."

Any student who does not make an official withdrawal but merely ceases attending a class will receive an "E" for all grading purposes.

### **Credit Hours**

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 elsewhere in this Catalog. A normal student load is 16 semester hours each semester and 8 semester hours during the summer term. A student must carry at least 12 hours (6 hours during the summer term) to be classified as a full-time student. If he/she carries fewer than 12 hours, he/she is classified as part-time. A student who desires to carry more than 18 semester hours (12 during the summer term) must have permission from the dean of student services or the vice-president for administration.

### **Grading System**

- A Excellent..... 5 grade points
- B Good..... 4 grade points
- C Average..... 3 grade points
- D Poor but passing..... 2 grade points
- E Failing..... 1 grade point (no credit)

INC	Incomplete. May be made up 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. <u>The incomplete grade will remain on the transcript if the course is not completed or retaken after one semester.</u> No grade points/no credit/no penalty.
W	Authorized withdrawal no later than the last day of the twelfth week of the semester. No grade points/no credit.
WP	Authorized withdrawal after the twelfth week of the semester with a passing mark. No grade points/no credit.
WE	Authorized withdrawal after the twelfth week of the semester with a failing mark. Same as an "E". 1 grade point/no credit.
AU	Audit. No credit.
DEF	Deferred. Used only for students enrolled in open-entry/open-exit classes in which the work is of a continuing nature. No grade points/no credit.
PR	Denotes proficiency.
R	Denotes repeat course.
P	Pass (credit, but no grade points).
S	Satisfactory (credit, but no grade points).
F	Fail (no credit, no grade points).
CR	Credit (a temporary designation for students enrolled in the overseas ICISP program). Once a grade is received, the CR designation will be replaced by the permanent grade.

### **Course Repeat Policy**

A student may repeat a course only one time in an attempt to improve a "D," "WE," "INC," or "E" 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 (except for INC) will be recorded on the transcript and used in computing the cumulative grade-point average. The lower of the two grades will be converted to "R" and not be computed in the grade-point average nor will it be applicable to a degree or a certificate. An INC that is retaken will

convert to "R" and not be computed in the grade-point average, nor will it be applicable to a degree or certificate.

The letter "R" shows that the course was repeated. The student must petition the dean of student services to repeat a course more than once and to repeat a course with a "C" or higher grade.

### **Credit by Means Other Than Classroom Attendance**

Several methods are provided for students to earn credit by means other than the traditional classroom method. The methods currently available are described below. A maximum of 30 semester hours earned through the High School Advanced Placement Program, College Level Examination Program (CLEP), and/or proficiency examinations will be accepted at John A. Logan College. These credits will not be validated until the student has earned at least 12 semester hours at John A. Logan College.

### **High School Advanced Placement Program**

Through the High School Advanced Placement Program, high school students who are qualified through registration in an advanced placement course in their high schools or through other special educational experiences may apply for advanced placement and college credit.

Ordinarily, the maximum credit granted through advanced placement examinations is fifteen hours. It is nonresident credit, does not carry a grade, and is not used in computing a student's grade-point average. The credit will not be validated until the student has earned at least 12 credit hours of a "C" grade or higher at John A. Logan College. Credit granted at another accredited college or university under this plan is transferable to this College up to a maximum of fifteen hours. Students may appeal to the dean for instruction to be granted more than fifteen hours.

Advanced classes that qualify for this purpose are offered in many high schools in specific subjects such as English composition (in addition to the test, an essay must be evaluated and approved by the College's English Department), foreign languages, history, biology, computer science, chemistry, government, mathematics, and physics. A national examination is given in each subject, with the examinations administered through the Educational Testing Service. The examinations are prepared by a national committee of high school and college teachers and are intended to measure the achievement

of the student and determine at what point the student should begin college work in the subject. To receive credit, students must earn a grade of 3, 4, or 5. The credit to be granted at John A. Logan College is determined by the appropriate department chair and dean for student services. The following is a list of examinations for which a student may currently receive credit:

- American Government
- American History
- Biology
- Chemistry
- Comparative Government
- Computer Science: Computer Science A,  
Computer Science AB
- Economics
- English (with research paper)
- European History
- Foreign Languages: German, Spanish French
- Mathematics: Calculus AB, Calculus BC
- Music
- Physics B or C

Further information about the advanced placement program can be obtained from the appropriate regional office of the College Board or by writing The College Board, 888 Seventh Avenue, New York, New York 10019.

**Dual Credit**

The John A. Logan College Dual Credit Agreement with the eleven area high schools in its district offers high school students the opportunity to earn college credit at the same time they are earning high school credit. Dual credit classes are specific articulated dual credit classes taught at the high school or classes taught at the College campus, its extension centers, or online. These classes can count toward a student’s college degree with no waiting period or limit as to how much credit a student may earn. Tuition and fees are waived.

**Summer Honors Institute**

The College hosts a Summer Honors Institute for high school students between their junior and senior years. Details are with the College’s associate dean for student services.

**College Level Examination Program**

The College Level Examination Program (CLEP) enables students to earn college credit by examination. CLEP is a means whereby students can receive credit for subject matter they have mastered through previous experience. A maximum of 30

semester hours earned through CLEP and/or proficiency examinations will be accepted at John A. Logan College. John A. Logan College does not administer the CLEP examinations; however, the examination is given monthly at a local testing center.

1. Description of CLEP Examinations – There are two types of CLEP examinations: the CLEP General Examinations designed to provide a comprehensive measure of undergraduate achievement in five basic areas of liberal arts: English composition, mathematics, natural sciences, humanities, social science-history; and the CLEP Subject Examinations designed to measure achievement in specified under-graduate courses that are offered at John A. Logan College: American government, American history, American literature, general chemistry, general psychology, human growth and development, introduction to business management, introductory accounting, introductory business law, introductory calculus, introductory economics, introductory marketing, introductory sociology, statistics, and Western civilization.
2. Eligibility – CLEP examination credit will not be accepted at John A. Logan College for any course in which the student is presently enrolled. CLEP credit will likewise not be awarded for any equivalent course in which the student has previously received a grade or which he/she has audited.
3. Fee – Fee information is available from the local testing center.
4. Testing Dates and Locations – Check with the office of the dean of student services for specific testing dates and locations. A copy of the complete College policy regarding CLEP is available upon request. This policy lists score requirements for the various examinations. Details are in Administrative Procedure 803
5. Recording of Grades and Credit – Students successfully completing one or more of the general examinations will have the credit recorded as one of the following:

- English – CLEP..... 3 hours credit
- Humanities – CLEP..... 6 hours credit
- Math – CLEP..... 6 hours credit
- Natural Sciences – CLEP..... 6 hours credit
- Social Studies – CLEP ..... 6 hours credit

Students successfully completing subject examinations will have credits recorded as:

Course Description

John A. Logan College  
 Course Equivalent No. \_\_\_\_\_  
 Hours Credit \_\_\_\_\_

### GENERAL EXAMINATIONS

CLEP Test	Minimum Acceptable Score	Amount of Credit Awarded Sem. Hrs.	Equivalent John A. Logan College Course	Limitations and Restrictions
English Composition	50 <sup>th</sup> Percentile and Standard Score of 61	6	ENG 101 and ENG 102	Essay Exam Required
Humanities	50 <sup>th</sup> Percentile and Standard Score of 52	6	Satisfies up to 6 semester hrs. of total semester hr. requirement except for specifically required courses.	None
Mathematics	50 <sup>th</sup> Percentile and Standard Score of 58	3	MAT 113	None
Natural Sciences	50 <sup>th</sup> Percentile and Standard Score of 52	6	Satisfies up to 6 semester hrs. of total semester hr. requirement except for specifically required courses.	None
Social Sciences	50 <sup>th</sup> Percentile and Standard Score of 52	6	Satisfies up to 6 semester hrs. of total semester hr. requirement except for specifically required courses.	None

The CLEP General Examinations cannot be used to satisfy specifically required courses (except as listed below) for any John A. Logan College Baccalaureate Transfer or Career Programs. However, excess hours may be used to satisfy elective requirements. Students wishing to satisfy specific course requirements should consider the CLEP Subject Examinations.

### SUBJECT EXAMINATIONS

CLEP Test	Minimum Acceptable Score	Amount of Credit Awarded Sem. Hrs.	Equivalent John A. Logan College Course	Limitations and Restrictions
American Government	53	4	Political Science 131	None
American History	53	6	History 201 and 202	None
American Literature	52	3	Literature 231 and 232	None
Biology	55	3	Biology 101	Microscope Practical Exam Required
College Algebra/Trigonometry	56	5	Math III	None
English Composition	57	3	English 101	Essay Exam Required
English Literature	53	6	English 211 and 212	None
General Chemistry	57	5	Chemistry 151 and 152	None
General Psychology	57	3	Psychology 132	None
Human Growth & Development	52	3	EDC 202	None
Introduction to Business Management	52	3	Management 112	None
Introductory Accounting	56	8	Accounting 101 & 102 or 201 & 202	None
Introductory Business Law	57	4	Business 221	None
Introductory Calculus	53	5	Math 131	None
Introductory Economics	55	4	Economics 201	None
Introductory Marketing	55	3	Marketing 113	None
Introductory Sociology	54	3	Sociology 133	None
Statistics	53	3	Math 120	None
Western Civilization	57	6	History 101 and 102	None

## Available Proficiency Examinations

Proficiency exams are available in many areas, with the exception of exams requiring an essay or demonstration. A student wishing to make application to take a proficiency examination should initiate the request with an academic advisor. The proficiency examination request and authorization forms may be obtained from advisors. After receiving approval from the advisor, the student should schedule an appointment with the dean for instruction for final approval and scheduling of the examination. The purpose of the meeting with the dean for instruction is for the student to furnish evidence that he/she has the necessary background, knowledge and/or experience to sit for the exam. The student will then deliver the forms to the Business Office and pay the appropriate fee. The fee is determined by multiplying the tuition rate by the number of credit hours (e.g., a tuition rate of \$64 per hour for a course that generates 3 credit hours would cost the test-taker \$192). After paying the fee, the student should return the form(s) to the Office of the Dean for Instruction, which schedules the test(s) in the Learning Resources Center, which will notify the student when to take the examination(s). The following terms prevail:

1. Any student who feels qualified to take a proficiency exam is eligible to apply.
2. Credit may not exceed 30 semester hours (including credit earned by CLEP and Advanced Placement).
3. If a student earns proficiency credit, the record will show the course number, title, hours of credit granted, the grade, and a notation, "Credit granted by proficiency examination."
  - (a) If a student passes a proficiency exam with a grade of "A" or "B," he/she will be granted credit hours, the grade will be shown, and it will count in the student's grade-point average.
  - (b) If a student receives a grade of "C" or "D" on a proficiency exam, he/she will receive neither credit nor grade points. The record will reflect nothing regarding the exam; however, the proficiency exam grade form will be filed in the student's folder for future reference.
4. A student may not take a proficiency examination for the same course more than one time. He/She may not take a proficiency exam in a course in which he/she has previously received a grade or which he/she has audited.
5. No credit granted by proficiency examinations will be recorded until the student has earned at least 12 hours of credit of "C" grade or higher at John A. Logan College.
6. A student is ineligible to take a proficiency exam for a course in which he/she is currently enrolled after the close of the refund drop period.
7. Courses for which students may obtain proficiency credit and details of the examinations will be determined by individual departments.

## Credit for Military Experience

Students who have served one year or more of active duty and who have received an honorable discharge may receive two hours of physical education credit and two hours of health credit. Completion of only basic training will be awarded two hours of physical education credit.

Credit will be accepted for DANTES subject standardized courses within the limitations enforced for proficiency credit. No credit is allowed for college-level GED tests. In evaluating credit possibilities based upon formal service school training programs, the College follows the recommendations of the American Council on Education as set forth in the U. S. Government *Guide to the Education Experiences in the Armed Forces*.

In order to receive credit for military service, veterans must present a copy of discharge or separation papers to the Office of Admissions.

## Attendance

1. Students are expected to attend all scheduled class periods for the courses in which they are enrolled unless they have been called for military duty, jury duty, or subpoenaed as a witness during regular school days, or are participating in a scheduled, supervised College trip or function. (See item 5 below.) There are no excused absences or a minimum number of class "cuts." All absences must be made up in a manner acceptable to the instructor.
2. A student who is absent from a class for three consecutive meetings or who is excessively absent as defined by the course syllabus or instructor, without prior approval, may be required by the instructor to meet with the department chair or dean for instruction before being readmitted to the class. Students who claim illness as a cause for excessive absences may be required to present a

physician's statement before being readmitted to class.

3. Faculty members may establish special attendance rules for their individual classes subject to the approval of the appropriate department chair.
4. Students should notify the dean of student services when extensive absences are necessary (due to illness, hospitalization, or a death in the family).
5. Students will be allowed to make up work for classes missed while on a scheduled, supervised College trip or function, a death in the immediate family, or for classes missed while serving on jury duty, or for serving as a witness in court. Instructors must be notified in person by the student prior to the absence. Students who have been summoned for jury duty must present a copy of the official notification or the subpoena to the instructor prior to the absence. Other procedures for implementing this policy are as follows:
  - (a) The student will notify the instructor in person not later than one class meeting prior to the absence.
  - (b) The student should request from the instructor work that can be made up prior to the absence.
  - (c) Examinations and other assignments that cannot be done prior to the absence will be made up at a time mutually agreed upon by the student and the instructor. This should be done no later than the end of the semester.
  - (d) If work is not completed, due to absences while participating in these extracurricular activities, the student will be given an "Incomplete" grade and will have one semester to complete the course.

### **Audit Policy**

An officially registered student who does not desire or feel qualified to complete the work required for receiving credit in a particular course, but who wishes to attend the class regularly, may register as an auditor.

An auditor may participate in all class activities, assuming that such participation does not hinder the participation of those registered for credit. Specific requirements or responsibilities of an auditor are at the discretion of the instructor and should be made clear when the permission to audit is granted.

The following policies and regulations apply to auditors:

1. The class to be audited must be approved by the student's advisor and by the instructor whose course the student wishes to audit.
2. Enrollment priority is given to credit students. Therefore, an auditor may officially register only during the first three (3) school days following the close of late registration for credit courses. A student intending to audit may, with the consent of the instructor, attend the first week of classes unofficially.
3. The same tuition is charged as for credit courses.
4. Audited hours do not count as credit hours for purposes of determining scholarships, veterans benefits, etc.
5. An "AU" is recorded on the student's transcript when the audit is satisfactorily completed; otherwise, no entry is made.
6. A student may change from audit status to credit status during the first ten (10) school days of the semester, provided he or she has the consent of an advisor and the instructor. A student registered for credit may, with the same approvals, change to an audit status up to the end of the fourth week of the semester.
7. An audited course may later be taken for credit.

### **Associate Degree Requirements**

The following associate degrees are granted by John A. Logan College:

Associate in Applied Science  
Associate in Arts  
Associate in Engineering Science  
Associate in Fine Arts  
Associate in General Studies  
Associate in Science

### **General Requirements**

To be awarded one of the above degrees, a student must do the following:

1. complete 20 semester hours of credit in residence with an overall grade-point average of 3.0;
2. satisfactorily complete all specific degree requirements; and



3. make application for graduation and pay the required graduation fee (also applies to Certificates of Achievement).

### **Degree Requirements**

1. The Associate in Arts, Associate in Science, and Associate in Engineering Science degrees are available to each student who meets the requirements of a College transfer program. The degree requirements are outlined in this Catalog.
2. The Associate in Applied Science and Associate in General Studies degrees will be awarded to graduates completing an approved two-year career curriculum.

### **Certificate of Achievement Requirements**

The Certificate of Achievement will be granted to those students who successfully complete a board-approved certificate program with a 3.0 overall grade-point average for the specific classes in the program. Residency requirements for career certificates and short-term certificates are that no fewer than ten semester hours of credit must have been earned at John A. Logan College, excluding CLEP and proficiency credits. If the certificate is less than 15 semester hours, 3 semester hours of courses must be completed at John A. Logan College.

### **Waiver of Academic Requirements**

1. 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 Office prior to the student's formal graduation check.

2. 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 if the circumstances are extremely unusual and compelling. Likewise, the student is obligated to follow the appeal procedures specified and not seek to circumvent them.

### **Graduation Procedures**

Graduation ceremonies are held each year at the end of spring semester. Students meeting graduation requirements during the fall, spring, or summer semester, and who desire 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, should apply for graduation as soon as their final class schedules are completed and logged into the computer system in the Admissions Office. Graduation application forms are available in the Office of Admissions and by mail by writing that office.

A graduation fee is established for all persons receiving degrees. The costs of the cap and gown and five graduation announcements are included.

In addition to completing the steps for application for graduation, students are responsible for determining that they are meeting all graduation requirements and have no outstanding financial obligation to the College. Students should meet regularly with their advisors to ensure that progress is being made toward their degree objectives. Even though the College does provide an academic check on graduating students, this is done primarily to be sure that it is graduating students who have met the requirements. The advising of individual students as to their progress is a service provided them and does not relieve students of their responsibility to make certain they are meeting the requirements.

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

## **Educational Guarantee Program: The Logan Seal**

### **Guarantee of Transfer Courses**

John A. Logan College guarantees to its Associate in Arts, Associate in Science, Associate in Engineering Science, and Associate in Fine Arts graduates the transferability of course(s) designed as baccalaureate-oriented to Illinois public colleges and universities and to all institutions that have written baccalaureate articulation agreements with John A. Logan College. The College will refund the student's tuition and lab/course fees or credit the financial aid for courses that do not transfer and that were selected with the assistance of an academic advisor. (Students should be aware that since baccalaureate degree completion requirements change over time, some due to accreditation standards, transfer agreements may expire and/or students may be expected to complete additional coursework by the transfer institution.)

In addition, the guarantee of transfer of courses is limited by the following conditions:

1. The student must call the guarantee within 2 years after the student's graduation date.
2. The guarantee applies only to courses included in a written transfer/articulation agreement, which must be on file with the dean for instruction.
3. The student must have earned a grade of "C" or better in the course(s) in question.
4. The student must invoke the terms of the guarantee of transfer within 90 days of being notified that the course(s) credit has been declined or refused by the transfer institution. Requests should be directed to the dean for instruction and must contain documentation that one or more of the courses included in the written transfer/articulation agreement did not transfer. The request must specify the name, position, address, and telephone number of the person or office denying the transfer credit; the date that the denial was received; and the reason for the denial.
5. John A. Logan College is not responsible for the books, tools, activity fees, or any other course-related expenses.

### **Procedures for Calling the Transfer Guarantee**

1. The student must call the guarantee within 2 years after the student's graduation date.

2. The guarantee may be called by the student within 90 days of the time he or she is notified that the course in question would not transfer. (Students should be aware that since baccalaureate degree completion requirements change over time, some due to accreditation standards, transfer agreements may expire and/or students may be expected to complete additional coursework by the transfer institution.)
3. All requests to call the guarantee must be filed with the Office of the Dean for Instruction at John A. Logan College.
4. The student must provide evidence of acceptance and enrollment in the transfer institution.
5. The student must provide a letter from the transfer institution stating why the course(s) did not transfer.
6. If the College verifies that the courses should have transferred according to the Course Equivalency Guides in effect at the time that the course was taken and when the transfer was attempted, and if the College is unable to rectify the problem with the transfer institution, the student's tuition and lab/course fees paid for the course will be refunded or the financial aid credited, at the discretion of the College.
7. The limits of the College's liability is to compensation stated herein.

### **Career Program Guarantee**

#### Introduction

John A. Logan College participates in the Educational Guarantee Program originated by the Illinois Community College Board in 1992. The purpose for providing an educational guarantee is to demonstrate the Illinois Community College Board's dedication to maintaining exemplary programs and services that reflect pride, confidence, and accountability in education and workforce preparation.

#### Guarantee

John A. Logan College, as a demonstration of its dedication to providing exemplary programs and services and as a reflection of its pride, confidence, and accountability in education and workforce preparation, hereby guarantees that all graduates of its career programs have obtained the academic and technical skills that the program is designed to teach

as outlined in the College's publications. Graduates who, jointly with their employers, determine they are lacking in academic or technical skills contained in the program and graduates who have been unable to pass required licensure exams shall be permitted to enroll in a maximum of twelve free credit hours of appropriate existing instruction in the program completed by the student. This guarantee applies to certificate and degree programs offered in the Instructional Services Division of the College.

#### Notification and Conditions

To call the guarantee, the graduate must provide a letter to the Office of the Dean for Instruction with needed documentation. The graduate must be employed in a position directly related to the program of study and must have earned a grade of "C" or better in the course(s) in question. The guarantee is further limited by the following:

1. The graduate must be employed in a position directly related to the program of study and must submit a letter jointly signed with the employer within two years of the original program completion certifying that the graduate is lacking entry-level skills guaranteed in the program.
2. Upon verification of eligibility under the guarantee, the College will work with the graduate and, if appropriate, the employer to determine the most appropriate courses that should be retaken or other training and services that may be provided at the discretion of the College.
3. The training must be completed within two calendar years of calling the guarantee.
4. In the case of licensure, the student must attempt to pass the licensure exam at least twice within one year of graduation and submit documentation from the licensing entity of the unsuccessful attempts at passing the same. If refresher or test preparation courses are available at the College or through a cooperative agreement with another College, the student also must pass those courses prior to calling the guarantee. This guarantee does not guarantee that the graduate will meet the other non-educational license requirements.
5. John A. Logan College is not responsible for books, tools, activity fees, or any other course-related expenses.
6. The individual must complete the formal process for application for tuition-free credit hours through contact with the dean for instruction.

7. The responsibility of the College is limited solely to the remedial coursework set out herein.

#### **Disclaimer**

The College does not guarantee that the graduate will always apply the skills learned in an acceptable or appropriate manner or in accordance with recognized standards.

#### **Release of Directory Information**

The College may make accessible to certain persons, businesses, and organizations external to the College certain directory information concerning a student, unless that student notifies the Office of Admissions and Records that he/she objects to the release of such information. Directory information is considered to be public in nature and will be released at any time upon request without prior approval from the student. Directory information will be available to parents, spouses, legal guardians, electronic and print media, legislators, high schools, institutions of higher education, potential employers, civic organizations, and other legitimate groups and individuals as determined by the College, unless the student files with the Office of Admissions and Records a written request to restrict release of student directory information to external sources.

Directory information may include the following: student name, student local and home address and telephone number, e-mail address, date of birth, current term hours carried, classification (freshman, sophomore, etc.), major, dates of attendance, degrees and honors earned and dates, the most previous education agency or institution attended, participation in officially recognized activities or sports, and height and weight, as well as pictures of members of athletic teams or students participating in academic or extracurricular activities at John A. Logan College.

## **SUPPORTIVE SERVICES**

### **Learning Resources Center (LRC)**

The LRC plays a vital role in instructional programs of the College. As the materials center for the College, it provides books, magazines, pamphlets, microfilms, slides, audio and video tapes, CD ROMs, databases, government documents, Internet access, telecourses and online instruction. As a service center, the LRC provides assistance in reference and research and independent study. The LRC provides the video equipment and copies of each telecourse for use in several public libraries in the district, and coordinates the scheduling of teleconferences and interactive conferences. The LRC is also responsible for maintaining the College's archives. In addition, the LRC maintains web pages for the College, and the Southern Illinois Genealogical Society.

### **Library Services**

The library provides access to a collection of 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 on-line catalog, and many online databases. Copy machines are provided for student use. Two word processing computers and three typewriters are also available for student use. 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)**

A new Teaching Learning Center supports faculty and staff of the College in training and professional development activities. Instructional design services, multimedia development, and specialized training are supported.

### **Learning Laboratory**

This 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. Audio tape duplication is

available. The Learning Laboratory also serves telecourse students who use it as their contact with the College. Students may pick up telecourse packets and video tapes, view video lessons, and receive testing as well as leave completed assignments and messages for telecourse instructors. The Learning Laboratory is also a secure testing site for other institutions.

### **Media Services**

Media Services supervises the scheduling, distribution, and use of audio-visual equipment and instructional materials used in classrooms. Scheduling and distribution of programs over the campus' closed-circuit television system are also available.

Media Services aids instructors with the production of audio-visual and multimedia materials, graphics, and Internet-based course material. Staff work with faculty to provide training and resources for Internet-based distance learning. Media Services maintains a large collection of instructional videos and other multimedia materials. Faculty requests for the purchase of instructional videos, multimedia CDs, etc., are made through the Media Services Office. Media Services also maintains the College's web site and assists in the design and production of institutional graphics, publications, and other media.

### **Distance Learning**

Distance Learning includes telecourses, on-line courses, and two-way interactive video. The two-way interactive audio-to-video classrooms are located in C-229 and F-106. The Learning Lab provides support for telecourses, while Media Services assists faculty in the development and maintenance of on-line courses. The College is connected to other similar classrooms at colleges, universities, high schools, hospitals, and businesses in the area. This interactive network is used to offer College courses to remote sites and to receive courses from other institutions, thus reducing the travel time and cost for many students.

### **Illinois Virtual Campus (IVC)**

John A. Logan College is both a provider and Student Support Center for the Illinois Virtual Campus. The IVC is a clearinghouse of all Internet and other distance learning courses and programs provided by all colleges and universities in Illinois that meet the required academic standards of good practice. The offerings on the IVC range from non-credit continuing education to graduate programs. A catalog of all these offerings and other information about the IVC is available on the Web at <<http://www.ivc.illinois.edu>>.

The College is an IVC provider by meeting the academic standards of good practice and by listing its distance learning courses in the statewide catalog. In addition, the College is an IVC Student Support Center. IVC students have access to the open access computer labs, the library, and other instructional and technical support services. The College also provides students assistance in finding and selecting IVC offerings.

### **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 adult and continuing education classes, children's classes, and seminars for business and industry. Call 542-9210 for more information.

### **West Frankfort Extension Center**

The West Frankfort Extension Center is located at 1000 Factory Outlet Drive, Unit 110, West Frankfort. The center is the site for regular College courses as well as adult and continuing education classes, children's classes, and seminars for business and industry. Call 932-6639 for more information.

### **Franklin University Community College Alliance**

John A. Logan College students can complete their bachelor's degree on-line by combining on-campus classes at John A. Logan College with on-line classes from Franklin University, Columbus, Ohio. Majors are offered in: accounting, applied management, business administration, computer science, digital communication, health care management, information technology, management, management information sciences, and public safety management. Information is at 1-888-341-6237; <alliance@franklin.edu>; and <www.alliance.franklin.edu>.

### **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 in any unpaved area of the campus. Certain areas of the campus parking lots are reserved for faculty and staff parking and for parking 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 \$5.00 to \$50.00. Parking violations must be paid at the cashier's window of the Business Office 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 Security Office and must be filed within five days of issue. A copy of all parking regulations may be obtained at the Safety Office window located between E102 and E106.

### **Campus Safety**

Campus Safety represents a progressive campus police organization providing protection to the facilities of the College and protection and services to its population. It has a walkup window between E102 and E106.

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 maintain traffic control on the campus, including the use of unmarked patrols and radar.

### **Housing**

The College does not maintain dormitories or other housing facilities, but out-of-district students may live in dormitories at nearby Southern Illinois University, which is connected to the College with a bus line during regular College sessions. College rules apply in any setting where the College has a contractual agreement for education, transportation, or housing. Information is at extension 8382.

## **STUDENT SERVICES**

### **Transfer Center**

The Transfer Center is designed to help students who plan to transfer to a four-year institution. A visit to the center is highly recommended for students who wish to make sure that credits earned at John A. Logan College will transfer to a four-year college or university. Services of the center include academic advisement to ensure proper course selection for transfer credit, travel opportunities to visit and tour selected four-year institutions, educational and career planning workshops, and assistance in securing scholarships and grants to help with college expenses. All services of the Transfer Center are free. The transfer center also houses the Minority Transfer Center, which provides specialized services for minority students. E-mail information is available at <[lauralyncima@jalc.edu](mailto:lauralyncima@jalc.edu)>.

### **Academic Advisement**

Every student admitted to John A. Logan College will be assisted prior to, and during, registration in developing his/her educational and vocational plans. This service will be provided by a counselor or academic advisor. These people will be available throughout the year to help the student with problems that may interfere with progress toward his/her goals.

### **Personal Counseling**

Often, students need assistance with academic and career concerns, as well as social and personal problems. For this reason, professionally trained counselors are available to help students understand and resolve these problems.

### **Career Testing**

Individual testing is available and is administered through the career counselors. These tests can assist a student in discovering abilities and aptitudes in various areas. Interested students should contact the coordinator of the Career Development Center for further information.

### **Student Success Center**

The Student Success Center (SSC) coordinates several programs including: the TRiO program, Tutoring, Educational Workshops, Disability Support Services and Deaf and Hard-of-Hearing 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 are low-income, first generation, and/or have a disability.

The purpose of the TRiO program is to increase college retention and graduation rates for eligible students. Benefits provided may include mentoring, cultural enrichment activities, tutoring, leadership development training, and many more.

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

Tutoring is offered in both transfer and career areas, including mathematics, science, business, and language arts. The center uses both professional and peer tutors to assist students. All tutors in the Student Success Center are certified, through training and experience, through the College Reading and Learning Association (CRLA).

**Educational Workshops.** The Student Success Center offers a variety of workshops designed to enhance one's academic skills. Workshop topics include study skills, time management, stress management, instructor expectations, and relaxation techniques.

### **The Write Place**

Located in E109, the Write Place is the College's writing center. It offers free tutoring in English, especially student essays, research papers, and other written assignments.

### **Disability Support Services**

The Student Success Center provides reasonable accommodations for students with disabilities.

Students with disabilities who need reasonable accommodations are required to meet with the coordinator of Disability Support Services at least six weeks prior to the beginning of the semester in which they plan to attend. Students requesting accommodations must have appropriate documentation of a disability in order to receive reasonable accommodations. In addition, students are required to request accommodations each semester they plan to use the approved accommodations.

Reasonable accommodations may include, but are not limited to, note takers/scribes, sign language interpreters, taped textbooks, extended time for exams, accessible seating, and parking permits.

Students needing such accommodations should contact the Student Success Center to make an appointment with the coordinator of Disability Support Services.

### **Deaf and Hard-of-Hearing Services**

Persons who are deaf or hard-of-hearing are provided services through the Student Success Center's Deaf and Hard-of-Hearing Services (DHHS) program. Professional sign language interpreters are available for class lectures, tests, field trips, personal and career counseling, and other scheduled activities. A deaf-interest club, the American Sign Language Club, encourages appropriate social interaction and provides a forum for increasing deaf awareness in the College community. The College's TTY number is (618) 985-2752.

### **Career Counseling and Job Placement Services**

Career Development Center. The Career Development Center assists students in effectively realizing their career plans. This is achieved by computerized testing and 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 adaptations to job market demands and/or changing lifestyles are important to successful career development.

Placement Office. John A. Logan College provides a placement service that is available to assist all students, graduates, 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 list of jobs.

Students can further utilize the Placement Office by receiving individual assistance with resume preparation, interviewing techniques, and other valuable pre-employment skills.

The Placement Office will also assist students in finding part-time employment while enrolled at John A. Logan College. Those wishing part-time employment should register with the Placement Office

as soon as possible after admission procedures have been completed.

In addition to assisting students in locating off-campus employment, the Placement Office is responsible for coordinating the student work program at John A. Logan College. There are limited positions available in the student work program, which has been designed to provide part-time employment for students who need financial assistance in order to attend college.

## STUDENT ACTIVITIES

John A. Logan College considers organized activities to be an integral part of the College's educational program. In essence, the College believes that participation in student activities enhances the student's total educational growth outside the classroom. The College further believes that student activity programs should provide rewarding experiences derived from living and working in groups comprised of individuals from all walks of life.

The College believes that student activities provide for intellectual and cultural development, thereby laying the foundation for leadership and the expression of democratic processes.

### Athletic Program

John A. Logan College provides a well-balanced athletic program. The College competes intercollegiately 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).

### Cultural Arts Program

The John A. Logan College Cultural Arts Program began in 1973 as a means to complement the educational and social-professional programs of the College. In 1985 the Harold R. O'Neil Auditorium was built and now offers to students and the public a full season of performances by professional artists and student-based in-house productions. Speakers, lecturers, and films on many subjects (including the political world, national and international literature, and philosophy and history) are brought to the campus.

### Museum

The John A. Logan College Museum promotes understanding and appreciation of southern Illinois by providing exhibitions and educational programs for College students and citizens of the College district. The museum houses a growing permanent collection of fine arts and crafts by regional and national artists, national wildlife art, and the Logan Memorial Collection. Exhibitions are located in B Wing, C Wing, E Wing, and the conference center. The museum also oversees the preservation and ongoing activities of the Purdy School, an authentic one-room

schoolhouse located on the College campus. For up-to-date information, visit the museum's webpage at [www.jalc.edu/museum](http://www.jalc.edu/museum) or visit the museum office in C109.

All cultural arts programs are either free or offered at a minimal cost to the student. Information or tickets concerning all cultural arts programs can be obtained from the College Office of Student Activities.

### Student Clubs and Organizations

John A. Logan College offers membership in many clubs and organizations. These groups are coordinated by the Office of Student Activities, but each organization is sponsored and advised by College faculty or non-teaching professional staff. The following are representative of recently active clubs.

**American Association for Women in Community Colleges (AAWCC)**—The AAWCC is committed to equity and excellence in education and employment for women in community, junior, and technical colleges. That commitment is translated into action at the national, regional, state, and local levels.

**American Sign Language (ASL) Club**—This group provides social/recreational activities for hearing-impaired students and bridges the gap between the hearing-impaired and others. It promotes a College-wide awareness of the deaf and hard of hearing. It also facilitates students in the Interpreter Training Program with skills development and introduces sign language to interested individuals.

**Art Club**—This club is for students involved in the visual arts. Social functions and off-campus trips are scheduled as well as additional creative study.

**Associate Degree Nursing Club**—This is a group of students in nursing who travel to various professional events. The group also schedules social functions that encourage camaraderie among students.

**Atheists and Agnostics Club**—This club allows the student and general public to consider their religious beliefs, the origin of the universe, and the afterlife.

**Auto Body Repair**—This club is for students involved in automotive studies, especially those in the Auto Body Repair Program. Social functions and off-campus trips are scheduled. The club is a VICA chapter and has competed in state and national competitions.

**Automotive Club**—This group functions to improve the image of student and professional auto mechanics by continued support of the NIASE Mechanic Certification program of energy conservation and



environmental protection in automotive service areas. The organization also strives to assist with the re-education of automotive instructors and technicians in new techniques and to support John A. Logan College and its academic and technological training programs.

**Biology Club**–The Biology Club seeks opportunities for excursions and provides an enriched environment for students preparing for careers in the biological sciences.

**Black Students Association**–The Black Students Association is concerned with education, economics, and cultural enrichment as these pertain to the John A. Logan College Black population. Social functions and off-campus trips are scheduled annually.

**CAD Club/Drafting**–The Drafting Club was organized to introduce students to the field of computer-aided design by visiting local companies and by students working together on independent projects.

**Christian L.I.F.E. Club**–The Christian L.I.F.E. club is a non-denominational group where Christian students can get together, encourage one another and find ways to impact this college with the gospel of Jesus Christ. L.I.F.E. stands for Living In Fellowship Eternally. It reflects the unshakable assurance we share, namely that eternal life and perpetual fellowship with God and with each other is something everyone can enjoy, if they accept the gift that God has freely given them.

**College Scholastic Bowl**–This team of students competes in academic tournaments with other community colleges from the state and region. Competitions are based on questions from science, mathematics, English literature, social sciences, arts, and other areas. The team travels to other colleges and hosts tournaments at John A. Logan College.

**Construction Management Club**–This is an outreach organization of the 2 + 2 Construction Management Degree Program. Students work on residential, commercial, and social projects.

**Cosmetology Club**–This club enables students enrolled in the Cosmetology Program to experience additional opportunities to further their knowledge in all areas of the beauty industry. Included are shows involving the latest trends.

**Dental Assisting Club**–This professional organization is involved in specific activities pertaining to the dental profession, such as attending dental conventions and making observations at dental schools and/or offices. The organization also strives to

make its members better aware of the activities of the profession.

**Dental Hygiene Club/SADHA**–This organization allows students enrolled in the Dental Hygiene Program to participate in different activities in the community.

**Education Students Organization**–This service organization encourages and supports John A. Logan College students who have chosen teaching as a career. The group awards scholarships and provides regular programs on educational issues and teaching as a career.

**Electronic Circuit Breakers**–This group is associated with the Electronics Program. Programming and travel are centered around professional activities based on student interests and social events.

**French Club**–This organization exists for the purpose of encouraging students of French descent or those in French classes to continue to speak French and learn more about French customs around the world. This group gives students with similar interests a chance to meet and talk about such interests.

**Heating and Air Club**–Students majoring in heating and air conditioning visit contractor and distributor shops and tour manufacturing facilities. Industry expositions and possible skills competitions also figure in club plans.

**International Club**–This organization provides foreign and domestic students and faculty with opportunities for social integration through programs and events designed to further international friendships.

**John A. Logan College Archery Club**–This is open to all students. Members practice weekly and plan to compete in local and national collegiate tournaments.

**John A. Logan College Chamber Ensemble**–This is an organization of adult and youth musicians whose goal is to play classical, light classical, popular, and seasonal music. The group is available for area concerts.

**John A. Logan College Community Band**–The John A. Logan College Community Band is a group of dedicated performers from area communities who meet every Tuesday evening to work on standard concert band literature with the goal of performing this music at various local functions.

**John A. Logan College Community Orchestra**–The John A. Logan College Community Orchestra is a group of dedicated performers from area communities

who meet every Thursday evening to work on standard concert literature with the goal of performing this music at various local functions.

**Marketing-Investing Club**—The general purpose of the Marketing Club is to further the study of business and marketing through exposure to elements of the business world not readily available in the classroom.

**Model U.N. Club**—This club participates in the National Model U.N. Conference held each November in Chicago. Students prepare for this event throughout the year by studying the country they represent.

**Newman Catholic Club**—This organization offers students the opportunity to learn the principles of the Catholic faith. It also emphasizes development of personal leadership skills and serving the community.

**Phi Theta Kappa Honor Society**—The local chapter of Phi Theta Kappa was chartered on January 25, 1970. This national organization was founded in 1918, and is the community college equivalent of Phi Beta Kappa, the national honorary scholastic fraternity. Phi Theta Kappa provides recognition for academic excellence as well as opportunity for intellectual enrichment, social activities, and service to the College. Membership is by invitation and based on grade-point average.

**Political Science Club**—This student organization exists to provide ample opportunities for involvement in practical applications of the concepts and principles of political science. This is accomplished by involvement in such activities as sponsoring campus political speakers, working in political campaigns, sponsoring voter registration drives, and traveling to the state and national capitols.

**Practical Nursing Club**—This club provides educational and social opportunities for practical nursing students.

**Psi Beta Honor Society**—Psi Beta recognizes students for outstanding overall scholarship and scholarship in the field of psychology.

**Southern Illinois Writers Guild**—The guild meets at the College during the regular academic year on the third Thursday of the month at 7:00 p.m. Area writers discuss their past or present works. There are also frequent readings and other events.

**Student Senate**—The official student governing body is known as the Student Senate. The senate is comprised of representatives from each campus club and by members at large; officers are chosen by the members

of the Student Senate. This organization concerns itself with student affairs, sponsors various social, educational, and community events, and strives to develop and maintain acceptable conduct within the student body.

#### **Technology/CIM Club (Computer-Integrated**

**Manufacturing)**—This organization is for students in the College's drafting area. Students attend social functions and make off-campus site visits to various manufacturers.

**T-Plus Tutors**—This group works with the Student Success Center, promotes learning assistance services, and encourages unity and fellowship among tutors.

**Veterans Club**—The Veterans Club exists to promote academic achievement and collegiate success; to promote flag etiquette; to create a forum where veterans discuss experiences and keep each other informed of various benefits and revisions of benefits; to promote a sense of esprit de corps among veterans at the College; to promote career awareness and veterans rights; and to promote a sense of volunteerism.

**Volunteer Journalism Club**—This club is open to any student interested in journalism. Members are directly involved with The Volunteer, the John A. Logan College student newspaper. Students will travel to various printing places off-campus as available, attend social functions, learn journalism skills, and attend journalism conferences.

#### **Student Publications**

The College has a student newspaper, The Volunteer, and a student literary magazine, Expressions.

#### **INTERNATIONAL EDUCATION PROGRAMS**

John A. Logan College offers a wide range of international education opportunities for students and the community. Lectures, exhibits, and performances frequently have an international flavor, and round table discussions on topics of international interest are also held several times each semester.

Numerous courses at the College include units or topics of international information. For example, a marketing course might include a unit on selling a product in Japan, or a child psychology course might cover childrearing practices in other countries. In addition, courses are available in international relations, Latin American civilizations, and non-Western literature.

John A. Logan College actively explores global opportunities. Faculty and staff members participate regularly in exchanges with counterparts in other countries and are involved in both professional and personal travel around the globe. The College is a source for educational contacts in China, and is pursuing contacts in other parts of the world.

### **STUDY ABROAD PROGRAMS**

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 3.75 is eligible to participate in these programs. All programs provide John A. Logan College credit 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 about these programs contact the international education coordinator.

#### **Semester Abroad Programs**

There are three semester abroad programs: Canterbury Christ Church University College, Canterbury, England; Salzburg College, Salzburg, Austria; and Forester Instituto Internacional, San José, Costa Rica (summer only).

At Canterbury Christ Church University College, located in sight of magnificent Canterbury Cathedral, students attend classes, college activities, and social events with British students and faculty, live with English families, and have the opportunity to travel in the British Isles and Europe. Part of the curriculum includes the study of British culture and institutions, enriched by class field trips. The majority of classes offered in this program are in the social sciences and humanities.

At Salzburg College, students live with Austrian families and attend classes in English taught by Austrian faculty. No prior knowledge of German is required, but students will study the German language and Austrian culture. Salzburg is a picturesque setting where *The Sound of Music* was filmed.

A five-week summer program designed to immerse students in Spanish language study is available at the Forester Instituto Internacional in San José, Costa Rica. Students live with Costa Rican families and study Latin

American culture and civilization in addition to Spanish. Coursework is augmented by a variety of field trips. Students may participate in this program with beginning- to-advanced language skills. The program is offered in cooperation with the College of DuPage.

#### **Student Exchange Program**

A short-term, reciprocal exchange program between John A. Logan College and the Netherlands is also available. Logan College students and Dutch students stay in each others' homes and visit classes and local places of interest to learn about each others' countries and educational systems. Students travel with a representative of the College. This reciprocal exchange provides a cost-effective international experience, ideal for the first-time traveler who wants to see if a longer study abroad program would be of interest or for the student who can only manage a short time abroad. Dutch students generally visit Logan College during the fall semester, and Logan students travel to the Netherlands in mid-May after final exams. Contact the international education coordinator for more information.

#### **Other Travel/Study Opportunities**

Short-term travel/study opportunities (usually one-to-three weeks in length) are also available for academic credit. Examples of such programs include the study of tropical ecology on the islands of Trinidad and Tobago or Costa Rica and European travel/study tours. These travel/study tours are also open to community members.

These courses may vary from semester to semester and are listed in the semester schedules and advertised throughout the campus.

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."

### **COLLEGE FOUNDATION**

The John A. Logan College Foundation is a not-for-profit (501C-3), tax-exempt corporation established to provide financial and other types of support for the College. It encourages giving by individuals, businesses, and other organizations for scholarships, instructional equipment, campus improvements, and other projects that benefit the College. The foundation administers such gifts of money and property according to the wishes of the donors and the needs of the College. Contact the foundation by e-mail at: <greglegan@jalc.edu>.

## **ALUMNI SERVICES**

In 1996, the College created an Office of Alumni Services to serve as a link between the College and alumni. Alumni are defined as all persons who have attended John A. Logan College, whether for college credit classes, continuing education classes, or work force training classes. Several times a year, the alumni office mails the General News newsletter to alumni who hold degrees or certificates from the College. General News contains articles on important developments at the College and the achievements of faculty, staff, and alumni. In addition Alumni Services sells a variety of clothing and merchandise bearing the College logo. The Office of Alumni Services is located in Room B-33, Ext. 8355.

## **BACCALAUREATE TRANSFER PROGRAM**

### **Departments and Goals**

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

#### **English**

The English Department prepares students to think clearly and critically so they can make informed decisions in their private and professional lives. It also teaches them to participate effectively in the entire communication process (reading, writing, speaking, 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.

#### **Humanities**

The Humanities Department strives to expand students' awareness of, and sensitivity to, the human condition. By examining human needs, values, and achievements through the study of art, communications, 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.

#### **Life Science**

The Life Science Department provides students opportunities to acquire the knowledge and skills in biology, health education, and physical education to continue further studies and to function using related principles in a working environment.

#### **Mathematics**

The Mathematics Department emphasizes the mathematical reasoning skills necessary to function in the technologically oriented society and workplace. Students can become quantitatively literate and capable of applying quantitative methods to real-life situations.

#### **Physical Science**

The Physical Science Department provides students with opportunities to acquire the knowledge and skills in chemistry, computer science, earth science, and physics to continue further studies and to function using related principles in a working environment.

### **Social Science**

The Social Science Department 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 who develop a critical analysis of the strengths and weaknesses of social science and an appreciation and understanding of human social and cultural diversity.

#### **Additional Transfer Information**

The College offers separate associate degree programs in the arts, science, and engineering science. Students may complete degree requirements by completing the general course requirements for these programs. It is also possible for students to complete the freshman and sophomore requirements for the specific majors associated with these programs by following the appropriate curriculum guide. Each of these guides has been carefully articulated with other Illinois institutions of higher education as well as those from surrounding states and will allow students to transfer to these schools upon the completion of their studies at John A. Logan College.

The College's Transfer Center is designed to help students transfer successfully from John A. Logan College to the four-year school of their choice. Services include checks of coursework requirements, visits to four-year colleges, and informational items. The center's services are available free of charge to all students.

Students desiring to pursue pre-medicine, pre-law, pre-veterinary, pre-chiropractic, or other pre-professional curricula should consult a counselor for help in selecting appropriate programs of study. All pre-professional curricula are based on the individual student's preference of senior institutions.

Pre-professional students should be familiar with the transfer rules of the institution concerned, including any special rules for the student's proposed curriculum at that institution. Students planning to transfer to an Illinois institution will find information on that institution in the Office of the Dean for Student Services. An advisor, counselor, or representative of the Transfer Center will help the student develop an individual course plan.

A special individualized program has been established to aid students with problems they may confront in studying, reading and writing. The program is available in the Learning Laboratory.

Each curriculum guide also has its own specific requirements. Unless students are careful in their selection of subjects during the first two years, they may unnecessarily lose valuable time. The Office of the Dean of Student Services, faculty advisors, and Transfer Center will assist the student in making a proper selection of courses, but it is the student's responsibility to learn what is required for his/her educational goals. The student is responsible for obtaining full knowledge of the information provided in this College Catalog concerning regulations and requirements of the College and his/her program of study. In addition, students need to become familiar with any special requirements of their transferring institution.

### **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 between participating institutions in Illinois. Completion of the transferable General Education Core Curriculum 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).

The minimum requirements established for the Illinois Transferable General Education Core Curriculum 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 (three semester credits) in oral communications. A grade of "C" or better is required in the two-course writing sequence.

Mathematics. 1 or 2 courses (3-to-6 semester credits).

Physical and Life Sciences. 2 courses (7 or 8 semester credits). One course must be from the Physical Sciences and 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.

John A. Logan College students who complete this core curriculum with approved IAI courses will have their transcript posted verifying the completion of the IAI General Education Core Curriculum. Students who have completed the IAI Transferable General Education Core Curriculum 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 AA or AS degree program requirements and the IAI core curriculum requirements should expect to fulfill the general education requirements as established by the receiving institution. Students should also be aware that the recommended IAI Associate in Engineering Science (AES) and Associate in Fine Arts (AFA) curriculums 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 requirements. In this case, the student should expect to complete the general education requirements prescribed by the receiving institution. The new degrees under the Associate in Arts in Teaching (AAT) may or may not fulfill the IAI GECC package.

The Illinois Articulation Initiative also includes recommended freshmen and sophomore level courses for specific majors in the Illinois Baccalaureate Majors Curricula. The majors' course recommendations build on the transferable General Education Core Curriculum 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 courses noted in this Catalog edition were approved as of the printing of this Catalog edition. IAI codes are subject to change and one should refer to an IAI website <<http://www.itransfer.org>> for updated information.

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)

IAI MUS (Music)  
 IAI PHY (Physics)  
 IAI PLS (Political Science)  
 IAI PSY (Psychology)  
 IAI SED (Secondary Education)  
 IAI SOC (Sociology)  
 IAI SPC (Speech Communications)  
 IAI SPE (Special Education)  
 IAI SW (Social Work)  
 IAI TA (Theater Arts)

The following codes identify qualifying major courses:

IAI AG (Agriculture)  
 IAI ART (Art and Art Education)  
 IAI BIO (Biological Sciences)  
 IAI BUS (Business)  
 IAI CHM (Chemistry)  
 IAI CLS (Clinical Lab Sciences)  
 IAI CRJ (Criminal Justice)  
 IAI CS (Computer Sciences)  
 IAI ECE (Early Childhood Education)  
 IAI EDU (Teacher Education)  
 IAI EED (Elementary Education)  
 IAI EGR (Engineering)  
 IAI ENG (English)  
 IAI HIS (History)  
 IAI MC (Mass Communications)  
 IAI MTH (Mathematics)  
 IAI MTM (Manufacturing Technology)

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 World Wide Web at <<http://www.itransfer.org>>. It is advisable for all students thinking about transferring to another institution to meet with an academic advisor and/or staff within the John A. Logan College Transfer Center 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	IAI Begin Date	GECC/Majors
ACC 200	Financial Accounting I (must also take ACC 201)	3.00	BUS 903	08/15/2003	Majors
ACC 201	Financial Accounting II (must also take ACC 200)	3.00	BUS 903	08/15/2003	Majors
ACC 202	Managerial Accounting	3.00	BUS 904	05/01/1999	Majors
AGR 100	Intro Animal Science	4.00	AG 902	01/01/1998	Majors
AGR 101	Intro Agricultural Economics	3.00	AG 901	05/01/1998	Majors
AGR 102	Intro Crop Science	3.00	AG 903	05/01/1998	Majors
AGR 103	Introduction to Horticulture	3.00	AG 905	05/01/1998	Majors
AGR 104	Intro Soil Science	4.00	AG 904	05/01/1998	Majors
ANT 111	Anthropology	3.00	S1 900N	05/01/1998	GECC
ANT 216	Cultural Anthropology	3.00	S1 901N	05/01/1998	GECC
ART 101	Two-Dimensional Design	3.00	ART 907	08/15/2003	Majors
ART 102	Three-Dimensional Design	3.00	ART 908	05/01/2004	Majors
ART 111	Art Appreciation	3.00	F2 900	05/01/1998	GECC
ART 180	Drawing I	3.00	ART 904	08/15/2003	Majors
ART 220	History of Art I	3.00	F2 901	05/01/1998	GECC
	History of Art I	3.00	ART 901	05/01/1998	Majors
ART 221	History of Art II	3.00	F2 902	05/01/1998	GECC
	History of Art II	3.00	ART 902	05/01/1998	Majors
ART 250	Ceramics I	3.00	ART 912	08/15/2003	Majors
ART 255	Life Drawing	3.00	ART 906	05/01/1998	Majors
ART 256	Drawing II	3.00	ART 905	08/15/2003	Majors
ART 260	Beginning Painting	3.00	ART 911	05/01/1998	Majors
ART 291	History of Photography	3.00	F2 904	01/01/2001	GECC

JALC Course	Title	Credits	IAI Code	IAI Begin Date	GECC/ Majors
BIO 100	BIO Non-Sci Majors	3.00	L1 900L	05/01/1998	GECC
BIO 101	Biological Science I	4.00	L1 900L	05/01/1998	GECC
	Biological Science I	4.00	BIO 910	05/01/2003	Majors
	Biological Science I	4.00	CLS 902	05/01/2003	Majors
BIO 102	Biological Science II	4.00	BIO 910	05/01/2003	Majors
	Biological Science II	4.00	CLS 901	08/15/2003	Majors
BIO 105	Human Anatomy and Physiology	3.00	L1 904L	08/15/1998	GECC
BIO 110	General Botany	3.00	L1 901L	05/01/1998	GECC
	General Botany	3.00	CLS 915	05/01/1999	Majors
BIO 115	Invertebrate Zoology	3.00	L1 902L	08/15/2004	GECC
	Invertebrate Zoology	3.00	CLS 916	05/01/1999	Majors
BIO 120	Vertebrate Zoology	3.00	L1 902L	08/15/2004	GECC
	Vertebrate Zoology	3.00	CLS 916	05/01/1999	Majors
BIO 205	Human Anatomy and Physiology I	4.00	NUR 903	05/01/2000	Majors
	Human Anatomy and Physiology I	4.00	CLS 903	08/15/2003	Majors
BIO 206	Human Anatomy and Physiology II	4.00	NUR 904	05/01/2000	Majors
	Human Anatomy and Physiology II	4.00	CLS 904	08/15/2003	Majors
BIO 225	Genetics	3.00	L1 906	01/01/2004	GECC
BIO 226	General Microbiology	4.00	CLS 905	05/01/1999	Majors
	General Microbiology	4.00	NUR 905	05/01/2000	Majors
BUS 110	Introduction to Business	3.00	BUS 911	05/01/1999	Majors
BUS 121	Business Statistics	3.00	BUS 901	05/01/1999	Majors
BUS 221	Business Law	3.00	BUS 912	08/15/2002	Majors
BUS 222	Legal and Social Environment of Business	3.00	BUS 913	01/01/2006	Majors
CCT 150	Infancy Development	3.00	ECE 912	01/01/2000	Majors
CCT 155	The Early Childhood Profession	3.00	ECE 911	01/01/2000	Majors
CCT 160	Development and Care of Children	4.00	ECE 912	05/01/2000	Majors
CHM 141	General, Organic and Biochemistry I	4.00	P1 904L	01/01/2000	GECC
CHM 142	General, Organic and Biochemistry II	4.00	P1 904L	08/15/2001	GECC
CHM 151	Chemical Principles	5.00	P1 902L	08/15/2000	GECC
	Chemical Principles	5.00	BIO 906	08/15/2004	Majors
	Chemical Principles	5.00	CHM 911	05/01/2001	Majors
	Chemical Principles	5.00	EGR 961	05/01/1999	Majors
CHM 152	Chemical Principles with Qualitative Analysis	5.00	P1 902L	08/15/2001	GECC
	Chemical Principles with Qualitative Analysis	5.00	BIO 907	08/15/2004	Majors
	Chemical Principles with Qualitative Analysis	5.00	CHM 912	05/01/2001	Majors
	Chemical Principles with	5.00	EGR 962	05/01/1999	Majors



JALC Course	Title	Credits	IAI Code	IAI Begin Date	GECC/Majors
	Qualitative Analysis				
	Chemical Principles with Qualitative Analysis	5.00	NUR 907	08/15/2003	Majors
CHM 201	Organic Chemistry I	5.00	BIO 908	05/01/1999	Majors
	Organic Chemistry I	5.00	CHM 913	05/01/2001	Majors
	Organic Chemistry I	5.00	EGR 963	08/15/1998	Majors
	Organic Chemistry I	5.00	NUR 908	08/15/2003	Majors
CHM 202	Organic Chemistry II	5.00	BIO 909	05/01/1999	Majors
	Organic Chemistry II	5.00	CHM 914	05/01/2001	Majors
	Organic Chemistry II	5.00	EGR 964	08/15/1998	Majors
CIS 101	Introduction to Computers	3.00	CS 910	05/01/2004	Majors
CIS 207	Computer Applications	3.00	AG 913	08/15/2003	Majors
	Computer Applications	3.00	BUS 902	01/01/2004	Majors
CIS 240	Web Page Design	3.00	MC 923	08/15/2003	Majors
CPS 102	Exploring Computer Technology	3.00	CS 910	05/01/2004	Majors
CPS 111	Introduction to Technology for Educators	3.00	EDU 904	08/15/2004	Majors
CPS 202	Discrete Structures	3.00	M1 905	01/01/2004	GECC
	Discrete Structures	3.00	CS 915	05/01/1999	Majors
CPS 203	Intro to Scientific Programming	4.00	EGR 922	01/01/2001	Majors
	Intro to Scientific Programming	4.00	MTH 922	08/15/2004	Majors
CPS 206	Computer Science I	4.00	CS 911	08/15/1999	Majors
	Computer Science I	4.00	MTH 922	05/01/2000	Majors
CPS 215	Computer Science II	4.00	CS 912	05/01/2002	Majors
CRJ 103	Intro to Criminal Justice	3.00	CRJ 901	05/01/1999	Majors
CRJ 105	Criminal Behavior	3.00	CRJ 912	05/01/1999	Majors
CRJ 209	Criminal Law	3.00	CRJ 913	01/01/2003	Majors
CRJ 218	Intro to Corrections	3.00	CRJ 911	05/01/1999	Majors
CRJ 223	Juvenile Justice	3.00	CRJ 914	05/01/1999	Majors
DRT 183	Detail and Assembly	2.00	MTM 931	01/01/2004	Majors
DRT 186	Geometric Dimensioning and Tolerancing	2.00	MTM 932	05/01/2000	Majors
ECO 201	Introduction to Macroeconomics	3.00	S3 901	05/01/1998	GECC
ECO 202	Introduction to Microeconomics	3.00	S3 902	05/01/1998	GECC
EDC 200	Introduction to Education	3.00	EDU 901	08/15/2004	Majors
EDC 202	Human Growth, Development and Learning	3.00	EED 903	09/18/1998	Majors
	Human Growth, Development and Learning	3.00	SED 903	09/18/1998	Majors
	Human Growth, Development and Learning	3.00	SPE 913	05/01/2000	Majors
	Human Growth, Development and Learning	3.00	EDU 902	08/15/2004	Majors
EDC 203	School and Society	2.00	EED 901	08/15/1998	Majors
	School and Society	2.00	SED 901	08/15/1998	Majors

JALC Course	Title	Credits	IAI Code	IAI Begin Date	GECC/ Majors
	School and Society	2.00	SPE 911	05/01/2000	Majors
EDC 210	Regular Education Observation	1.00	ECE 914	01/01/2004	Majors
	Regular Education Observation	1.00	EED 904	08/15/2003	Majors
	Regular Education Observation	1.00	SED 905	08/15/2003	Majors
	Regular Education Observation	1.00	SPE 914	08/15/2003	Majors
EGR 101	Engineering Graphics	2.00	EGR 941	08/15/1999	Majors
	Engineering Graphics	4.00	MTM 911	08/15/2002	Majors
ENG 101	English Composition I	3.00	C1 900R	05/01/2000	GECC
ENG 102	English Composition II	3.00	C1 901R	05/01/1998	GECC
ENG 113	Professional Technical Writing	3.00	C1 900R	05/01/1998	GECC
FRE 202	Intermediate French II	4.00	H1 900	05/01/1998	GECC
GEO 112	Regional Geography	3.00	S4 900N	05/01/1998	GECC
GEO 215	Survival of Humans	3.00	L1 905	08/15/2001	GECC
GER 202	Intermediate German II	4.00	H1 900	05/01/1998	GECC
HIS 101	Western Civilization I	3.00	H2 901	05/01/1998	GECC
	Western Civilization I	3.00	HST 913	05/01/2001	Majors
HIS 102	Western Civilization II	3.00	H2 902	05/01/1998	GECC
	Western Civilization II	3.00	HST 914	05/01/2001	Majors
HIS 103	World Civilization I	3.00	HST 915	05/01/2001	Majors
	World Civilization I	3.00	S2 912N	08/15/2004	GECC
HIS 104	World Civilization II	3.00	HST 916	05/01/2001	Majors
	World Civilization II	3.00	S2913N	08/15/2004	GECC
HIS 201	United States History I	3.00	S2 900	05/01/1998	GECC
	United States History I	3.00	HST 911	05/01/2001	Majors
HIS 202	United States History II	3.00	S2 901	05/01/1998	GECC
	United States History II	3.00	HST 912	05/01/2001	Majors
HIS 213	Eastern Civilizations	3.00	H2 903N	05/01/1998	GECC
HTH 110	Health Education	2.00	ECE 901	01/01/2003	Majors
HTH 120	Human Sexuality	3.00	SW 912	05/01/2002	Majors
HUM 101	Introduction to Humanities	3.00	HF 900	05/01/1998	GECC
IND 122	CAD/CAM Operations	2.00	MTM 933	05/01/2000	Majors
JRN 201	Newswriting and Editing I	3.00	MC 919	01/01/2001	Majors
JRN 215	Introduction to Mass Media	3.00	MC 911	05/01/1999	Majors
LIT 211	English Literature to 1750	3.00	H3 912	05/01/1998	GECC
LIT 212	English Literature: Romanticism to the Present	3.00	H3 913	05/01/1998	GECC
LIT 231	American Literature to 1865	3.00	H3 914	08/15/2002	GECC
LIT 232	American Literature: 1865 to Present	3.00	H3 915	05/01/1998	GECC
	American Literature: 1865 to Present	3.00	EGL 912	05/01/2004	Majors
LIT 235	American Short Story	3.00	H3 901	05/01/1998	GECC
LIT 275	Art of the Cinema	3.00	F2 909	05/01/1998	GECC
LIT 280	Introduction to Literature	3.00	H3 900	05/01/2004	GECC
LIT 281	Introduction to Mythology	3.00	H9 901	05/01/1998	GECC

JALC Course	Title	Credits	IAI Code	IAI Begin Date	GECC/ Majors
LIT 284	Ethnic Literature in America	3.00	H3 910D	05/01/1998	GECC
	Ethnic Literature in America	3.00	EGL 918	08/15/2003	Majors
LIT 290	Non-Western Literature	3.00	H3 908N	01/01/2000	GECC
	Non-Western Literature	3.00	EGL 919	05/01/2004	Majors
LIT 295	Women in Literature	3.00	H3 911D	01/01/2001	GECC
MAC 151	Machine Tool Lab	2.00	MTM 921	05/01/2000	Majors
MAC 152	Machine Tool Lab	2.00	MTM 922	05/01/2000	Majors
MAC 153	Machine Tool Lab	2.00	MTM 922	05/01/2000	Majors
	Machine Tool Lab	2.00	MTM 923	08/15/2004	Majors
MAC 154	Computer Numeric Control	2.00	MTM 915	05/01/2000	Majors
MAC 155	Machine Tool Laboratory	2.00	MTM 923	08/15/2003	Majors
MAC 156	Machine Tool Laboratory	2.00	MTM 923	08/15/2003	Majors
MAC 159	CAM Operations	2.00	MTM 915	05/01/2000	Majors
MAT 107	Technical Math with Applications	4.00	MTM 901	08/15/2003	Majors
MAT 109	College Trigonometry	3.00	MTM 901	08/15/2003	Majors
MAT 113	Contemporary Math	3.00	M1 904	05/01/1998	GECC
MAT 116	Finite Mathematics	5.00	M1 906	05/04/1998	GECC
MAT 117	Calculus for Business and Social Science	4.00	M1 900-B	05/04/1998	GECC
MAT 120	Elementary Statistics	3.00	M1 902	05/01/1998	GECC
MAT 125	Discrete Structures	3.00	M1 905	05/01/1998	GECC
	Discrete Structures	3.00	CS 915	05/01/1999	Majors
MAT 131	Calculus I	5.00	M1 900-1	08/15/2004	GECC
	Calculus I	5.00	EGR 901	08/15/1998	Majors
	Calculus I	5.00	MTH 901	05/01/2000	Majors
MAT 201	Calculus II	5.00	M1 900-2	08/15/2004	GECC
	Calculus II	5.00	EGR 902	08/15/1998	Majors
	Calculus II	5.00	MTH 902	05/01/2000	Majors
MAT 202	Calculus III	3.00	M1 900-3	08/15/2004	GECC
	Calculus III	3.00	EGR 903	08/15/1998	Majors
	Calculus III	3.00	MTH 903	05/01/2000	Majors
MAT 205	Differential Equations	3.00	EGR 904	08/15/1998	Majors
	Differential Equations	3.00	MTH 912	05/01/2000	Majors
MAT 209	Math for Elementary Teachers	3.00	M1 903	05/01/1998	GECC
MAT 221	Introduction to Linear Algebra	3.00	MTH 911	01/01/2002	Majors
MAT 282	Statistics	3.00	M1 902	01/01/2002	GECC
MUS 101	Choral Ensemble	1.00	MUS 908	05/01/1999	Majors
MUS 102	Chamber Ensemble	1.00	MUS 908	05/01/1999	Majors
MUS 105	Music Appreciation	3.00	F1 900	05/01/1998	GECC
MUS 106	Beginning Class Piano I	1.00	MUS 901	05/01/2003	Majors
MUS 108	Aural Skills I	1.00	MUS 901	08/15/2004	Majors
MUS 109	Aural Skills II	1.00	MUS 902	08/15/2004	Majors
MUS 111	Applied Music	2.00	MUS 909	05/01/1999	Majors
MUS 111B	Applied Music	1.00	MUS 902	08/15/2004	Majors
MUS 112	Applied Music	2.00	MUS 909	05/01/1999	Majors
MUS 112B	Applied Music	1.00	MUS 903	08/15/2004	Majors
MUS 113	Applied Music	2.00	MUS 909	05/01/1999	Majors

JALC Course	Title	Credits	IAI Code	IAI Begin Date	GECC/ Majors
MUS 113B	Applied Music	1.00	MUS 904	08/15/2004	Majors
MUS 121	Theory of Music	3.00	MUS 901	05/01/1999	Majors
MUS 122	Theory of Music	3.00	MUS 902	05/01/1999	Majors
MUS 208	Aural Skills III	1.00	MUS 903	08/15/2004	Majors
MUS 209	Aural Skills IV	1.00	MUS 904	08/15/2004	Majors
MUS 211	Applied Music	2.00	MUS 909	05/01/1999	Majors
MUS 212	Applied Music	2.00	MUS 909	05/01/1999	Majors
MUS 213	Applied Music	2.00	MUS 909	05/01/1999	Majors
MUS 221	Advanced Music Theory	3.00	MUS 903	05/01/1999	Majors
MUS 222	Advanced Music Theory	3.00	MUS 904	05/01/1999	Majors
MUS 225	Music Literature/History	3.00	MUS 905	01/01/2004	Majors
PHL 111	Ethics and Moral Problems	3.00	H4 904	05/01/1998	GECC
PHL 121	Introduction to Logic	3.00	H4 906	05/01/1998	GECC
PHL 131	Introduction to Philosophy	3.00	H4 900	05/01/1998	GECC
PHL 200	Non-Western Philosophy	3.00	H4 903N	01/01/2004	GECC
PHL 260	World Religions	3.00	H5 904N	05/01/1998	GECC
PHS 101	Environmental Technology (must also take PHS 111)	3.00	LP 900	05/01/1998	GECC
PHS 102	Astronomy	3.00	P1 906	05/01/1998	GECC
PHS 103	Earth Science	3.00	P1 905L	05/01/1998	GECC
PHS 104	Chemistry for Non-Science Majors	3.00	P1 903	05/01/1998	GECC
PHS 105	Physics for Non-Science Majors	3.00	P1 900	05/01/1998	GECC
PHS 111	Environmental Technology II (must also take PHS 101)	3.00	LP 901	01/10/2005	GECC
PHS 220	Physical Geology	4.00	P1 907L	08/15/2004	GECC
PHY 121	Technical Physics	3.00	P1 900L	08/15/1998	GECC
PHY 155	College Physics I	5.00	P1 900L	05/01/1998	GECC
	College Physics I	5.00	BIO 903	05/01/1999	Majors
	College Physics I	5.00	PHY 900	01/01/2006	Majors
PHY 156	College Physics II	5.00	BIO 904	05/01/1999	Majors
	College Physics II	5.00	MTM 902L	08/15/2003	Majors
	College Physics II	5.00	PHY 900	01/01/2006	Majors
PHY 201	Statics	3.00	EGR 942	08/15/1998	Majors
PHY 202	Dynamics	3.00	EGR 943	08/15/1998	Majors
PHY 205	University Physics I	5.00	P2 900L	08/15/2000	GECC
	University Physics I	5.00	MTH 921	08/15/2004	Majors
	University Physics I	5.00	PHY 911	01/01/2006	Majors
	University Physics I	5.00	EGR 911	01/01/2006	Majors
PHY 206	University Physics II	5.00	EGR 912	08/15/1998	Majors
	University Physics II	5.00	PHY 912	01/01/2006	Majors
PHY 215	Intro to Circuit Analysis	4.00	EGR 931	08/15/1998	Majors
PSC 131	American Government	3.00	S5 900	05/01/1998	GECC
	American Government	3.00	PLS 911	08/15/2003	Majors
PSC 211	State and Local Government	3.00	S5 902	05/01/1998	GECC
	State and Local Government	3.00	PLS 915	05/01/2001	Majors
PSC 212	Introduction to International Relations	3.00	S5 904N	05/01/1998	GECC

JALC Course	Title	Credits	IAI Code	IAI Begin Date	GECC/ Majors
	Introduction to International Relations	3.00	PLS 912	05/01/2001	Majors
PSC 213	World Affairs	3.00	S5 906N	08/15/2001	GECC
PSC 289	Introduction to Comparative Government	3.00	S5 905	05/01/1998	GECC
	Introduction to Comparative Government	3.00	PLS 914	05/01/2004	Majors
PSY 132	General Psychology	3.00	S6 900	05/01/1998	GECC
	General Psychology	3.00	SPE 912	05/01/2000	Majors
PSY 200	Social Psychology	3.00	S8 900	05/01/2003	GECC
	Social Psychology	3.00	PSY 908	05/01/2004	Majors
PSY 203	Adolescent Psychology	3.00	S6 904	08/15/1999	GECC
	Adolescent Psychology	3.00	PSY 902	05/01/2001	Majors
PSY 205	Theories of Personality	3.00	PSY 907	05/01/2001	Majors
PSY 262	Child Psychology	3.00	S6 903	05/01/1998	GECC
	Child Psychology	3.00	EED 902	08/15/1998	Majors
	Child Psychology	3.00	PSY 901	08/15/1998	Majors
PSY 265	Introduction to Special Education	3.00	SED 904	08/15/1998	Majors
PSY 270	Abnormal Psychology	3.00	PSY 905	01/01/2001	Majors
SCI 210A	Integrated Science I (must also take SCI 210B)	3.00	LP 900L	01/01/2005	GECC
SCI 210B	Integrated Science II (must also take SCI 210A)	3.00	LP 901L	01/01/2005	GECC
SOC 133	Principles of Sociology	3.00	S7 900	05/01/1998	GECC
SOC 215	Diversity in American Life	3.00	S7 903D	05/01/1998	GECC
	Diversity in American Life	3.00	SOC 913	08/15/2003	Majors
SOC 263	Marriage and Family	3.00	S7 902	05/01/1998	GECC
	Marriage and Family	3.00	SOC 912	08/15/2003	Majors
SOC 264	Social Problems	3.00	S7 901	05/01/1998	GECC
	Social Problems	3.00	SOC 911	08/15/2003	Majors
SOCW 275	Introduction to Social Work	3.00	SW 911	01/01/2003	Majors
SPE 113	Theater Appreciation	3.00	F1 907	05/01/1998	GECC
SPE 115	Speech	3.00	C2 900	05/01/1998	GECC
SPE 116	Interpersonal Communication	3.00	SPC 921	05/01/2000	Majors
SPE 121	Advanced Public Speaking	3.00	SPC 911	05/01/2004	Majors
SPE 124	Fundamentals of Acting I	3.00	TA 914	08/15/2002	Majors
SPE 125	Fundamentals of Acting II	3.00	TA 915	08/15/2003	Majors
SPE 128	Theater Practicum	1.00	TA 918	01/01/2003	Majors
SPE 200	Small Group Communication	3.00	SPC 920	08/15/2005	Majors
SPN 202	Intermediate Spanish II	4.00	H1 900	05/01/1998	GECC
WEL 201	Industrial Maintenance Welding	6.00	MTM 936	08/15/2003	Majors
WEL 201A	Industrial Maintenance Welding Lab	3.00	MTM 936	08/15/2003	Majors
WEL 201B	Industrial Maintenance Welding Lab	3.00	MTM 936	08/15/2003	Majors

**CREDIT HOUR REQUIREMENTS FOR  
ASSOCIATE IN ARTS DEGREE**

<b>Group</b>	<b>A. A.</b>
Group I: Communications	9
Group II: Humanities and Fine Arts	9
Group III: Mathematics	3
Group IV: Social Sciences	9
Group V: Physical and Life Sciences	9-10
Group VI: Health	2
Group VII: Supportive Skills	3
Group VIII: Integrative Studies	3
Group IX: General Electives	13-23
Minimum-Maximum Hours	62-64

**CREDIT HOUR REQUIREMENTS FOR  
ASSOCIATE IN SCIENCE DEGREE**

<b>Group</b>	<b>A. S.</b>
Group I: Communications	9
Group II: Humanities and Fine Arts	9
Group III: Mathematics *4 + sh calculus	6*
Group IV: Social Sciences	9
Group V: Physical and Life Sciences	12-16
Group VI: Supportive Skills	3
Group VII: Integrative Studies	3
Group VIII: General Electives	12-11
Minimum-Maximum Hours	62-64

**CAREER EDUCATION**

**Departments, Programs, and Goals**

**Applied Technology**

**Auto Collision Programs**

The Auto Collision Repair Program provides students with instruction on the procedures and practices used in automotive body repair and refinishing and instruction on body shop management.

**Auto Services Technology**

The Automotive Services Technology Program prepares students for employment as line mechanics, diagnostic technicians, and industrial maintenance personnel, as well as shop managers, company technicians, factory representatives, or teachers. The Auto Services Technology Program is ASE-certified, indicating that it meets stringent industry standards.

**Computer-Aided Design (CAD) and Drafting**

The Computer-Aided Design and Drafting Program provides a thorough understanding of standard mechanical drafting practices, design, and an understanding of manufacturing processes. The student will become proficient in standard projections, sectioning, auxiliary work, assembly drawings, and tolerancing. Student specialties include: product design, advanced tolerancing, tool design, detail and assembly, and 3D drawings. Upon completion, students are prepared for a job as a CAD operator, or may transfer to a university to complete a bachelor's degree.

**Manufacturing Technology (MFT)**

The MFT Program provides a thorough understanding of manufacturing, CAD, and programming. Students may choose one of the following four concentration areas: Computer-Aided Design and Drafting; Computer-Aided Machining; Electronics; or Computer Information Systems.

Student specialties include: blueprint reading, advanced manufacturing, industrial electricity, machine tool operation, industrial robots, and programmable logic controllers. Upon completion, students are prepared for a job in one of the concentration areas for work, or may transfer to a university to complete a bachelor's degree.

## **Computer-Aided Machining**

The machinist program provides the student with a thorough understanding of the basic skills, operations, procedures, and machine tools used in industry. Graduates will find employment as a tool room machinist, computer numerical control (CNC), machine programmer, CNC machine tool operator, model maker, or maintenance machining.

## **Construction Management Technology**

The Construction Management Technology Program prepares students for employment in the construction industry as a project manager, project coordinator, superintendent, cost engineer, field engineer, estimator, scheduler, office engineer, or a safety inspector. Upon graduation, students may continue their education at SIUC to earn a bachelor's degree with an emphasis in construction management.

## **Electronics**

The Electronics Program provides a thorough understanding of DC/AC fundamentals, solid state electronics, digital electronics, microprocessor operations, and industrial electronics. Completers of the program will be able to assume an entry-level position in the electronics industry. JALC is a CISCO-certified training academy and offers courses that prepare students for the CISCO Certified Network Technician Exam. Students who wish to continue their education will be eligible for articulated programs with the SIUC College of Engineering and Technology, the College of Applied Science and Arts, and the College of Education, and with some programs at Southeast Missouri State University and Murray State University.

## **Heating and Air Conditioning**

The Heating and Air Conditioning Program assists students to develop entry-level workplace readiness skills as applied in the area of heating and air conditioning services. Students can expect to learn how to meet industry standards for technicians, including sheet metal layout skills, and become proficient in refrigeration cycles and systems, heating theory and systems, and electricity and its uses in industry.

## **Industrial Maintenance**

The Industrial Maintenance Program provides students with an understanding of DC/AC fundamentals, solid state electronics, and industrial electronics applications.

Graduates of this program will be qualified for an entry-level position in any industrial setting as an industrial electronics maintenance specialist.

## **Welding**

Manual welders, especially those with a wide variety of skills, will increasingly be needed for sophisticated fabrication tasks and repair work that do not lend themselves to automation. Many of the job openings for welders will result from the need to replace experienced workers. The aging of the nation's infrastructure, which means more products needing repair or replacement, will also provide opportunities. Welders, cutters and welding machine operators held about 453,000 jobs in 1996. Of those, nearly two out of five welders were employed in six states: Texas, California, Ohio, Pennsylvania, Michigan and Illinois. All are states heavily dominated by automobile and fabricated metals products manufacturing or by the petroleum and chemical industry.

## **Business**

The Business Department provides 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 prepares students in business for transfer to four-year institutions.

## **Computer Information Systems**

Computer Information Systems can prepare the student for employment in several information technology areas. The Computer Application Specialist (CAS) degree is applicable to students who want to work in an office environment and be proficient in the software applications needed in today's office. The Computer Information Systems (CIS) degree will concentrate more on computer applications and networking than on business office practices. The Computer Support and Networking (CSN) degree will teach the students to build, repair, and troubleshoot a computer as well as how to design and administer a network. The Information Systems and Accounting (ISA) degree will provide the student with the computer application skills needed to function in today's business environment along with a heavy emphasis in accounting. Students wishing to continue their education will be eligible for articulation agreements with Southern Illinois University. Several industry standard certifications can be attained.

## **Health**

### **Associate Degree Nursing**

The Associate Degree Nursing Program at John A. Logan College will enable the student to demonstrate safe nursing care, effective communication skills, appropriate utilization of the nursing process, and application of sound scientific principles for clients throughout the life span within the limits set forth by the Illinois Nurse Practice Act.

### **Dental Assisting**

The dental assisting student who successfully completes one year of education at John A. Logan College will meet the professional standards required in the program, be clinically proficient, recognize his/her role as an invaluable member of the dental health team, and be sensitive to the dental needs of various communities. Completion of the program allows the student to sit for the Dental Assistant National Board exam and seek certification.

### **Emergency Medical Services**

Emergency Medical Services courses are designed to prepare students to assess trauma patients, administer management techniques competently, and safely transport victims.

### **Nursing Assistant**

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 health department. 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, special procedures, care of the Alzheimer's patient, death, dying, and post-mortem care.

### **Practical Nursing**

The Associate Degree Nursing Program at John A. Logan College will enable the student to demonstrate safe nursing care, effective communication skills, appropriate utilization of the nursing process, and application of sound scientific principles for clients throughout the life span within the limits set forth by the Illinois Nurse Practice Act at the Practical Nursing level.

## **Public Service**

### **Cosmetology**

The purpose of this program is to give students thorough training in the arts, skills, and sciences that pertain to the care and treatment of the hair, skin, and nails, and to prepare the students with the necessary skills to be creative, employ critical thinking, and to treat clients tactfully and judiciously. The students should know the Barber, Cosmetology, Esthetics, and Nail Technology Act of 1985 that governs the cosmetology profession to enable them to practice cosmetology safely and lawfully.

### **Criminal Justice**

Students will demonstrate and understand the structure, administration, and role of the criminal justice system in American society.

### **Early Childhood Education**

Graduates of this two-year Early Childhood Education Program will be trained to provide education and care for children in public and private child care settings. Specifically, graduates will be trained to do the following: provide a safe and healthy environment; provide experiences to promote physical, intellectual, social/emotional, and language/literacy development; use positive guidance/discipline strategies; establish positive and productive relationships with families; and operate a program for children that adheres to legal requirements and a professional code of ethics.

### **Interpreter Preparation**

The goal is to have graduates who are competent entry level interpreters who have the capability to analyze their own performances and recognize their own abilities and limitations. These graduates will be capable of interpreting between English and ASL, making appropriate cultural adjustments. They will have an understanding of the interpreting process, the dynamics that occur between minority/majority cultures, professional ethics and protocol, the dynamics of human interaction, and the professional team work.

### **Summary of Career Education Programs**

These curricula prepare students for employment in occupations related to business, education, health, industry, office technology, or public service. The programs of study 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 vocational and technological in nature and lie in the post-high school area. They differ in content and purpose from those of the trade school on one hand and from those of the engineering college on the other. All have in common the following purposes and characteristics.

1. The purpose is to acquaint the student with current practices, applications, and techniques, and with various sources of information essential to the intelligent planning and execution of his or her work.
2. There are learning experiences provided for the student whereby he/she is enabled to see a prospective occupation in relationship to management, labor, and the professions.
3. Methods of instruction are relatively direct with strong emphasis on doing, as distinct from research study. 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. The curricula are not primarily designed to transfer to baccalaureate degree-granting institutions, although many individual courses are transferable, depending on the institution.

Although career programs are not designed for transfer to a four-year institution, any student completing a career associate degree may transfer to SIU using the Capstone Option. This alternative gives the student the opportunity to obtain a B. S. degree using the first two years of the career degree. Advisors and associate deans can furnish complete information. The following career programs have articulated agreements with specific departments at SIU: Electronics with the College of Engineering and Technology at SIU.

## **GENERAL ADVISORY COMMITTEE FOR CAREER EDUCATION**

Training people for employment in career education fields is a task that should be shared by the College and the community. To carry its share of the burden, the College must know what businesses and industries need and want. It is important that a two-way system of communication between the College and the business community be maintained to meet the educational and training needs of the College district.

Local advisory committees perform this significant function because they represent industries and businesses that are respected and recognized within the area served by the College. The use of advisory committees enables educational authorities to build programs of career education that are based on the real 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. The College staff carefully consider all committee recommendations as they determine the final program decisions. The public can have confidence in these programs when the experiences and counsel of responsible citizens are solicited and acted upon by the College.

This committee is comprised of community and business representatives plus the chairperson of each program's advisory committee.

### **Community and Business Representatives**

Mr. T. J. Wheeler, Director of Personnel  
Marion Pepsi-Cola  
P. O. Box 129  
Marion, Illinois 62959

Mr. Willard Strain, General Manager  
Roe Machine Company  
Johnston City, Illinois 62951

Banterra Corporation  
P. O. Box 266  
Eldorado, Illinois 62930

### **General Advisory Committee**

Mr. Kenneth Akins, President  
West Frankfort Chamber of Commerce  
Standard Insurance Agency  
112 E. Main  
West Frankfort, Illinois 62896

Executive Director  
Marion Chamber of Commerce  
P. O. B ox 307  
Marion, Illinois 62959

Mr. James Cook  
Maytag  
Lyerla Drive  
Herrin, Illinois 62948

Mr. Paul Crawford  
Penn Aluminum  
Route 149 and 127  
Murphysboro, Illinois 62966

Mr. Ron Seal, Hospital Administrator  
Marion Memorial Hospital  
917 W. Main  
Marion, Illinois 62959

Ms. Sue Douglass, Executive Director  
Herrin Chamber of Commerce  
1 South Park Avenue  
Herrin, Illinois 62948

Ms. Jeannie Gerald, Executive Director  
Carterville Chamber of Commerce  
151 S. Division  
Carterville, Illinois 62918

Mr. Steve Preston, Director of Human Resources  
Primex  
P. O. Box 278  
Marion, Illinois 62959

Mr. George Maroney, Administrator  
Memorial Hospital of Carbondale  
404 W. Main  
Carbondale, Illinois 62901

Ms. Nelda Miesner, Executive Director  
Murphysboro Chamber of Commerce  
1331 Walnut  
Murphysboro, Illinois 62966

Executive Director  
Carbondale Chamber of Commerce  
714 E. Walnut  
Carbondale, Illinois 62901

President  
Du Quoin Chamber of Commerce  
P. O. Box 57  
Du Quoin, Illinois 62832

Ms. Rose Stallings, Vice-President  
Johnston City Chamber of Commerce  
First Bank and Trust  
P. O. Box B  
Johnston City, Illinois 62951

Administrator  
UMWA Union Hospital  
517 St. Louis Street  
West Frankfort, Illinois 62896

Mr. William Huff, Administrator  
Marshall Browning Hospital  
900 N. Washington  
Du Quoin, Illinois 62832

Warden  
Marion Federal Penitentiary  
Marion, Illinois 62959

Mr. Steve Wheeler, General Manager  
WSIL-TV 3  
Route 13  
Carterville, Illinois 62918

### **Program Advisory Committee**

Accounting/Data Processing	Home Economics Industry
Allied Health/Nursing	Interpreter Preparation
Business	Manufacturing
Cosmetology	Secretarial Series
Dental Assisting	Students in Free Enterprise
Dental Hygiene	Transportation
High Technology	

### **SOUTHERN ILLINOIS COLLEGIATE COMMON MARKET (SICCM)**

John A. Logan College is a member of the Southern Illinois Collegiate Common Market (SICCM), a group of area institutions of higher education that work together to provide southern Illinois students with training in four health programs: Health Information Technology, Medical Laboratory Technology, Occupational Therapy Assistant, and Surgical Technician. Information is with SICCM at (618) 942-6902, with John A. Logan College counselors, and on the College's homepage: [www.jalc.edu](http://www.jalc.edu).

### **CAREER EDUCATION CURRICULUM GUIDES**

#### **Associate in Applied Science**

Curriculum guides are available on the following pages, with counselors, and on the College's homepage: [www.jalc.edu](http://www.jalc.edu).

#### **Certificate Programs**

Curriculum guides are available on the following pages, with counselors, and on the College's homepage: [www.jalc.edu](http://www.jalc.edu).

**Note:** The Division of Allied Health and Public Service and the Division of Business and Applied Technologies entry requirements are found on the pages immediately following.

**CAREER EDUCATION  
ENTRY REQUIREMENTS**

The John A. Logan College Career Education programs require prospective students to achieve certain scores on the Level I, Form B ASSET or COMPASS test prior to program entry. Practical Nursing students are assessed on Level I, Form C ASSET for program selection. Most programs also have made provision for probationary entry. Students whose ASSET or COMPASS scores fall into this latter area may enter their chosen program but must concurrently enroll in the Career Assistance Lab to develop their basic skills in reading and/or mathematics. Currently, Career Assistance Lab instruction personnel are present but working with students individually rather than with the entire group.

**DIVISION OF ALLIED HEALTH  
AND PUBLIC SERVICE PROGRAMS  
ASSET/COMPASS PLACEMENT  
REQUIREMENTS**

**Reading**

PROGRAM	Regular Entry		Concurrent Enrollment Requires In BUS 035 A,B,C, Probationary Entry	
	ASSET	COMPASS	ASSET	COMPASS
			Career Assistance Lab 3 hrs.	
ECE	38-55	69-100	37 or below	68 or below
COS-Cert.	37-55	69-100	36 or below	68 or below
COS-Deg.**	38-55	69-100	37 or below	68 or below
CRJ**	38-55	69-100	37 or below	68 or below
DHY	38-55	69-100	n/a	n/a
DNA**	38-55	69-100	37 or below	n/a
IPP**	38-55	69-100	37 or below	n/a
PNE**	41-55	n/a	n/a	n/a
NAD (CNA)	28-55	30-100	n/a	n/a

**Asset Numerical Skills or  
Pre-Algebra Compass**

PROGRAM	Regular Entry		Concurrent Enrollment Requires In BUS 045 A,B,C, Probationary Entry	
	ASSET	COMPASS	ASSET	COMPASS
			Career Assistance Lab 3 hrs.	
ECE	37-55	29-100	36 or below	28 or below
COS	33-55	22-100	32 or below	21 or below
CRJ	37-55	29-100	36 or below	28 or below
DNA	33-55	22-100	32 or below	21 or below
IPP*	n/a	n/a	n/a	n/a
PNE	39-55	n/a	38 or below	n/a

**Additional Entrance  
Assessment Requirements**

Program	General Assessment Test	Program/Test Requirements
ADN**	PNE ASSET	Registered Nurse Entrance Exam
DHY**	ASSET/COMPASS	Health Occupation Aptitude Exam
DMS**	ASSET/COMPASS	Health Occupation Aptitude Exam
DNA	ASSET/COMPASS	Health Occupation Aptitude Exam
HIT	ASSET-INTERMEDIATE ALGEBRA	n/a
MLT	ASSET/COMPASS	Health Occupation Aptitude Exam
OTA	ASSET/COMPASS	Health Occupation Aptitude Exam
STP		Health Occupation Aptitude Exam

\*See math requirements for specific math courses.

\*\*See additional entry requirements for each specific program.

**Division of Business and Applied  
Technologies ASSET/COMPASS  
Placement Requirements**

CCT 290 Methods of Teaching Special Children II 4  
CCT 291 Special Children Practicum 4

**Reading**

PROGRAM	Regular Entry		*Probationary Entry	
	ASSET	COMPASS	ASSET	COMPASS
			Desk	Lab 3 hrs.
Auto Body	33	51-100	32 or below	50 or below
Heating & A/C	33	51-100	32 or below	50 or below
Industrial Maint.	33	51-100	32 or below	50 or below
Machinist	33	51-100	32 or below	50 or below
Welding	33	51-100	32 or below	50 or below
Auto Technician	37	69-100	36 or below	68 or below
Banking	37	69-100	36 or below	68 or below
CIS	37	69-100	36 or below	68 or below
Drafting	37	69-100	36 or below	68 or below
Marketing	37	69-100	36 or below	68 or below
Med. Office Asst.	37	69-100	36 or below	68 or below
Med. Transcript.	37	69-100	36 or below	68 or below
Accounting	41	81-100	40 or below	80 or below
CIM	37	69-100	36 or below	68 or below
Electronics	37	69-100	36 or below	68 or below

\*Probationary entry students may be enrolled in the program only if they are enrolled in the Career Assistance Lab as indicated above.

**VOCATIONAL SKILLS CERTIFICATES**

**Early Childhood Education**

The following courses are offered to students who have completed a program of study and desire additional hours to enhance their employment opportunities. The fields of study and the courses associated are as follows:

**JOINT AGREEMENTS**

**SOUTHERN ILLINOIS COLLEGIATE COMMON MARKET (SICCM)**

John A. Logan College is a member of the Southern Illinois Collegiate Common Market (SICCM), a group of area institutions of higher education that work together to provide southern Illinois students with training in four health programs: Health Information Technology, Medical Laboratory Technology, Occupational Therapy Assistant, and Surgical Technician. Information is with SICCM at (618) 942-6902, with John A. Logan College counselors, and on the College's homepage: [www.jalc.edu](http://www.jalc.edu). SICCM schools include: John A. Logan College, Rend Lake College, Shawnee Community College, and Southeastern Illinois College.

**Programs Available at Southwestern Illinois College through a Cooperative Agreement with John A. Logan College**

Students residing in John A. Logan College District No. 530 may enroll at Southwestern Illinois College in certificate and degree programs listed below. Entry to these expanded career opportunities is provided by a joint agreement entered into by the Boards of trustees of Southwestern Illinois College and John A. Logan College.

Students interested in enrolling in one of the programs offered at Southwestern Illinois College should contact the Office of the Vice-President for Instructional Services at John A. Logan College, District No. 530.

Aviation Maintenance Technology	AAS Degree
Aviation Pilot Training	AAS Degree/Certificate
Chemical Technology	Certificate
Construction Bricklayer	AAS Degree/Certificate
Construction Carpentry	AAS Degree/Certificate
Construction Cement Mason	AAS Degree/Certificate
Construction Ironworker	AAS Degree/Certificate
Construction Painting and Decorating	AAS Degree/Certificate
Construction Sheetmetal	AAS Degree/Certificate
Culinary Arts/Food Management	AAS Degree/Certificate
Electronic Publishing Specialists	AAS Degree
Fire Science	AAS Degree/Certificate
Horticulture	AAS Degree/Certificate
Human Services	AAS Degree

Major Appliance Technology	AAS Degree/Certificate
Paralegal Studies	AAS Degree
Physical Therapist Assistant	AAS Degree
Process Operations Technology	Certificate
Radiologic Technology	AAS Degree
Respiratory Care Technology	Certificate
Web Development and Administration	AAS Degree

Students residing in Southwestern Illinois College District No. 522 may enroll at John A. Logan College in certificate and degree programs listed below. Entry to these expanded career opportunities is provided by a joint agreement entered into by the Boards of Trustees of John A. Logan College and Southwestern Illinois College.

Students interested in enrolling in one of the programs offered at John A. Logan College should contact Southwestern Illinois College.

Automotive Mechanics	Certificate
Automotive Technology	AAS Degree
Cardiac Medical Sonography	Certificate
Cosmetology	Certificate
Construction Management	AAS Degree
Dental Assisting	Certificate
Dental Hygiene	AAS Degree
Lodging Management	Certificate
Manufacturing Technology	AAS Degree
Practical Nursing	Certificate
Retailing	Certificate
Tourism Management	AAS Degree

**Programs Available at Illinois Eastern Community Colleges (Olney, Wabash, and Lincoln Trail) through a Cooperative Agreement with John A. Logan College**

Students residing in John A. Logan College District No. 530 may enroll at Illinois Eastern Community Colleges in certificate and degree programs listed below. Entry to these expanded career opportunities is provided by a joint agreement entered into by the Boards of Trustees of Illinois Eastern Community Colleges and John A. Logan College.

Students interested in enrolling in one of the programs offered at Illinois Eastern Community Colleges should contact the Office of the Vice-President for Instructional Services at John A. Logan College, District No. 530.

Agricultural Technology/Production	Degree
Diesel Equipment Technology	Degree
Radio-Television Broadcasting	Degree
Telecommunications Technology	Degree/Certificate

Students residing in Illinois Eastern Community Colleges District No. 529 may enroll at John A. Logan College in certificate and degree programs listed below. Entry to these expanded career opportunities is provided by a joint agreement entered into by the Boards of Trustees of John A. Logan College and Illinois Eastern Community Colleges.

Students interested in enrolling in one of the programs offered at John A. Logan College should contact Illinois Eastern Community Colleges.

Architecture Technology	AAS
Cardiac Medical Sonography	Certificate
Construction Management	AAS Degree
Dental Assisting	Certificate
Dental Hygiene	AAS Degree
Educational Interpreting Professional (Online)	Certificate
Graphics Design	AAS Degree/Certificate
Interpreter Preparation	AGS/Certificate

**Programs Available at Rend Lake College through a Cooperative Agreement with John A. Logan College**

Students residing in John A. Logan College District No. 530 may enroll at Rend Lake College in certificate and degree programs listed below. Entry to these expanded career opportunities is provided by a joint agreement entered into by the Boards of Trustees of Rend Lake College and John A. Logan College.

Students interested in enrolling in one of the programs offered at Rend Lake College should contact the Office of the Vice-President for Instructional Services at John A. Logan College, District No. 530.

Agricultural Business	Degree
Agricultural Mechanics	Degree/Certificate
Agricultural Production	Degree/Certificate
Child Development Director Credential	Degree
CISCO Networking Professional	Certificate
Culinary Arts Management	Degree/Certificate
Diesel Technology	Degree
Heavy Equipment Technology	Degree
Horticulture	Degree/Certificate

Mining Technology	Degree/Certificate
Radiological Technology	AAS (Pending Approval)
Surveying Technology	AAS
Truck Driving	Certificate
Wireless Communication Technology	AAS

Students residing in Rend Lake College District No. 521 may enroll at John A. Logan College in certificate and degree programs listed below. Entry to these expanded career opportunities is provided by a joint agreement entered into by the Boards of Trustees of John A. Logan College and Rend Lake College.

Students interested in enrolling in one of the programs offered at John A. Logan College should contact Rend Lake College.

Automotive Collision Technology	Certificate
Cardiac Medical Sonography	AAS Degree/ Advanced Certificate
Computer Aided Machining	Certificate
Computer Aided Machining (Adv)	Certificate
Construction Management	AAS Degree
Construction Trades	AAS Certificate
Dental Assisting	Certificate
Dental Hygiene	AAS Degree
Educational Interpreting Professional (Online)	Certificate
Heating/Air Conditioning Technology	AAS Degree/ Certificate
Interpreter Preparation Training	Certificate
Lodging Management	Certificate
Medical Assistant	Certificate
Nail Technology	Certificate
Real Time Captioning - Judicial Reporter	AAS
Real Time Captioning - Scopist Reporter	Certificate
Tooling Manufacturing Technology	AAS
Tourism Management	AAS

**Programs Available at Southeastern Illinois College through a Cooperative Agreement with John A. Logan College**

Students residing in John A. Logan College District No. 530 may enroll at Southeastern Illinois College in certificate and degree programs listed below. Entry to these expanded career opportunities is provided by a joint agreement entered into by the Boards of Trustees of Southeastern Illinois College and John A. Logan College.

Students interested in enrolling in one of the programs offered at Southeastern Illinois College should contact the Office of the Vice-President for Instructional Services at John A. Logan College, District No. 530.

Diesel Technology	Degree
Family and Consumer Science	Degree
Fire Science	Degree/Certificate
Game Reserve Management	Degree
GIS/GPS	Certificate (pending approval)
Shooting Complex Management	Degree
Truck Driving	Certificate

All approved courses offered via the Southern Illinois television network distance learning program.

Students residing in Southeastern Illinois College District No. 533 may enroll at John A. Logan College in certificate and degree programs listed below. Entry to these expanded career opportunities is provided by a joint agreement entered into by the Boards of Trustees of John A. Logan College and Southeastern Illinois College.

Students interested in enrolling in one of the programs offered at John A. Logan College should contact Southeastern Illinois College.

Architecture Technology	AAS Degree
ASL/Deaf Studies	Certificate
Automotive Collision Technology	Certificate
Automotive Services Technology	AAS Degree/ Certificate
Cardiac Medical Sonography	AAS Degree/ Advanced Certificate
Computer Aided Design and Drafting	AAS Degree
Construction Management	AAS
Dental Assisting	Certificate
Dental Hygiene	AAS Degree
Educational Interpreting Professional	Advanced Certificate
Electrical Engineering Technology	AAS Degree
Electronics Technology	AAS Degree
Graphics Design	AAS Degree
Heating/Air Conditioning Technology	AAS Degree/ Certificate
Interpreter Preparation Training	Certificate
Lodging Management	AAS Degree
Manufacturing Technology	AAS Degree
RealTime Captioning – Judicial Reporter	AAS Degree
RealTime Captioning – Scopist Reporter	Certificate

Tool & Die	Certificate
Tourism Management	AAS Degree
Travel and Tourism	AAS Degree/ Certificate

**Programs Available at Shawnee Community College through a Cooperative Agreement with John A. Logan College**

Students residing in John A. Logan College District No. 530 may enroll at Shawnee Community College in the programs listed below. Entry to these expanded career opportunities is provided by a joint agreement entered into by the Boards of Trustees of Shawnee Community College and John A. Logan College.

Students interested in enrolling in the programs offered at Shawnee Community College should contact the Office of the Vice-President for

Instructional Services at John A. Logan College, District No. 530.

Applied Viticulture	Certificate
Aquaculture	Certificate
Conservation Law Enforcement Technology	Degree
Ecology	Certificate
Environmental Resource Management	Degree
Truck Driving	Certificate
Wildlife Technology	Degree

All mutually approved courses in the distance learning program.

Students residing in Shawnee College District No. 531 may enroll at John A. Logan College in certificate and degree programs listed below. Entry to these expanded career opportunities is provided by a joint agreement entered into by the Boards of Trustees of John A. Logan College and Shawnee College.

Students interested in enrolling in one of the programs offered at John A. Logan College should contact Shawnee College.

Architecture Technology	AAS Degree
Auto Body Repair	Certificate
Cardiac Medical Sonography	AAS Degree
Certified Medical Assistant	Certificate
Computer Aided Design and Drafting	AAS Degree
Construction Management Technology	AAS Degree
Dental Assisting	Certificate
Dental Hygiene	AAS Degree

Diagnostic Medical Sonography	Certificate
Educational Interpreting Professional	Certificate
Graphic Design	AAS Degree
Interpreter Training	Certificate
Lodging Management	Certificate
Real Time Captioning (Judicial Reporter)	AAS
Real Time Captioning (Scopist Reporter)	Certificate
Tool and Die	Certificate
Tourism Management	AAS Degree

**Programs Available at Kaskaskia College through a Cooperative Agreement with John A. Logan College**

Students residing in John A. Logan College District No. 530 may enroll at Kaskaskia College in certificate and degree programs listed below. Entry to these expanded career opportunities is provided by a joint agreement entered into by the Boards of Trustees of Kaskaskia College and John A. Logan College.

Students interested in enrolling in one of the programs offered at Kaskaskia College should contact the Office of the Vice-President for Instructional Services at John A. Logan College, District No. 530.

Advanced Cooking	Certificate
Agriculture	Degree/Certificate
Basic Carpentry	Certificate
Diagnostic Medical Sonography	Certificate
Physical Therapist Assistant	Degree
Prep Cook	Certificate
Radiological Technology	Degree
Respiratory Therapy	Degree
Truck Driver Training	Certificate
Web Design	Certificate

Students residing in Kaskaskia College District No. 501 may enroll at John A. Logan College in certificate and degree programs listed below. Entry to these expanded career opportunities is provided by a joint agreement entered into by the Boards of Trustees of John A. Logan College and Kaskaskia College.

Students interested in enrolling in one of the programs offered at John A. Logan College should contact Kaskaskia College.

Architecture Technology	AAS
ASL/Deaf Studies	AAS Degree/ Certificate
Banking	AAS Degree
Cardiac Sonography	AAS Degree/ Certificate
Certified Medical Assistant	Certificate

Coal Mining Technology	AAS Degree
Construction Management Technology	AAS Degree
Dental Hygiene	AAS Degree
Educational Interpreting Professional	Certificate
Graphics Design	AAS Degree
Heating/Air Conditioning Technology	AAS Degree/ Certificate
Health Information Technology	AAS Degree
Interpreter Preparation Training	Certificate
Lodging Management	Certificate
Manufacturing Technology	AAS Degree
Manufacturing Technology I	Certificate
Manufacturing Technology II	Certificate
Medical Laboratory Technology	AAS Degree
Occupational Therapy Assistant	AAS Degree
Pharmacy Technology	Certificate
Real Estate	Continuing Education
Retailing	Certificate
Real Time Captioning (Judicial Reporter)	AAS
Real Time Captioning (Scopist Reporter)	Certificate
Surgical Technology	Certificate
Tourism Management	AAS Degree

**Programs Available at Illinois Valley College  
through a Cooperative Agreement with  
John A. Logan College**

Students residing in John A. Logan College District No. 530 may enroll at Illinois Valley College in certificate and degree programs listed below. Entry to these expanded career opportunities is provided by a joint agreement entered into by the Boards of Trustees of Illinois Valley College and John A. Logan College.

Students interested in enrolling in one of the programs offered at Illinois Valley College should contact the Office of the Vice-President for Instructional Services at John A. Logan College, District No. 530.

All Career Programs.

Students residing in Illinois Valley College District No. 513 may enroll at John A. Logan College in certificate and degree programs listed below. Entry to these expanded career opportunities is provided by a joint agreement entered into by the Boards of Trustees of John A. Logan College and Illinois Valley College.

Students interested in enrolling in one of the programs offered at John A. Logan College should contact Illinois Valley College.

**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 by the College on a semester basis. Many adults are finding it possible to complete the requirements of an associate degree by attending evening classes on a regular basis. Interested students should follow the procedures explained in preceding section of the College Catalog.

**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 fall and spring semester and near the middle of fall and spring semester.

**WEEKEND COLLEGE**

Weekend College courses are offered at John A. Logan College beginning at 6:00 p.m. on Friday evenings, with additional courses on Saturday from 9:00 a.m. to 1:00 p.m.

**OFF-CAMPUS CREDIT PROGRAM  
(Delayed-Start)**

Off-campus credit courses are conveniently offered in surrounding community high schools during evening hours. These courses are of the same content as courses offered on the campus of John A. Logan College. They also help satisfy the requirements for a degree or certificate. Each class will meet 3 hours and 45 minutes one night per week for twelve weeks. Credit classes are also offered at the Du Quoin and West Frankfort Extension Centers.

**CONTINUING EDUCATION AND  
COMMUNITY SERVICES**

The Office of Continuing Education makes available a comprehensive program of educational activities that are especially designed to meet the needs of adult citizens. Included in the program are credit courses from the baccalaureate and career-oriented areas, general studies credit courses, and non-credit 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: occupational classes, real estate, computers, general education, health, classes for children, physical education, dance, pet care, homemaking, music, and arts and crafts.



## **GENERAL STUDIES AND CONTINUING EDUCATION COURSES AND PROGRAMS**

General studies and continuing education courses are made available in several program areas. Flexible enrollment procedures make it possible and convenient for any citizen of the College district to enroll in such education classes. Enrollment in these classes does not require formal admission to the College.

### **Developmental and Preparatory Studies/Skills**

Adult Basic Education I  
Adult Basic Education II  
Adult Basic Education III  
Basic Skills Development I  
Basic Skills Development II  
Basic Skills Development III  
Basic Reading Development I  
Basic Reading Development II  
Basic Reading Development III  
Career Awareness Education I  
Career Awareness Education II  
Career Awareness Education III  
Community Living Skills  
G.E.D. Review I  
G.E.D. Review II  
G.E.D. Review III  
New Job Directions  
Occupational Social Skills I  
Occupational Social Skills II  
Occupational Social Skills III  
Review of Basic English Skills I  
Review of Basic English Skills II  
Review of Basic English Skills III  
Review of Basic Mathematics Skills I  
Review of Basic Mathematics Skills II  
Review of Basic Mathematics Skills III  
Review of Basic Science Skills I  
Review of Basic Science Skills II  
Review of Basic Social Studies Skills I  
Review of Basic Social Studies Skills II

### **Continuing Education Classes**

*(For a current list of Continuing Education classes visit [www.jal.cc.il.us/cont\\_ed/index.html](http://www.jal.cc.il.us/cont_ed/index.html))*

#### **Representative Health Care Classes**

Adult Heartsaver CPR  
ACLS (Advanced Cardiac Life Support) Certification  
ACLS Provider Refresher Course  
Basic CPR Review and First Aid  
Basic Life Support (BLS) Instructor Certification  
Health Care Provider (CPR)

Introduction to Emergency Nursing  
12 Lead Class  
Medicine on the internet  
Phlebotomy  
Venipuncture and basics of I. V. Therapy for Adults

#### **Representative Real Estate Classes**

Illinois Law Refresher  
Real Estate Essentials  
Real Estate Practices  
Real Estate Principles  
Real Estate Procedures  
Real Estate Services  
Real Estate Transactions

#### **Representative Small Business Class**

Starting a Small Business  
Operating a Small Business  
Pricing in Small Business

#### **Representative Vocational Skills Classes**

Starting a Small Business  
Operating a Small Business  
Pricing in Small Business

#### **Representative Vocational Skills Classes**

Arc Welding (Beg.)  
Aviation Meteorology  
Baking  
Bookkeeping  
Business Filing (Intro.)  
Calligraphy  
Classroom Applications for Microcomputers  
Computer-Aided Design  
Cosmetology  
Data Processing  
Database Management  
Desktop Publishing I  
Drafting (Architectural)  
Drawing and Illustration  
Educational Application for Microcomputers  
Electricity and Electronics  
Electronic Office  
Electronics: An Introduction  
Elements of Drawing and Illustration  
Firearms Training for Security Guards  
First Aid  
Fundamentals of Electricity  
Graphic Design II  
Heating and Air Conditioning  
Interior Decorating  
Intro Microcomputers-DOS Systems  
Investigative Tech.-Security Guards  
Investments

Investments I  
 Keyboarding I  
 Management Communication  
 Manual Communication  
 Medical Terminology  
 Medications  
 Microcomputers for Older Beginners  
 Microcomputer Software Overview  
 Money and Banking  
 Money Management (Basic)  
 Oxy-Acetylene Welding  
 Painting and Design  
 Photography  
 Principles of Bank Operation  
 Private Pilot/Ground Course  
 Quality Control and Inspection  
 Quicken for Financial Procedures  
 Real Estate Review  
 Refrigeration  
 Security Officer Defensive Training  
 Tailoring/Alterations  
 Training for Security Guards (Adv.)  
 Training for Security Guards (Beg.)  
 Wastewater Treatment  
 Waterworks Operation  
 Welding (Introduction)  
 Windows on IBM  
 Word Processing  
 Word Processing for Writers

### **PUBLIC SERVICE COURSES**

Many courses of a hobby, recreational, or leisure-time nature are not eligible for state reimbursement and thus can only be offered as a public service by the College. A limited number of such courses will be offered during each academic year. A flat fee, depending on the course, is charged for enrolling in any of these courses.

The courses carry no credit and are not applicable to any certificate but may be repeated by the student as many times as he/she wishes on a priority basis. First priority will be given to new students and then to students wishing to repeat public service courses. Representative courses are shown below:

ABCs of Children's Cooking  
 Aerobic Dance  
 Ballroom Dancing  
 Basketball  
 Bird Taxidermy  
 Bowling  
 Cake Decorating  
 Conversational German  
 Cosmetology  
 Diversified Financial Planning  
 Dog Obedience

Drawing and Painting of Birds and Wildlife  
 Electronics  
 Genealogy and Family Genetics  
 General Crafts  
 Golf  
 Guitar  
 Gymnastics  
 Home Construction  
 Home Decorating  
 Horticulture  
 How to Invest in the Stock Market  
 Interior Decorating  
 Introduction to 35 mm Cameras  
 Investigative Techniques for Security Guards  
 Italic Calligraphy  
 Karate  
 Matting and Framing of Artwork  
 Meteorology  
 Stained Glass Windows  
 Stitchery  
 Volleyball

### **CENTER FOR BUSINESS AND INDUSTRY**

A variety of customized courses, seminars, workshops, and conferences are available to southern Illinois businesses through John A. Logan College's Center for Business and Industry.

The training is offered on site or at the campus to new or existing businesses in order to help employees become more productive. Representative courses of instruction include accounting, office procedures, records management, stress reduction, computer software programs, blueprint reading, receptionist training—and many more.

One popular new course is Tractor-Trailer Driver Training, offered for both four and eight weeks and generating seven hours of credit. This training is designed for the individual with no commercial driving experience. The course includes commercial driver's license learner's permit preparation, D.O.T. rules and regulations, log books, map reading, and complete vehicle training to prepare individuals for an entry level position in the trucking industry. A Secretary of State administered Class A road test is included.

The courses of the Center for Business and Industry are designed to serve the unique needs of the business and industrial communities for short-term training and non-traditional programs. All instruction is offered at-cost to area businesses.

The Center for Business and Industry offers customized training courses, technical training

courses, high-impact training services, internships, technical assistance, placement, and referral services.

The instruction is carried out by John A. Logan College instructors—or through instructors contracted by the College.

The Center for Business and Industry trained or re-trained over 2,000 southern Illinoisans in 1993; that number has grown to over 12,000 per year in recent times.

### **PROCUREMENT TECHNICAL ASSISTANCE CENTER**

John A. Logan College's Procurement Technical Assistance Center assists small businesses seeking potential federal and state buyers of their commodities. The center also receives bid information and submits bids.

### **PUBLIC AND COMMUNITY SERVICE ACTIVITIES**

#### **Workshops, Conferences, and Seminars**

Short-term, intensive learning experiences are available on specific topics in the areas of business and industry, medicine and safety, sports and recreation, and hobby and general interest subjects. Workshops, conferences, and seminars are custom designed to meet the needs of specific groups. The College has the staff, facilities, materials, and expertise to design and offer training programs to meet the educational needs of the community.

#### **Early School Leavers Program**

The Early School Leaver program offers an opportunity for high school drop-outs, age 16-24, to obtain career training through an individualized plan. Job seeking skills and short-term training opportunities prepare adults for the world of work. All services are free.

#### **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 that the student may obtain maximum benefit. Students are evaluated by the College coordinator after a conference with the trainer at the training station.

### **Workforce Investment Act (WIA)**

An office has been established on the campus of John A. Logan College to provide WIA Services. Programs offered through WIA pay tuition, fees, and book and supply costs for training in one-year certificate programs, two-year degree programs, or customized training programs.

### **Single Parent/Displaced Homemaker Services**

This program provides counseling and advisement, financial assistance with textbooks, tuition, child care, and transportation for students pursuing career education.

### **General Educational Development (GED) Classes**

Free GED classes are offered at the College and in various communities for adults 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 (a high school equivalency test). Interested persons may obtain information regarding registration, class meeting times, and dates by contacting the associate dean of adult basic/secondary education.

### **Adult Basic Education (ABE) Classes**

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 G.E.D. examination.) Individual tutoring and group instruction are available on campus and in various communities throughout the district.

### **Adult Secondary Education (ASE) Program**

The College offers courses for high school credit to students who have dropped out of high school and wish to earn their high school diploma. Courses are offered on the College campus during the day. Students interested in obtaining more information regarding registration may call the director of adult secondary education.

### **The Literacy Program**

The Literacy Program is an adult reading improvement program. Volunteers are recruited and trained to tutor

those enrolled or preparing to enroll in adult basic education classes. The tutoring is conducted on campus and in the communities of the College district. It is a free program available throughout the year for persons age 16 or older. In certain cases, volunteers may receive College credit for their tutoring. Entry to the program for both learners and tutors can be arranged by calling the program coordinator at the College.

### **ICCB Welfare to Work**

This provides counseling and advisement services for welfare recipients attending the College.

### **College Viewbooks and Videos**

Viewbooks and videos on College transfer programs, career programs, and high-technology programs are available to individuals and groups through the College's Office for College Relations.

### **Speakers Bureau**

John A. Logan College offers the resources of its administration, faculty, and staff to speak to groups within the College district. The service, known as the Speakers Bureau, is provided on a volunteer basis by representatives of the College. The purpose of the Speakers Bureau is to share the experiences and expertise of College personnel with the area's civic, social, and educational groups. Speaking engagements are free of charge. Organizations requesting a speaker should do so a minimum of two weeks in advance of the planned speaking date. Interested individuals should contact the Office for College Relations for more information.

## DEGREES AND CERTIFICATES

Associate in Arts	
AA Degree .....	65
Associate in Science	
AS Degree.....	67
Accounting	
Certificate .....	69
AAS Degree .....	70
Administrative Assistant	
AAS Degree .....	71
Agriculture	
AS Degree.....	72
Architectural Technology	
AAS Degree .....	73
Art	
AA Degree.....	74
Art Education	
AS Degree.....	75
ASL/Deaf Studies	
Certificate .....	76
Associate Degree Nursing	
AAS Degree .....	77
AAS Degree (Part-Time) .....	79
Associate in Arts	
AA Degree (Block) .....	81
Auto Collision Technology	
Certificate .....	82
AAS Degree .....	83
Automotive Services Technology	
AAS Degree (Block) .....	84
AAS Degree .....	85
Master Certificate (Block) .....	86
Banking	
AAS Degree .....	87
Basic Paint Prep Technician	
Certificate .....	88
Biological Science	
AS Degree.....	89
Bookkeeping-Clerical Studies	
Certificate .....	90
Business Administration and Accounting	
AA Degree .....	91
Business Management	
Certificate .....	92
AAS Degree .....	93
Business Teacher Education	
AS Degree.....	94
CAD/CAM Operations	
Certificate .....	95
Cardiac Medical Sonography	
Advanced Certificate.....	96
Chemistry	
AS Degree.....	97
Coal Mine Technology	
AAS Degree .....	98
Computer Information and E-Commerce	
AAS Degree .....	100
Computer Information Systems	
Certificate.....	101
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Computer Information Systems –	
Computer Application Specialist	
AAS Degree .....	103
Computer Information Systems –	
Computer Application Specialist Information	
Systems Technology Capstone	
AAS Degree .....	104
Computer Information Systems –	
Health Care Management Capstone	
AAS Degree .....	105
Computer Information Systems –	
Information Systems Technology Capstone	
AAS Degree .....	106
Computer Science –	
Option 1 Math/Science	
AS Degree.....	107
Computer Science –	
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AAS Degree .....	109
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Electronic Systems Technology Capstone	
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Information Systems Technology Capstone	
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Computer-Aided Machining I	
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Computer-Aided Machining	
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Construction Management Technology	
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Construction Trades Technology	
Certificate.....	115
AAS Degree .....	116
Cosmetology	
Certificate (Licensure).....	117
AAS Degree .....	118
Cosmetology Teacher Program	
Advanced Certificate.....	119
Criminal Justice	
Certificate.....	120
AAS Degree .....	121
AAS Degree (MW Night Rotation) .....	122
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Data Entry Assistant	
Certificate.....	124
Dental Assisting	
Certificate.....	125

## DEGREES AND CERTIFICATES

Dental Hygiene	
AAS Degree .....	126
Developmental Courses for	
Transfer Students.....	127
Diagnostic Medical Sonography	
AAS Degree .....	128
Digital Electronics	
Certificate .....	129
Drafting, CAD Technology	
AAS Degree .....	130
Early Childhood Education – Career	
AAS Degree .....	131
Early Childhood Education	
Director’s Credential	
Certificate .....	132
Early Childhood Education – Career	
Short-Term Certificate .....	133
Early Childhood Education – Transfer	
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Economics	
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Educational Interpreting Professional	
Certificate .....	137
Educational Interpreting Professional Part-Time	
Certificate .....	138
Electrical Engineering Technology	
AAS Degree .....	139
Electrical Systems	
Certificate .....	140
Electronics Technology	
AAS Degree .....	141
Electronics Technology (Night Rotation)	
AAS Degree .....	142
Elementary Education	
AS Degree.....	143
Emergency Medical Services	
AAS Degree .....	144
Engine Performance	
Certificate .....	145
Engineering Science	
Associate in Engineering Science	
Degree.....	146
English	
AA Degree .....	147
English Education	
AS Degree.....	148
General Business	
Certificate .....	149
General Drafting	
Certificate .....	150
General Drafting II	
Certificate .....	151
General Drafting III	
Certificate .....	152
General Education Courses	
Diagnostic Medical Sonography .....	153
General Electronics	
Certificate.....	154
General Science	
AS Degree.....	155
Graphics Design	
Certificate.....	156
AAS Degree .....	157
Health Information Technology (HIT)	
AAS Degree .....	158
Heating and Air Conditioning	
Certificate.....	160
AAS Degree .....	161
Heating and Air Electrical Specialist	
Certificate.....	162
History	
AA Degree .....	163
History Education	
AS Degree.....	164
Industrial Controls	
Certificate.....	165
Industrial Electronics Maintenance	
Certificate.....	166
Industrial Maintenance	
AAS Degree .....	167
Industrial Maintenance Engineering	
AAS Degree .....	168
Industrial PLC Systems	
Certificate.....	169
Information Processing	
Certificate.....	170
Information Systems and Accounting	
AAS Degree .....	171
International Studies	
AA Degree .....	172
Interpreter Preparation	
Certificate.....	173
Certificate (Part-Time).....	174
Professional Development Online	
Certificate.....	175
AAS Degree .....	176
Introduction to Wire EDM Operations	
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Journalism	
AA Degree .....	178
Legal Office Certificate	
Certificate.....	179
Lodging Management	
Certificate.....	180
Machine Tool Technician I	
Certificate.....	181
Manufacturing Technology Certificate I	
Certificate.....	182

## DEGREES AND CERTIFICATES

Manufacturing Technology Certificate II Certificate .....183	Office Supervision and Management AAS Degree ..... 209
Manufacturing Technology Computer-Aided Drafting Concentration AAS Degree .....184	Paint and Metal Technician Certificate..... 210
Manufacturing Technology Computer Information Systems Concentration AAS .....185	Paraprofessional Certificate..... 211
Manufacturing Technology Electronics Concentration AAS Degree .....186	AAS Degree ..... 212
Manufacturing Technology Machine Tool Concentration AAS Degree .....187	Physical Education AS Degree..... 213
Marketing AAS Degree .....188	Physics AS Degree..... 214
Marketing Advanced Technical Studies Capstone AAS Degree .....189	Political Science AA Degree ..... 215
Marketing Health Care Management Capstone AAS Degree .....190	Powertrain Repair Certificate..... 216
Massage Therapy Certificate .....191	Practical Nursing Certificate..... 217
Mathematics AS Degree.....192	Certificate (5- Semester, Part-Time)..... 219
Mathematics Education AS Degree.....193	Pre-Chiropractic AS Degree..... 221
Mazak Programming Specialist Certificate .....194	Pre-Law AA Degree ..... 222
Medical Administrative Assistant AAS Degree .....195	Pre-Pharmacy AS Degree..... 223
Medical Administrative Assistant Health Care Management Capstone AAS Degree .....196	Pre-Professional Medicine Dental, Medicine, Veterinary AS Degree..... 224
Medical Assistant Certificate .....197	Psychology AA Degree ..... 225
Medical Clerk Certificate .....198	RealTime Captioning Technology Judicial Reporter AAS Degree ..... 226
Medical Laboratory Technology (MLT) AAS Degree .....199	RealTime Captioning Technology Scopist Reporter Certificate..... 227
Medical Transcription Certificate .....201	Residential Cooling and Refrigeration Certificate..... 228
Microprocessors Certificate .....202	Retailing Certificate..... 229
Music AA Degree .....203	Secondary Education AS Degree..... 230
Music Performance Associate in Fine Arts Degree.....204	Secondary Mathematics AAT Degree ..... 231
Nursing Assistant Certificate .....205	Sheet Metal Layout Specialist Certificate..... 232
Occupational Therapy Assistant (OTA) AAS Degree .....206	Social Studies Education AS Degree..... 233
Office Assistant Certificate .....208	Social Work AS Degree..... 234
	Sociology AA Degree ..... 235
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## DEGREES AND CERTIFICATES

Speech Communication	
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Surgical Technology	
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Suspension and Brakes	
Certificate .....	240
Theatre	
AA Degree .....	241
Tooling Manufacturing Technology	
AAS Degree .....	242
Tourism Management	
AAS Degree .....	243
Unibody Repair Technician	
Certificate .....	244
Veterinary Technology	
AAS Degree .....	245
Welding Technology	
Certificate .....	246





## Fine Arts Electives

Art: ART 111, 220, 221, 291  
Drama/Speech: SPE 113  
Humanities: HUM 101  
Literature: LIT 275  
Music: MUS 105

## Humanities Electives

Foreign Language: FRE 202, GER 202, SPN 202  
History: HIS 101, 102, 213  
Humanities: HUM 101  
Literature: LIT 211, 212, 231, 232, 235, 275, 280, 281, 284, 290, 295  
Philosophy: PHL 111, 121, 131, 200, 260

## Social Science Electives

Anthropology: ANT 111, 216  
Economics: ECO 201, 202  
Geography: GEO 112  
History: HIS 103, 104, 201, 202  
Political Science: PSC 131, 211, 212, 213, 289  
Psychology: PSY 200, 203, 262  
Sociology: SOC 133, 215, 263, 264

## Science Electives

### Life Science

Biology: BIO 100, 101, 105, 110, 115, 120, 225  
Interdisciplinary: SCI 210A, 210B  
Physical Geography: GEO 215  
Physical Science: PHS 101

### Physical Science

Chemistry: CHM 141, 142, 151, 152  
Interdisciplinary: SCI 210A, 210B  
Physical Science: PHS 101, 102, 103, 104, 105, 220  
Physics: PHY 121, 155, 205

## Supportive Skills Math Electives

MAT 108, MAT 111, MAT 113, MAT 116, MAT 117,  
MAT 120, MAT 125/CPS 202, MAT 131, MAT 201,  
MAT 202, MAT 208, MAT 209, MAT 282

## Integrative Electives

BIO 240, GEO 215<sup>3</sup>, HIS 201<sup>2</sup>, HIS 213<sup>1</sup>,  
LIT 280<sup>1</sup>, LIT 284<sup>1</sup>, LIT 295<sup>1</sup>, PHL 200<sup>1</sup>, PHL 260<sup>1</sup>,  
PHS 101<sup>3</sup>, SOC 215<sup>2</sup>, SOC 263<sup>2</sup>

<sup>1</sup> Will also satisfy a general education course requirement in Group II.

<sup>2</sup> Will also satisfy a general education course requirement in Group IV.

<sup>3</sup> Will also satisfy a general education course requirement in Group V.

## Acceptable General Electives for an Associate Degree

ACC 200, 201, 202, 215, 216, 217  
AFS 100, 101, 102, 200, 201, 202  
AGR 100, 101, 102, 103, 104  
AGS 121, 122  
ALH 106, 107  
AMS 101, 102, 103, 201, 202  
ANT 111, 216  
APE Elective  
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ART 101, 102, 111, 165, 180, 205, 210, 220, 221, 222, 250, 255,  
256, 260, 290, 291, 292, 295, 296  
BIO 100, 101, 102, 105, 106, 110, 115, 120, 125, 205, 206, 225,  
226, 240, 241, 245, 275  
BUS 110, 121, 221, 222  
CCT 150, 155, 160, 272  
CHM 141, 142, 151, 152, 201, 202, 230  
CIS 100I, 101, 207, 240  
CPS 102, 111, 176, 202, 203, 204, 205, 206, 207, 208, 215  
CRJ 103, 105, 115, 209, 218, 219, 223  
DRT 183, 186  
ECO 101, 150I, 201, 202  
EDC 202, 203, 204, 208, 210, 211  
EGR 101  
ENG 101, 102, 103, 113  
FRE 101, 102, 201, 202  
GEO 112, 215, 216  
GER 101, 102, 201, 202  
HIS 101, 102, 103, 104, 106, 110, 112, 201, 202, 203, 211, 213, 216,  
217, 223, 260, 261  
HME 199  
HTH 110, 115, 120, 125, 135, 150, 250  
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ITD 200, 201, 205  
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JPN 101, 102, 150  
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MUS 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112,  
113, 118, 119, 121, 122, 123, 208, 209, 211, 212, 213, 218, 219,  
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ORI 100, 110, 200  
PED Electives  
PHS 101, 102, 103, 104, 105, 220  
PHY 121, 155, 156, 201, 202, 205, 206, 210, 212, 215  
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PNE 100  
PSC 120, 131, 140A, 140B, 140C, 140D, 211, 212, 213, 215, 218,  
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PSY 110, 128, 132, 132H, 132S, 200, 203, 205, 262, 265, 270,  
275I, 285  
REL 101R, 102R, 103R, 104R, 105R, 106R, 107R, 108R, 109R  
SCI 210A, 210B  
SEM 200, 201, 202, 203, 204, 205, 210  
SOC 133, 215, 263, 264  
SOCW 275  
SPE 105, 113, 115, 116, 117, 119, 120, 121, 124, 125, 128, 131, 200  
SPN 101, 102, 150, 201, 202  
SRV 101  
VOL 101  
WEL 201

*John A. Logan College reserves the right to modify these requirements as needed.  
Please verify with your academic advisor the accuracy and time lines of this document.*

**Effective Date: Spring, 2006**

**ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS**  
**A minimum of 62 hours is required for an A.S. Degree**

**GENERAL EDUCATION (GECC-IAI)**

**GROUP I – Communications (9 credits)**

- \_\_\_\_\_ ENG 101 (3) or ENG 113 (3) (C grade or higher)
- \_\_\_\_\_ ENG 102 (3) (C grade or higher)
- \_\_\_\_\_ SPE 115 (3)

**GROUP II – Humanities and Fine Arts (9 credits)**

Nine hours must be selected with at least 1 course from Fine Arts and 1 course from Humanities.

- \_\_\_\_\_ Fine Arts (3) ( \_\_\_\_\_ )
- \_\_\_\_\_ Humanities (3) ( \_\_\_\_\_ )
- \_\_\_\_\_ Fine Arts/Humanities (3) ( \_\_\_\_\_ )

(Fine Arts/Humanities elective choices on next page)

**GROUP III – Mathematics (6 credits)**

Select one option:

Option #1 (4 or more credit hours (semester) of calculus)

- \_\_\_\_\_ MAT 117 (4) or MAT 131 (5) or MAT 201 (5)

Option #2 (Restricted to declared elementary, special education or early childhood majors)

- \_\_\_\_\_ MAT 208 (3) and
- \_\_\_\_\_ MAT 209 (3)

Option #3 (Two courses from the list below)

- \_\_\_\_\_ MAT 108 (3) or MAT 111 (5)
- \_\_\_\_\_ MAT 113 (3)
- \_\_\_\_\_ MAT 116 (3)
- \_\_\_\_\_ MAT 120 (3)
- \_\_\_\_\_ MAT 125 or CPS 202 (3)
- \_\_\_\_\_ MAT 282 (3)

**GROUP IV – Social Science (9 credits)**

- \_\_\_\_\_ HIS 201 (3) or HIS 202 (3) or PSC 131 (3)
- \_\_\_\_\_ PSY 132 (3)
- \_\_\_\_\_ Social Science elective (3)

(Social Science elective choices on next page)

**GROUP V – Physical and Life Sciences (12-16 credits)**

Select one option:

Life Sciences Option #1

- BIO 100 (3) or BIO 101 (4) or BIO 110 (3)
- Life Science Electives (6)
- Physical Science Elective (3)

Mixed Sciences Option #2

- Biology Elective (3-4)
- PHS 103 (3) or 105 (3) or PHY 155 (5) or 205 (5)
- Life and/or Physical Science Electives (6-8)

Physical Sciences Option #3

- PHY 155 (5) or PHY 205 (5)
- CHM 151 (5)
- Life Science Elective (3)

Specialized Science Option #4

- PHY 155 (5) or PHY 205 (5) or CHM 151 (5)
- PHY 156 (5) or PHY 206 (5) or CHM 152 (5)
- BIO 100 (3) or BIO 101 (4)

(Science elective choices on next page)

**OTHER DEGREE REQUIREMENTS**

**GROUP VI – Supportive Skills (3 credits)**

Students who complete Option #2 or Option #3 in Group III will have met this requirement.

\_\_\_\_\_ Skills Elective \_\_\_\_\_

- |                   |                   |
|-------------------|-------------------|
| _____ BUS 121 (3) | _____ CPS 102 (3) |
| _____ CIS 101 (3) | _____ CPS 111 (4) |
| _____ CIS 207 (3) | _____ CPS 176 (4) |
|                   | _____ CPS 206 (4) |

Math Elective – Will also satisfy the second math course requirement in Group III.

**GROUP VII – Integrative Studies (3 credits)\***

\_\_\_\_\_ Integrative Elective \_\_\_\_\_

(Integrative Elective choices on next page)

**GROUP VIII – General Electives (12-22 credits)**

- \_\_\_\_\_ Elective \_\_\_\_\_
- \_\_\_\_\_ Elective \_\_\_\_\_
- \_\_\_\_\_ Elective \_\_\_\_\_

(General Elective choices on next page)

\*Designated courses taken to fulfill the Group VII requirement will also apply toward the general education requirements in Groups II, IV, and V.

## Fine Arts Electives

Art: ART 111, 220, 221, 291  
Drama/Speech: SPE 113  
Humanities: HUM 101  
Literature: LIT 275  
Music: MUS 105

## Humanities Electives

Foreign Language: FRE 202, GER 202, SPN 202  
History: HIS 101, 102, 213  
Humanities: HUM 101  
Literature: LIT 211, 212, 231, 232, 235, 275, 280, 281, 284, 290, 295  
Philosophy: PHL 111, 121, 131, 200, 260

## Social Science Electives

Anthropology: ANT 111, 216  
Economics: ECO 201, 202  
Geography: GEO 112  
History: HIS 103, 104, 201, 202  
Political Science: PSC 131, 211, 212, 213, 289  
Psychology: PSY 200, 203, 262  
Sociology: SOC 133, 215, 263, 264

## Science Electives

### Life Science

Biology: BIO 100, 101, 105, 110, 115, 120, 225  
Interdisciplinary: SCI 210A, 210B  
Physical Geography: GEO 215  
Physical Science: PHS 101

### Physical Science

Chemistry: CHM 141, 142, 151, 152  
Interdisciplinary: SCI 210A, 210B  
Physical Science: PHS 101, 102, 103, 104, 105, 220  
Physics: PHY 121, 155, 205

## Supportive Skills Math Electives

MAT 108, MAT 111, MAT 113, MAT 116, MAT 117,  
MAT 120, MAT 125/CPS 202, MAT 131, MAT 201,  
MAT 202, MAT 208, MAT 209, MAT 282

## Integrative Electives

BIO 240, GEO 215<sup>3</sup>, HIS 201<sup>2</sup>, HIS 213<sup>1</sup>,  
LIT 280<sup>1</sup>, LIT 284<sup>1</sup>, LIT 295<sup>1</sup>, PHL 200<sup>1</sup>, PHL 260<sup>1</sup>,  
PHS 101<sup>3</sup>, SOC 215<sup>2</sup>, SOC 263<sup>2</sup>

<sup>1</sup> Will also satisfy a general education course requirement in Group II.

<sup>2</sup> Will also satisfy a general education course requirement in Group IV.

<sup>3</sup> Will also satisfy a general education course requirement in Group V.

## Acceptable General Electives for an Associate Degree

ACC 200, 201, 202, 215, 216, 217  
AFS 100, 101, 102, 200, 201, 202  
AGR 100, 101, 102, 103, 104  
AGS 121, 122  
ALH 106, 107  
AMS 101, 102, 103, 201, 202  
ANT 111, 216  
APE Elective  
APM 131  
ART 101, 102, 111, 165, 180, 205, 210, 220, 221, 222, 250, 255,  
256, 260, 290, 291, 292, 295, 296  
BIO 100, 101, 102, 105, 106, 110, 115, 120, 125, 205, 206, 225,  
226, 240, 241, 245, 275  
BUS 110, 121, 221, 222  
CCT 150, 155, 160, 272  
CHM 141, 142, 151, 152, 201, 202, 230  
CIS 100I, 101, 207, 240  
CPS 102, 111, 176, 202, 203, 204, 205, 206, 207, 208, 215  
CRJ 103, 105, 115, 209, 218, 219, 223  
DRT 183, 186  
ECO 101, 150I, 201, 202  
EDC 202, 203, 204, 208, 210, 211  
EGR 101  
ENG 101, 102, 103, 113  
FRE 101, 102, 201, 202  
GEO 112, 215, 216  
GER 101, 102, 201, 202  
HIS 101, 102, 103, 104, 106, 110, 112, 201, 202, 203, 211, 213, 216,  
217, 223, 260, 261  
HME 199  
HTH 110, 115, 120, 125, 135, 150, 250  
HUM 101, 120, 152, 200  
IND 199  
ITD 200, 201, 205  
ITL 150  
JPN 101, 102, 150  
JRN 201, 202, 210, 215  
LIN 101, 102  
LIT 211, 212, 231, 232, 235, 236, 264, 270, 271, 275, 280, 281, 284,  
285, 290, 295  
MAC 151, 152, 153, 154, 155, 156, 159  
MAT 107, 108, 109, 111, 113, 116, 117, 120, 125, 131, 201, 202,  
202H, 205, 205H, 208, 209, 221, 282  
MKT 113  
MUS 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112,  
113, 118, 119, 121, 122, 123, 208, 209, 211, 212, 213, 218, 219,  
221, 222, 223, 225  
ORI 100, 110, 200  
PED Electives  
PHS 101, 102, 103, 104, 105, 220  
PHY 121, 155, 156, 201, 202, 205, 206, 210, 212, 215  
PHL 111, 121, 131, 200, 260, 265I  
PNE 100  
PSC 120, 131, 140A, 140B, 140C, 140D, 211, 212, 213, 215, 218,  
220, 289  
PSY 110, 128, 132, 132H, 132S, 200, 203, 205, 262, 265, 270,  
275I, 285  
REL 101R, 102R, 103R, 104R, 105R, 106R, 107R, 108R, 109R  
SCI 210A, 210B  
SEM 200, 201, 202, 203, 204, 205, 210  
SOC 133, 215, 263, 264  
SOCW 275  
SPE 105, 113, 115, 116, 117, 119, 120, 121, 124, 125, 128, 131, 200  
SPN 101, 102, 150, 201, 202  
SRV 101  
VOL 101  
WEL 201

*John A. Logan College reserves the right to modify these requirements as needed.  
Please verify with your academic advisor the accuracy and time lines of this document.*

**Effective Date: Spring, 2006**



**ACCOUNTING  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 30  
Major Code: 1.2 520302J

**FIRST YEAR — FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 200 Financial Accounting I	3	___
BUS 111 Business Mathematics	3	___
BUS 115 Basic Keyboarding	1	___
BUS 127 Electronic Calculating	1	___
	8	

**FIRST YEAR — SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 105 Payroll Accounting	3	___
ACC 201 Financial Accounting II	3	___
BUS 236 Records Management	1	___
	7	

**SECOND YEAR — FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 202 Managerial Accounting	3	___
ACC 218 Tax Accounting	3	___
CIS 104 Spreadsheet Design	3	___
	9	

**SECOND YEAR — SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 225 Integrated Accounting on Computers	3	___
CIS 220 Advanced Spreadsheet Design	3	___
	6	

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**Effective Date: Spring, 2006**

**Additional Information:** This program, composed largely of accounting courses, is designed for the student who desires to gain and/or increase skills in the area of accounting. Successful completion of the program will lead to the awarding of a certificate of achievement.



**ACCOUNTING  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 64  
Major Code: 1.2 520302C

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ACC 200	Financial Accounting I	3	___
BUS 111	Business Mathematics	3	___
BUS 115	Basic Keyboarding	1	___
BUS 127	Electronic Calculating	1	___
CIS 207	Computer Applications	3	___
ENG 101	English Composition I <sup>1</sup> OR ENG 113 Professional Technical Writing <sup>1</sup>	3	___
PSY 132	General Psychology	3	___
		17	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ACC 105	Payroll Accounting	3	___
ACC 201	Financial Management II	3	___
BUS 236	Records Management	1	___
CIS 230	Operating Systems	3	___
MAT 108	College Algebra OR MAT 113 Introduction to Contemporary Mathematics	3	___
PSC 131	American Government	3	___
		16	

<sup>1</sup>Requires a grade of "C" or higher.

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ACC 202	Managerial Accounting	3	___
ACC 218	Tax Accounting	3	___
CIS 104	Spreadsheet Design	3	___
ECO 201	Introduction to Macroeconomics	3	___
SPE 115	Speech OR SPE 116 Interpersonal Communication	15	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ACC 225	Integrated Accounting on Computer	3	___
BUS 138	Employment Strategy	1	___
BUS 222	Legal and Social Environment of Business	3	___
BUS 235	Business Correspondence	3	___
CIS 220	Advanced Spreadsheet Design	3	___
MGT 112	Principles of Management	16	___

*John A. Logan College reserves the right to modify this curriculum guide as needed.  
Please verify with your academic advisor the accuracy and time lines of this document.*

**Effective Date: November 27, 2006**

**Additional Information:** This is a two-year accounting program designed to meet the needs of modern business and industry. Courses in the curriculum are aimed at developing habits of critical and logical thinking, as well as the ability to analyze, record, and interpret accounting data. Completion of the program leads to the Associate in Applied Science degree.

**Career Opportunities:** bookkeeper, professional tax preparer, accounting assistant, accounting clerk.



**ADMINISTRATIVE ASSISTANT  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 68  
Major Code: 1.2 520402C

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 110 Introduction to Business	3	—
BUS 111 Business Mathematics	3	—
BUS 116 Keyboarding I	3	—
BUS 135 Office Language Skills	3	—
BUS 236 Records Management	1	—
CIS 101 Introduction to Computers	3	—
	16	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 100 Business Accounting OR ACC 200 Financial Accounting I	3	—
BUS 117 Keyboarding II	3	—
BUS 128 Machine Transcription	3	—
BUS 205 Word Processing	3	—
BUS 222 Legal and Social Environment of Business	3	—
CIS 104 Spreadsheet Design	3	—
	18	

**\*Preferred Business Electives:**

ACC 105	3	CIS 220	3
BUS 216	3	CIS 225	3
CIS 210	3	MGT 240	3

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 127 Electronic Calculating	1	—
BUS 215 Medical Terminology I	3	—
BUS 235 Business Correspondence	3	—
BUS 282 Legal Terminology	3	—
CIS 120 Database Management	3	—
CIS 210 Presentation Graphics	2	—
SPE 115 Speech	3	—
	18	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 138 Employment Strategy	1	—
BUS 237 Office Procedures	3	—
BUS 283 Legal Document Processing	3	—
PSC 131 American Government	3	—
PSY 132 General Psychology	3	—
Business Elective*	3	—
	16	

**Courses Offered One Semester Only**

Fall	Spring
BUS 127	ACC 105
BUS 282	BUS 118
	BUS 283
	MGT 240

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**Effective Date: Spring, 2006**

**Career Opportunities:** administrative assistant to executives and professionals in legal, medical and technical areas, civil service positions, data entry clerk, receptionist, secretary, executive secretary.



**AGRICULTURE\***  
**Toward a Bachelor of Science Degree**

Transfer Curriculum  
 Associate in Science  
 Minimum Hrs. 64  
 Major Code: 1.1 010101B

**TRANSFER CURRICULUM:** This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree in this Catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
AGR 100	Introductory Animal Science <sup>†</sup>	4	___
BIO 101	Biological Science for Science Majors I	4	___
ENG 101	English Composition I <sup>6</sup>	3	___
MAT 108	College Algebra <sup>1</sup>	3	___
PSY 132	General Psychology	3	___
		<u>17</u>	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
AGR 102	Introductory Crop Science <sup>†</sup>	3	___
CHM 151	Chemical Principles	5	___
MAT 120	Elementary Statistics <sup>1</sup>	3	___
PSC 131	American Government	3	___
	Humanities Elective <sup>3</sup>	3	___
		<u>17</u>	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
AGR 101	Introductory Economics of Food Fiber and Natural Resources <sup>†</sup>	3	___
BIO 110	General Botany	3	___
ENG 102	English Composition II <sup>6</sup>	3	___
SPE 115	Speech	3	___
	Humanities Elective <sup>2</sup>	3	___
		<u>15</u>	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ECO 201	Introduction to Macroeconomics	3	___
PHS 105	Physics for Non-Science Majors	3	___
	AGR Elective <sup>†</sup>	3	___
	Humanities Elective <sup>4</sup>	3	___
	Science Elective <sup>5</sup>	3	___
		<u>15</u>	

\* Agricultural education majors are advised to enroll in physical education of 1-2 elective hours.

<sup>1</sup> MAT 108 College Algebra and MAT 120 Elementary Statistics may be replaced by MAT 131 Calculus I.

<sup>2</sup> Choose from MUS 105 Music Appreciation or ART 111 Art Appreciation.

<sup>3</sup> Choose from PHL 111 Ethics and Moral Problems, PHL 260 World Religions, or SPE 113 Theater Appreciation.

<sup>4</sup> Choose from PHL 121 Introduction to Logic, PHL 131 Introduction to Philosophy, or LIT 280 Introduction to Literature or LIT 281 Introduction to Mythology.

<sup>5</sup> Science elective may be any science course above 100 level.

<sup>6</sup> Requires a grade of "C" or higher.

<sup>†</sup> Some of these courses are taught on the SIU-C campus.

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**Effective Date: Spring, 2006**

**Career Opportunities:** Farm manager, farm operator, agriculture, farm equipment or supply sales representative or manager, agriculture commodities, inspector, farm loan officer, dairy manager, poultry manager, crop production manager, animal breeding specialist, livestock manager, equine specialist, soil conservationist, agricultural information specialist or journalist, agricultural economist, marketing specialist, county extension advisor, agriculture teacher, technical writer, agricultural or food scientist.

**Major Employers:** Farms and ranches, farm or ranch management firms, farm equipment and supply manufacturers, agricultural service companies, commercial research and development laboratories, seed companies, pharmaceutical companies, wholesale distributors, food products manufacturers, racetracks, federal, state, and local agricultural agencies, schools, colleges and universities, cooperative extension services, farm bureaus, professional organizations and associations, financial service firms, publishing firms.





**ARCHITECTURAL TECHNOLOGY  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 66  
Major Code: 1.2 150303E

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ARC 100 Architecture Orientation	2	___
DRT 181 Technical Drafting I	4	___
DRT 185 Computer Graphics I	2	___
ENG 101 English Composition I <sup>1</sup> OR ENG 113 Professional Technical Writing <sup>1</sup>	3	___
MAT 106 Technical Mathematics OR MAT 107 Technical Math with Applications	4 <u>15</u>	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ARC 140 Architecture Practice and Standards	2	___
ARC 184 Architecture Documents I	4	___
ARC 187 Architectural Design	3	___
CIS 207 Computer Applications for Business	3	___
DRT 190 Computer Graphics II	2	___
PHY 121 Technical Physics	3 <u>17</u>	___

<sup>1</sup>Requires a grade of "C" or higher.

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ARC 183 Site and Building Assessment	2	___
ARC 201 Strength of Materials	3	___
ARC 281 Architecture Applications 3D	3	___
ARC 294 Architecture Documents II	4	___
PSC 131 American Government OR HIS 201 United States History I OR HIS 202 United States History II	3	___
PSY 132 General Psychology	3 <u>18</u>	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ARC 202 Presentation Drawings	3	___
ARC 286 Architecture Project	4	___
CMG 105 Estimating Techniques	3	___
CMG 209 Environmental Systems	3	___
SPE 115 Speech	3 <u>16</u>	___

**Optional**

ATI 200 Internship	1-3	___
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**Effective Date: May 1, 2006**



**TRANSFER CURRICULUM:** This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Arts degree in this Catalog. **Consult the catalog** of the college or university you are transferring to for specific course requirements for your major. See a college counselor for professional guidance.

**FIRST YEAR – FALL SEMESTER\***

Dept. No.		Hrs.	Gr.
ART 101	Two Dimensional Design	3	___
ART 180	Drawing I	3	___
BIO 100	Biology for Non-Science Majors	3	___
ENG 101	English Composition I <sup>1</sup>	3	___
PSC 131	American Government OR	3	___
	HIS 201 United States History I OR	15	___
	HIS 202 United States History II		

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ART 220	History of Art I	3	___
ART 256	Drawing II	3	___
HTH 110	Health Education	2	___
MAT 113	Introduction to Contemporary Mathematics	3	___
PHS 101	Environmental Technology**	3	___
SPE 115	Speech	3	___
		17	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ART 102	Three Dimensional Design	3	___
ART 260	Beginning Painting	3	___
ENG 102	English Composition II <sup>1</sup>	3	___
PHS 105	Physics for Non-Science Majors	3	___
PSY 132	General Psychology	3	___
	Art Elective	2	___
		17	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ART 221	History of Art II	3	___
ART 255	Life Drawing	3	___
	Humanities Elective	3	___
	Social Science Elective	3	___
	Supportive Skills	3	___
		15	___

<sup>1</sup> Requires a grade of "C" or higher.

\* It is recommended that art and art education majors take ART 101 Two Dimensional Design and ART 180 Drawing I during their first semester at the College.

\*\* This course satisfies both a science requirement and the integrative course requirement.

\*\*\* Students are strongly urged to take a second studio class during this semester.

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**Effective Date: Spring, 2006**

**Career Opportunities:** Commercial artist, graphic artist, graphic designer, art teacher, art director, art supply representative, curator, free lance artist, technical illustrator, print maker, art broker, cartoonist, set designer, merchandise displayer, jewelry designer, interior designer, art librarian, production artist, textile designer, fashion illustrator, industrial designer, model maker, gallery director, animator, layout artist, floral designer, art historian, displays/exhibit artist.

**Major Employers:** Galleries, museums, advertising agencies, graphic art studios, publishing firms, newspapers, manufacturers, schools, colleges and universities, art supply companies, film or video production studios, retail firms.



**ART EDUCATION**  
**Toward a Bachelor of Science Degree**

Transfer Curriculum  
 Associate in Science  
 Minimum Hrs. 63  
 Major Code: 1.1 131302B

**TRANSFER CURRICULUM:** This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree in this Catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ART 101	Two Dimensional Design	3	—
ART 180	Drawing I	3	—
ART 220	History of Art I	3	—
BIO 100	Biology for Non-Science Majors OR BIO 101 Biological Science for Science Majors I	3-4	—
ENG 101	English Composition I <sup>1</sup>	3	—
		15-16	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
MAT 108	College Algebra OR MAT 113 Introduction to Contemporary Mathematics	3	—
PSC 131	American Government OR HIS 201 United States History I OR HIS 202 United States History II	3	—
	Art Elective	3	—
	Humanities Elective	3	—
	Science Elective	3	—
		15	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ART 102	Three Dimensional Design	3	—
ART 221	History of Art II	3	—
ENG 102	English Composition II <sup>1</sup>	3	—
PHS 105	Physics for Non-Science Majors	3	—
PSY 132	General Psychology	3	—
		15	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ART 260	Beginning Painting	3	—
MAT 120	Elementary Statistics	3	—
SPE 115	Speech	3	—
	Art Elective	3	—
	Science Elective	3	—
	Social Science Elective	3	—
		18	

<sup>1</sup>Requires a grade of "C" or higher.

\*It is recommended that art and art education majors take ART 101 Two Dimensional Design, ART 220 History of Art I, and ART 180 Drawing I during their first semester at the College.

It is recommended that all education majors take CPS 111 Introduction to Technology for Educators. All education majors must demonstrate proficiency in technology prior to admission to most university teacher education programs. This course or a proficiency exam will be necessary.

Prior to admission to college and university teacher education programs, all transfer students must demonstrate proficiency on the Enhanced Basic Skills Test.

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**Effective Date: Spring, 2006**

**Additional Information:** Art majors who plan to attend a four-year college will be required to have a portfolio. The student should prepare a portfolio while at John A. Logan College.

**Career Opportunities:** Teacher; museum worker.

**Major Employers:** Public school systems, private schools, government institutions.



**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
IPP 111 Non-Verbal Language	3	—
IPP 141 American Sign Language I	5	—
	8	

**SECOND YEAR – FALL SEMESTER\***

Dept. No.	Hrs.	Gr.
IPP 143 American Sign Language III	5	—
IPP 211 ASL Linguistics I	3	—
	8	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
IPP 142 American Sign Language II	4	—
IPP 151 Deaf Studies/Culture	3	—
	7	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
IPP 212 ASL Linguistics II	3	—
IPP 244 ASL IV - Survey of ASL Literature	4	—
	7	

**FIRST YEAR – SUMMER SEMESTER**

Dept. No.	Hrs.	Gr.
IPP 220 ASL for Interpreters (Optional)	1	—
	1	

\*Competency in American Sign Language communication with a grade of "C" or higher in IPP 141 American Sign Language I, and IPP 142 American Sign Language II must be achieved before starting second year of classes.

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**Effective Date: Spring, 2006**

**Additional Information:** This certificate program is designed to train individuals to become competent interpreters for the deaf and hard-of-hearing population. The program introduces students to the history, characteristics, and needs of the hard of hearing along with American Sign Language and interpreting techniques and interpreting responsibilities.

Students must complete the IPP core curriculum classes within two years.



**ASSOCIATE DEGREE NURSING (ADN)  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 70.5  
Major Code: 1.2 511601C

**FIRST YEAR – SUMMER SEMESTER**

Dept. No.		Hrs.	Gr.
ALH 101	Cardiopulmonary Resuscitation OR ALH 102 CPR Recertification	.5-1	___
BIO 206	Human Anatomy and Physiology II*	4	___
CHM 141	General, Organic and Biochemistry I	4	___
		8.5-9	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ADN 220	Nursing Care of Adult II	7	___
ADN 221	Family Nursing	5	___
ADN 231	Advanced Pharmacology and IV Concepts II	1.5	___
BIO 226	General Microbiology*	4	___
		17.5	___

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ADN 201	Health Assessment and Nursing Care	4	___
ADN 202	Nursing Care of Adult I	7	___
ADN 213	Nursing Today & Tomorrow	2	___
ADN 218	Mental Health Issues in Nursing	3	___
ADN 230	Advanced Pharmacology and IV Concepts I	1.5	___
		17.5	___

**SECOND YEAR – SUMMER SEMESTER**

Dept. No.		Hrs.	Gr.
SPE 115	Speech OR	3	___
	SPE 116 Interpersonal Communication Social Science Elective**	3	___
		6	___

\* Courses are not offered every semester and must be taken the semester indicated or before.

** Choose one Social Science elective	Sem Hrs
PSC 131 American Government	3
SOC 133 Principles of Sociology	3
SOC 215 Diversity in American Life	3
SOC 264 Social Problems	3

Students must maintain "C" or higher in all courses.  
Students must be certified in CPR annually before starting Clinical Rotations.

**NOTE:** All students must complete PSY 132 General Psychology, ENG 101 English Composition I, PNE 100 Nutrition, I.V. Therapy certification, and practical nursing curriculum, which is included in the minimum hours.

Students must complete BIO 205 Human Anatomy and Physiology I, BIO 206 Human Anatomy and Physiology II, CHM 141 General, Organic and Biochemistry I or BIO 226 Microbiology prior to ADN program.

Students wanting to transfer to SIU-C Health Care Management program must take ECO 202 and MAT 108.

A national licensure examination test must be passed in order to be employed in this career.

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Please verify with your academic advisor the accuracy and time lines of this document.*

**Effective Date: Spring, 2006**

**Additional Information:** The Associate Degree Nursing Program provides practical nurses the opportunity to achieve an associate degree in nursing and take the NCLEX-RN Exam; builds on the practical nurse program of education in communication skills, nursing process, anatomy, physiology, pathophysiology, nutrition, pharmacology, psychology, and basic nursing skills; provides appropriate educational opportunities to prepare the graduate to adhere to standards and scope of practice as set forth in the Illinois Nursing Act of 2000; and creates an environment that encourages lifelong learning and professional development.

This unique program is designed to prepare the student for the practice of professional nursing as defined in the Illinois Nursing Act and meets the requirements for schools approved for associate degree nursing by the Illinois Department of Professional Regulation.

The applicant should contact the Assessment Office at the College and request an admissions packet for the Associate Degree Nursing Program. The steps to be followed are specified in the packet.

In addition to completing a College application, the applicant must be able to do the following: provide proof of successful completion of an approved school of practical nursing; successfully complete the associate degree nursing pre-entrance examination and the ASSET Test; successfully demonstrate knowledge and abilities of fundamental nursing skills; provide proof of sound health to practice nursing; and be eligible for nursing licensure in Illinois.

The selection procedures are listed in the admissions packet.

The goals of the ADN program are as follows:

1. To prepare nurses who possess the competencies defined by the ADN Council of the NLN in 1991 and adhere to the standards and scope of practice set forth in the Illinois Nursing Act of 2000.
2. To support and encourage professional continuing education.
3. To actively maintain and pursue articulation with baccalaureate-level nursing programs.
4. To collaborate with district and regional health care providers to identify entry level employment skills required of ADN graduates.
5. To work with all College departments to provide a high-quality education.
6. To prepare graduates to live and work in a globally interdependent and multicultural society.
7. To maintain faculty, physical facilities, equipment, and clinical facility contracts conducive to a positive learning environment.
8. To serve as a resource to nursing professionals in the area.

Associate degree nursing students must earn a minimum of a "C" in all classes. Upon satisfactory completion of the program, the student will be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

**Career Opportunities:** Specializations include obstetrics, surgery, intensive care unit, medical/surgical, emergency room, pediatrics, dialysis, case management, public health, insurance, office nursing and administration, home health.



**ASSOCIATE DEGREE NURSING (ADN)  
Part-Time Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 70.5  
Major Code: 1.2 511601C

**FIRST YEAR – SUMMER SEMESTER**

Dept. No.		Hrs.	Gr.
ALH 101	Cardiopulmonary Resuscitation OR ALH 102 CPR Recertification	.5-1	—
BIO 206	Human Anatomy and Physiology II*	4	—
CHM 141	General, Organic and Biochemistry I	4	—
		8.5-9	

**SECOND YEAR – SUMMER SEMESTER**

Dept. No.		Hrs.	Gr.
ALH 102	CPR Recertification	.5	—
SPE 115	Speech OR SPE 116 Interpersonal Communication	3	—
	Social Science Elective**	3	—
		6.5	

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ADN 201	Health Assessment and Nursing Care	4	—
ADN 202	Nursing Care of Adult I	7	—
ADN 230	Advanced Pharmacology and IV Concepts I	1.5	—
		12.5	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ADN 221	Family Nursing	5	—
BIO 226	General Microbiology*	4	—
		9	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ADN 213	Nursing Today & Tomorrow	2	—
ADN 218	Mental Health Issues in Nursing	3	—
		5	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ADN 220	Nursing Care of Adult II	7
ADN 231	Advanced Pharmacology and IV Concepts II	1.5
		8.5

\*Courses are not offered every semester and must be taken the semester indicated or before.

Students must maintain "C" or higher in all courses.

Note: All transfer students must complete PSY 132 General Psychology, ENG 101 English Composition I, PNE 100 Nutrition, PNE 209 I > V > Therapy and practical nursing curriculum, which is included in the minimum hours.

Students wanting to transfer to SIU-C Health Care management program must take ECO 202 and MAT 108.

** Choose one Social Science elective	Sem Hrs
PSC 131 American Government	3
SOC 133 Principles of Sociology	3
SOC 215 Diversity in American Life	3
SOC 264 Social Problems	3

Students must complete BIO 205 Human Anatomy and Physiology I, BIO 206 Human Anatomy and Physiology II, CHM 141 General, Organic and Biochemistry I or BIO 226 General Microbiology prior to ADN program.

A national licensure examination test must be passed in order to be employed in this career.

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**Effective Date: Spring, 2006**

**Additional Information:** The Associate Degree Nursing Program provides practical nurses the opportunity to achieve an associate degree in nursing and take the NCLEX-RN Exam; builds on the practical nurse program of education in communication skills, nursing process, anatomy, physiology, pathophysiology, nutrition, pharmacology, psychology, and basic nursing skills; provides appropriate educational opportunities to prepare the graduate to adhere to standards and scope of practice as set forth in the Illinois Nursing Act of 2000; and creates an environment that encourages lifelong learning and professional development.

This unique program is designed to prepare the student for the practice of professional nursing as defined in the Illinois Nursing Act and meets the requirements for schools approved for associate degree nursing by the Illinois Department of Professional Regulation.

The applicant should contact the Assessment Office at the College and request an admissions packet for the Associate Degree Nursing Program. The steps to be followed are specified in the packet.

In addition to completing a College application, the applicant must be able to do the following: provide proof of successful completion of an approved school of practical nursing; successfully complete the associate degree nursing pre-entrance examination and the ASSET Test; successfully demonstrate knowledge and abilities of fundamental nursing skills; provide proof of sound health to practice nursing; and be eligible for nursing licensure in Illinois.

The selection procedures are listed in the admissions packet.

The goals of the ADN program are as follows:

1. To prepare nurses who possess the competencies defined by the ADN Council of the NLN in 1991 and adhere to the standards and scope of practice set forth in the Illinois Nursing Act of 2000.
2. To support and encourage professional continuing education.
3. To actively maintain and pursue articulation with baccalaureate-level nursing programs.
4. To collaborate with district and regional health care providers to identify entry level employment skills required of ADN graduates.
5. To work with all College departments to provide a high-quality education.
6. To prepare graduates to live and work in a globally interdependent and multicultural society.
7. To maintain faculty, physical facilities, equipment, and clinical facility contracts conducive to a positive learning environment.
8. To serve as a resource to nursing professionals in the area.

Associate degree nursing students must earn a minimum of a "C" in all classes. Upon satisfactory completion of the program, the student will be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

**Career Opportunities:** Specializations include obstetrics, surgery, intensive care unit, medical/surgical, emergency room, pediatrics, dialysis, case management, public health, insurance, office nursing and administration, home health.





**ASSOCIATE IN ARTS  
Block Schedule  
Degree Program**

Transfer Curriculum  
Associate in Arts Degree  
Minimum Hrs. 62  
Major Code: 1.1 240101A

**FIRST SEMESTER – FALL**

<b>Dept. No.</b>		<b>Hrs.</b>	<b>Gr.</b>
<b>First Half</b>			
ART 111	Art Appreciation	3	___
ENG 101	English Composition I*	3	___
HTH 110	Health Education	2	___
PHS 101	Environmental Technology I	3	___
PSY 132	General Psychology	3	___
		14	
<b>Second Half</b>			
ENG 102	English Composition II*	3	___
HIS 213	Eastern Civilization	3	___
LIT 280	Introduction to Literature	3	___
PHS 105	Physics for Non-Science Majors	3	___
		12	

**SECOND SEMESTER – SPRING**

<b>Dept. No.</b>		<b>Hrs.</b>	<b>Gr.</b>
<b>First Half</b>			
LIT 281	Introduction to Mythology	3	___
MAT 113	Introduction to Contemporary Mathematics	3	___
PSC 131	American Government	3	___
SOC 133	Principals of Sociology	3	___
SPE 115	Speech	3	___
		15	
<b>Second Half</b>			
HIS 201	United States History I	3	___
PHL 111	Ethics and Moral Problems	3	___
PHL 131	Introduction to Philosophy	3	___
PHS 111	Environmental Technology II	3	___
SOC 215	Diversity in American Life	3	___
		15	
<b>Online Courses</b>			
BIO 100	Biology for Non-Science Majors	3	
CPS 102	Exploring Computer Technology OR	3	
	CPS 111 Introduction to Technology for Educators	6	

\*Requires a grade of "C" or higher.

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**Effective Date: Spring, 2006**



**AUTO COLLISION TECHNOLOGY**  
**Structural Damage Repair**  
**Certificate Program**

Career Curriculum  
 Certificate Program  
 Minimum Hrs. 49  
 Major Code: 1.2 470603J

**FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ACT 190 Auto Body Repair I	2	___
ACT 191 Metal Finishing and Painting	2	___
ACT 196 Auto Body Lab	5	___
ACT 294 Plastics and Adhesives	2	___
WEL 150 Oxy-Acetylene Fusion Welding I	1	___
WEL 160 M.I.G. Welding	2	___
WEL 196 M.I.G. Welding – Aluminum	1	___
	15	

**SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ACT 192 Frame and Body Alignment	2	___
ACT 193 Advanced Auto Body Repair	1	___
ACT 194 Body Shop Management	1	___
ACT 197 Auto Body Repair and Paint Lab II	5	___
ACT 273 Chassis Electrical	3	___
ACT 291 Mechanical Systems for Collision Technology	2	___
	14	

**SUMMER SEMESTER**

Dept. No.	Hrs.	Gr.
ACT 293 Structural Damage Repair	1	___
ACT 296 Structural Damage Repair Lab	4	___
	5	

**FALL SEMESTER**

Dept. No.	Hrs.	Gr.
AST 173 Braking Systems	4	___
AST 280 Air Conditioning	4	___
AST 281 Suspension and Steering	4	___
SPE 115 Speech	3	___
	15	

**Optional**

ATI 200 Applied Technologies Internship 1-3

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**Effective Date: Spring, 2006**



**AUTO COLLISION TECHNOLOGY  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 66  
Major Code: 1.2 470603C

**FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ACT 190 Auto Body Repair I	2	___
ACT 191 Metal Finishing and Painting	2	___
ACT 196 Auto Body Lab	5	___
MAT 106 Technical Mathematics*	4	___
WEL 150 Oxy-Acetylene Fusion Welding I	1	___
WEL 160 M.I.G. Welding	2	___
WEL 196 M.I.G. Welding -- Aluminum	1	___
	17	

**SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ACT 192 Frame and Body Alignment	2	___
ACT 193 Advanced Auto Body Repair	1	___
ACT 194 Body Shop Management	1	___
ACT 197 Auto Body Repair and Paint Lab II	5	___
ACT 273 Chassis Electrical	3	___
ENG 101 English Composition I <sup>1</sup> OR ENG 113 Professional Technical Writing**	3 15	___

**Optional:**

ATI 200 Applied Technologies Internship 1-3

\* Higher level math may be required for students who plan to attend a 4-year institution.

<sup>1</sup> Requires a grade of "C" or higher.

\*\*ENG 101 may be required for students who plan to attend a 4-year institution.

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**Effective Date: Spring, 2006**

**Career Opportunities:** Repair technician, insurance assessor, detailer, customer service manager.

**SUMMER SEMESTER**

Dept. No.	Hrs.	Gr.
ACT 293 Structural Damage Repair	1	___
ACT 296 Structural Damage Repair Lab	4	___
	5	

**FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ACT 294 Plastics and Adhesives	2	___
AST 280 Air Conditioning	4	___
AST 281 Suspension and Steering	4	___
CIS 101 Introduction to Computers	3	___
SPE 115 Speech	3	___
	16	

**SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ACT 291 Mechanical Systems for Collision Technology	2	___
AST 279 ASE Testing	2	___
PHS 101 Environmental Technology	3	___
PSC 131 American Government OR HIS 201 United States History I OR HIS 202 United States History II	3	___
PSY 132 General Psychology	3	___
	13	



**AUTOMOTIVE SERVICES TECHNOLOGY**  
**Block Scheduling**  
**Degree Program**

Career Curriculum  
 Associate in Applied Science  
 Minimum Hrs. 70  
 Major Code: 1.2 470604C

**FIRST SEMESTER – FALL**

Dept. No.	Hrs.	Gr.
<b>General Education Courses</b>		
IND 138 Industrial Seminar	1	___
MAT 105 Vocational Mathematics*	3	___
<b>Automotive Courses</b>		
<b>First Half</b>		
AST 172 Introduction to Automotive Services	2	___
AST 173 Braking Systems	4	___
<b>Second Half</b>		
AST 170 Engine Repair	4	___
AST 180A Basic Electrical Systems	2	___
	16	

**SECOND SEMESTER – SPRING**

Dept. No.	Hrs.	Gr.
<b>General Education Courses</b>		
ENG 101 English Composition I <sup>1</sup>	3	___
PSY 110 College Success and Career Planning	3	___
<b>Automotive Courses</b>		
<b>First Half</b>		
AST 171A Ignition Systems	4	___
AST 180B Starting and Charging Systems	2	___
<b>Second Half</b>		
AST 171B Fuel and Exhaust Systems	4	___
AST 180C Electrical Accessories	2	___
	18	

**THIRD SEMESTER – FALL**

Dept. No.	Hrs.	Gr.
<b>General Education Courses</b>		
CIS 101 Introduction to Computers	3	___
SPE 115 Speech	3	___
<b>Automotive Courses</b>		
<b>First Half</b>		
AST 200 Alternative Fuels	2	___
AST 280 Air Conditioning	4	___
<b>Second Half</b>		
AST 273 Automotive Computer Electronics	2	___
AST 281 Suspension and Steering	4	___
	18	

**FOURTH SEMESTER – SPRING**

Dept. No.	Hrs.	Gr.
<b>General Education Courses</b>		
PSC 131 American Government	3	___
PSY 132 General Psychology	3	___
<b>Automotive Courses</b>		
<b>First Half</b>		
AST 270 Manual Drive Trains and Axles	4	___
AST 276 Emission Control Systems	2	___
<b>Second Half</b>		
AST 271 Automatic Transmissions/Transaxles	4	___
AST 279 ASE Testing	2	___
	18	

**Optional**

ATI 200 Applied Technologies Internship 1-3

<sup>1</sup> Requires a grade of "C" or higher.

\*Higher level math may be required for students who plan to attend a 4-year institution.

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**Effective Date: Spring, 2006**

**Career Opportunities:** Line mechanics, diagnostic technician, factory representative, factory technician, self-employment, automotive technician at dealerships, independent garages, automotive specialty shops, and parts-related businesses.



**AUTOMOTIVE SERVICES TECHNOLOGY  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 70  
Major Code: 1.2 470604C

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
AST 170 Engine Repair	4	___
AST 172 Introduction to Automotive Services	2	___
AST 173 Braking Systems	4	___
AST 180A Basic Electrical Systems	2	___
IND 138 Industrial Seminar	1	___
MAT 105 Vocational Mathematics*	3	___
	16	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
AST 171A Ignition Systems	4	___
AST 171B Fuel and Exhaust Systems	4	___
AST 180B Starting and Charging Systems	2	___
AST 180C Electrical Accessories	2	___
ENG 101 English Composition I <sup>1</sup>	3	___
PSY 110 College Success and Career Planning OR	3	___
ATI 200 Applied Technologies Internship (Summer only)	18	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
AST 200 Alternative Fuels	2	___
AST 273 Automotive Computer Electronics	2	___
AST 280 Air Conditioning	4	___
AST 281 Suspension and Steering	4	___
CIS 101 Introduction to Computers	3	___
SPE 115 Speech OR	3	___
SPE 116 Interpersonal Communication	18	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
AST 270 Manual Drive Trains and Axles	4	___
AST 271 Automatic Transmissions/Transaxles	4	___
AST 276 Emission Control Systems	2	___
AST 279 ASE Testing	2	___
PSC 131 American Government	3	___
PSY 132 General Psychology	3	___
	18	___

<sup>1</sup> Requires a grade of "C" or higher.

\* Higher level math will be required for students who plan to attend a 4-year institution.

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**Effective Date: Spring, 2006**

**Additional Information:** Principles of design and operation provide for an exact appreciation of the functions of automotive units. Coordinated laboratory work develops the ability to execute diagnostic tests and complete the repairs that are indicated. The curriculum prepares students for employment as line mechanics, diagnostic technicians, and industrial maintenance personnel, as well as shop managers, company technicians, factory representatives, or teachers.

All students registered for Automotive Services Technology classes will be required to furnish a basic tool set. The set includes the following:

- |   |   |
|---|---|
| <p>Drive Sockets (1/4" sq.)</p> <ul style="list-style-type: none"> <li>(10) 6-pt Standard (5/32" through 1/2")</li> <li>(10) 6-pt. Metric (4, 5, 5.5, 6 through 12 mm)</li> <li>(1) Quick Release Ratchet</li> <li>(1) Extension</li> </ul> <p>Drive Sockets (3/8" sq.)</p> <ul style="list-style-type: none"> <li>(9) 6-pt. or 12-pt. Standard (3/8" through 7/8")</li> <li>(10) 6-pt. or 12-pt. Metric (10mm through 19mm)</li> <li>(1) Ratchet</li> <li>(1) Extension (3")</li> <li>(1) Extension (6")</li> </ul> <p>Drive Sockets (1/2" sq.)</p> <ul style="list-style-type: none"> <li>(4) 6-pt. or 12-pt. Standard (15/16", 1", 1 1/16", 1 1/8")</li> <li>(4) 6-pt. or 12-pt. Metric (21mm, 22mm, 24mm, 27mm)</li> <li>(1) Ratchet</li> <li>(1) Extension (3")</li> </ul> | <p>Wrenches (combination)</p> <ul style="list-style-type: none"> <li>(7) Standard (3/8", 7/16", 1/2", 9/16", 5/8", 11/16", 3/4")</li> <li>(7) Metric (10mm, 12mm, 13mm, 14mm, 15mm, 17mm, 19mm)</li> </ul> <p>Screwdrivers</p> <ul style="list-style-type: none"> <li>(2) Slotted (1 small, 1 large)</li> <li>(2) Phillips (1 small, 1 large)</li> </ul> <p>Pliers</p> <ul style="list-style-type: none"> <li>(1) Slip Joint Pliers</li> <li>(1) Diagonal Cutting</li> </ul> <p>Additional Tools</p> <ul style="list-style-type: none"> <li>(1) Hammer</li> <li>(1) Locking Tool Box</li> </ul> |
|---|---|

**Career Opportunities:** Line mechanic, diagnostic technician, factory representative, factory technician, self-employment, automotive technician at dealerships, independent garages, automotive specialty shops, and parts-related businesses.



**AUTOMOTIVE SERVICES TECHNOLOGY**  
**Master Certificate (Four Semesters – Block Scheduling)**  
**Certificate Program**

Career Curriculum  
 Certificate Program  
 Minimum Hrs. 48  
 Major Code: 1.2 470604J

**FIRST SEMESTER – FALL**

Dept. No.	Hrs.	Gr.
<b>First Half</b>		
AST 172 Introduction to Automotive Services	2	___
AST 173 Braking Systems	4	___
<b>Second Half</b>		
AST 170 Engine Repair	4	___
AST 180A Basic Electrical Systems	2	___
	12	

**SECOND SEMESTER – SPRING**

Dept. No.	Hrs.	Gr.
<b>First Half</b>		
AST 171A Ignition Systems	4	___
AST 180B Starting and Charging Systems	2	___
<b>Second Half</b>		
AST 171B Fuel and Exhaust Systems	4	___
AST 180C Electrical Accessories	2	___
	12	

**THIRD SEMESTER – FALL**

Dept. No.	Hrs.	Gr.
<b>First Half</b>		
AST 200 Alternative Fuels	2	___
AST 280 Air Conditioning	4	___
<b>Second Half</b>		
AST 273 Automotive Computer Electronics	2	___
AST 281 Suspension and Steering	4	___
	12	

**FOURTH SEMESTER – SPRING**

Dept. No.	Hrs.	Gr.
<b>First Half</b>		
AST 270 Manual Drive Trains and Axles	4	___
AST 276 Emission Control Systems	2	___
<b>Second Half</b>		
AST 271 Automatic Transmissions/Transaxles	4	___
AST 279 ASE Testing	2	___
	12	

**Optional**

ATI 200 Applied Technologies Internship 1-3

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**Effective Date: Spring, 2006**



**BANKING  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 63  
Major Code: 1.2 520803C

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 200 Financial Accounting I	3	___
BUS 111 Business Mathematics	3	___
BUS 116 Beginning Keyboarding	1	___
CIS 207 Computer Applications	3	___
ECO 202 Introduction to Microeconomics	3	___
ENG 101 English Composition I <sup>1</sup> OR	3	___
ENG 113 Professional Technical Writing <sup>1</sup>	16	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 201 Financial Accounting II	3	___
BUS 236 Records Management	1	___
CIS 120 Data Base Management	3	___
MGT 228 Small Business Management	3	___
MKT 113 Principles of Marketing I	3	___
SPE 115 Speech OR	3	___
SPE 116 Interpersonal Communication	16	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 202 Managerial Accounting	3	___
BUS 222 Legal and Social Environment of Business	3	___
CIS 104 Spreadsheet Design	3	___
ECO 201 Introduction to Macroeconomics	3	___
PSY 132 General Psychology	3	___
	15	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 225 Integrated Accounting on Computers	3	___
BUS 138 Employment Strategy	1	___
BUS 235 Business Correspondence	3	___
CIS 208 Information Systems Security	3	___
MGT 112 Principles of Management	3	___
PSC 131 American Government	3	___
	16	___

<sup>1</sup>Requires a grade of "C" or higher.

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**Effective Date: May 25, 2006**



**BASIC PAINT PREP TECHNICIAN  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 9  
Major Code: 1.2 470603Q

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Dept. No.		Hrs.	Gr.
ACT 190	Auto Body Repair I	2	___
ACT 191	Metal Finishing and Painting	2	___
ACT 196	Auto Body Lab	5	___
		<u>9</u>	

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**Effective Date: Spring, 2006**





**BIOLOGICAL SCIENCE  
Degree Program**

Transfer Curriculum  
Associate in Science  
Minimum Hrs. 64  
Major Code: 1.1 260101B

**TRANSFER CURRICULUM:** This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree in this Catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 101	Biological Science for Science Majors I	4	___
ENG 101	English Composition I <sup>1</sup>	3	___
HIS 201	United States History I	3	___
SPE 115	Speech	3	___
	Humanities elective (Group II)	<u>3</u>	___
		16	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 110	General Botany	3	___
CHM 151	Chemical Principles	5	___
PSY 132	General Psychology	3	___
	Fine Arts elective (Group II)	3	___
	Social Science elective (Group IV)	<u>3</u>	___
		17	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 102	Biological Sciences II	4	___
ENG 102	English Composition II <sup>1</sup>	3	___
MAT 111	Pre-Calculus <sup>2</sup>	5	___
PHS 101	Environmental Technology	<u>3</u>	___
		15	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 105	Anatomy and Physiology	3	___
CHM 152	Chemical Principles with Qualitative Analysis	5	___
HTH 110	Health Education	2	___
MAT 120	Elementary Statistics	3	___
PHL 121	Introduction to Logic	<u>3</u>	___
		16	

<sup>1</sup> Requires a grade of "C" or higher.

<sup>2</sup> MAT 131, Calculus I, may be substituted for MAT 111, Pre-Calculus.

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**Effective Date: Spring, 2006**

**Career Opportunities:** Positions are available in such specialties as education, medical laboratories, public health, industrial laboratories, industrial safety and hygiene, forensic science, botany, agriculture, veterinary offices, marine research, environmental work, conservation, genetics, pharmaceutical studies, pollution control, physiology, microbiology, wildlife research, scientific/medical illustration, technical sales.

**Major Employers:** Schools, colleges and universities; pharmaceutical, chemical products, food and agricultural products manufacturers; medical laboratories, hospitals, independent testing laboratories; environmental consulting firms; laboratory equipment and supply companies; publishing firms; federal, state, and local government, including Departments of Agriculture, Health and Human Services, Interior, and Defense; U. S. Environmental Protection Agency; National Science Foundation; the Illinois Department of Agriculture, Conservation, Public Health and Law Enforcement; Illinois Environmental Protection Agency; local public health agencies; local crime labs; soil and water conservation districts; park districts; zoological and botanical parks; museums.



**BOOKKEEPING-CLERICAL STUDIES  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 30  
Major Code: 1.2 520302K

**FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 200 Financial Accounting I	3	___
BUS 111 Business Mathematics	3	___
BUS 117 Keyboarding II	3	___
BUS 135 Office Language Skills	3	___
BUS 138 Employment Strategy	1	___
BUS 236 Records Management	1	___
	14	

**RECOMMENDED ELECTIVES:**

Dept. No.	Hrs.	Gr.
BUS 110 Introduction to Business	3	
BUS 128 Machine Transcription	3	
BUS 235 Business Correspondence	3	
CIS 120 Database Management	3	

**SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 105 Payroll Accounting	3	___
ACC 201 Financial Accounting II	3	___
BUS 205 Word Processing	3	___
CIS 104 Spreadsheet Design	3	___
PSY 128 Human Relations	2	___
Business Elective	2-3	___
	16-17	

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**Effective Date: Spring, 2006**

**Additional Information:** This is a one-year program leading to a Certificate of Achievement. It is designed to prepare bookkeepers and general clerical office workers. Accounting courses develop the ability to analyze and record business transactions; other business courses help to develop necessary office skills and a knowledge of office procedures.

Graduates of the program are qualified to fill positions such as the following: general bookkeeper, accounts receivable clerk, accounts payable, clerk, payroll clerk, file clerk, civil service employee, and many general and combination office positions requiring some knowledge of bookkeeping.

BUS 116 or one year of high school keyboarding within the last two years is a prerequisite for entry into the program.

A proficiency exam is available for BUS 117 for students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Department for information.



**BUSINESS ADMINISTRATION AND ACCOUNTING  
Degree Program**

Transfer Curriculum  
Associate in Arts  
Minimum Hrs. 64  
Major Code: 1.1 520201A

**TRANSFER CURRICULUM:** This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Arts degree in this Catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

**FIRST YEAR – FALL SEMESTER\***

Dept. No.	Hrs.	Gr.
ACC 200 Financial Accounting I	3	___
ENG 101 English Composition I <sup>1</sup>	3	___
MAT 116 Finite Math for Business and Management	3	___
PHL 111 Ethics and Moral Problems	3	___
PSY 132 General Psychology	3	___
	15	

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 202 Managerial Accounting	3	___
BIO 100 Biology for Non-Science Majors	3	___
BUS 235 Business Correspondence	3	___
ECO 201 Introduction to Macroeconomics	3	___
PSC 131 American Government OR HIS 201 United States History I OR HIS 202 United States History II Humanities or Fine Arts Elective	3	___
	18	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 201 Financial Accounting II	3	___
ENG 102 English Composition II <sup>1</sup>	3	___
MAT 117 Calculus for Business and Social Sciences	4	___
PHS 105 Physics for Non-Science Majors	3	___
SPE 115 Speech	3	___
	16	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 121 Business Statistics	3	___
CIS 207 Computer Applications	3	___
ECO 202 Introduction to Microeconomics	3	___
PHS 101 Environmental Technology Fine Arts Elective	3	___
	15	

<sup>1</sup>Requires a grade of "C" or higher.

\*Business majors transferring to the University of Illinois should consult with their advisors for special mathematics courses required by the University of Illinois School of Business.

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**Effective Date: Spring, 2006**

**Career Opportunities:** Sales representative, purchasing agent, buyer/account executive, insurance agent, sales or service manager, marketing manager, customer service representative, securities/financial services sales representative, human resource manager, product manager, administrative services manager, hospitality services manager, credit manager, loan officer, credit analyst, claims examiner/adjustor, underwriter, property manager.

**Major Employers:** Manufacturing firms, wholesale and retail trade firms, banks, financial services and insurance firms, mining companies, construction firms, educational institutions, government agencies, restaurants and lodging facilities, health care facilities, publishing and printing services, transportation and communication services, public utilities, business services.



**BUSINESS MANAGEMENT  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 39  
Major Code: 52 0201J

**FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BUS 110	Introduction to Business	3	___
BUS 111	Business Mathematics OR MAT 108 College Algebra OR MAT 113 Introduction to Contemporary Mathematics	3	___
CIS 207	Computer Applications	3	___
ECO 201	Introduction to Macroeconomics OR ECO 202 Introduction to Microeconomics	3	___
IDM 120	Safety and Environmental Management	2	___
MKT 113	Principles of Marketing I	3	___
MKT 130	Sales I	3	___
		20	

**SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ACC 100	Business Accounting	3	___
BUS 150A	Case Studies/Procedures in Business and Industry OR BUS 151A School to Work Transition Development	1	___
BUS 222	Legal/Social Environment of Business	3	___
BUS 235	Business Correspondence	3	___
MGT 112	Principles of Management	3	___
MGT 228	Small Business Management	3	___
MKT 251	Purchasing	3	___
		19	

**Fall Only Courses:** MKT 130

**Spring Only Courses:** MGT 112, MGT 228, MKT 251

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**Effective Date: January 29, 2007**



**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 110 Introduction to Business	3	___
CIS 207 Computer Applications	3	___
ENG 101 English Composition I <sup>1</sup>	3	___
MAT 108 College Algebra OR MAT 113 Introduction to Contemporary Mathematics	3	___
MKT 130 Sales I	3	___
PSY 132 General Psychology	3	___
	18	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 100 Business Accounting	3	___
BUS 121 Business Statistics	3	___
IDM 120 Safety and Environmental Management	2	___
SPE 115 Speech	3	___
SPN 101 Elementary Spanish I (4) OR JPN 101 Elementary Japanese (4) OR PHL 111 Ethics and Moral Problems Science Elective	3-4	___
	3	___
	17-18	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 222 Legal/Social Environment of Business	3	___
BUS 235 Business Correspondence	3	___
ECO 201 Introduction to Macroeconomics OR ECO 202 Introduction to Microeconomics	3	___
MKT 113 Principles of Marketing I	3	___
SPN 102 Elementary Spanish II (4) OR JPN 102 Elementary Japanese II (4) OR Humanities Elective	3-4	___
	15-16	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 150A Case Studies/Procedures in Business and Industry OR BUS 151A School-to-Work Transition Development	1	___
BUS 150B Case Studies/Procedures in Business and Industry OR BUS 151B School-to-Work Transition Development	1	___
BUS 150C Case Studies/Procedures in Business and Industry OR BUS 151C School-to-Work Transition Development	1	___
MGT 112 Principles of Management	3	___
MGT 228 Small Business Management	3	___
MKT 251 Purchasing	3	___
MKT 295 Marketing on the Internet	3	___
	15	___

**Fall Only Courses:** MKT 130

**Spring Only Courses:** IDM 120, MGT 112, MGT 228, MKT 251, and MKT 295

<sup>1</sup>Requires a grade of "C" or higher.

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**Effective Date: November 27, 2006**



**BUSINESS TEACHER EDUCATION**  
**Toward a Bachelor of Science Degree**

Transfer Curriculum  
 Associate in Science  
 Minimum Hrs. 63  
 Major Code: 1.1 131303B

**TRANSFER CURRICULUM:** This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree in this Catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
EDC 200 Introduction to Education	3	___
ENG 101 English Composition I <sup>1</sup>	3	___
MUS 105 Music Appreciation	3	___
PSY 132 General Psychology	3	___
Life Science Elective	3	___
	15	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 200 Financial Accounting I	3	___
ECO 201 Introduction to Macroeconomics	3	___
MAT 120 Elementary Statistics	3	___
PHS 105 Physics for Non-Science Majors	3	___
PSC 131 American Government	3	___
SPE 115 Speech	3	___
	18	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
BIO 100 Biology for Non-Science Majors	3	___
BUS 110 Introduction to Business	3	___
ENG 102 English Composition II <sup>1</sup>	3	___
HIS 213 Eastern Civilizations OR	3	___
PHL 200 Non-Western Philosophy	3	___
Mathematics Elective	3	___
	15	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 201 Financial Accounting II	3	___
BUS 222 Legal and Social Environment of Business	3	___
CPS 111 Introduction to Technology for Educators	3	___
LIT 280 Introduction to Literature	3	___
PHS 103 Earth Science OR	3	___
PHS 104 Contemporary Chemistry for Non-Science Majors	15	___

<sup>1</sup> Requires a grade of "C" or higher.

Students are required to pass the Enhanced Basic Skills Test prior to admission to Illinois college and university teacher education programs. In addition, students should become aware of specific requirements at their transfer school of choice, e.g., Southern Illinois University requires a GPA of 2.75 (A=4.0) for admission into the Teacher Education Program, and a "C" or better in all education and business courses.

Students should consider completing BUS 235 (Business Correspondence) and EDC 202 (Human Growth, Development and Learning) before transferring to a 4-year institution.

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**Effective Date: Spring, 2006**



**CAD/CAM OPERATIONS  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 8  
Major Code: 1.2 480503R

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Dept. No.			Hrs.	Gr.
DRT 185	Computer Graphics I		2	___
IND 122	CAD/CAM Operations		2	___
MAC 154	Introduction to CNC		2	___
MAC 159	CAM Operations		<u>2</u>	___
			8	

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**Effective Date: Spring, 2006**



**CARDIAC MEDICAL SONOGRAPHY  
Advanced Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 50  
Major Code: 1.2 510910P

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
DMS 104	Diagnostic Ultrasound Foundations	3	___
DMS 202	Cardiac Anatomy and Physiology	4	___
DMS 204	Cardiac Ultrasound Imaging/Lab I	6	___
DMS 206	Cardiac Ultrasound Clinic I	3	___
		16	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
DMS 200	Medical Physics and Instrumentation	5	___
DMS 224	Cardiac Ultrasound Imaging/Lab II	6	___
DMS 226	Cardiac Ultrasound Clinic II	6	___
		17	

**FIRST YEAR – SUMMER SEMESTER**

Dept. No.		Hrs.	Gr.
DMS 236	Cardiac Ultrasound Clinic III	5	___
		5	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
DMS 230	Cardiac Seminar	2	___
DMS 246	Cardiac Ultrasound Clinic IV	10	___
		12	

Prerequisites: (2 year)

- Associate Degree Nursing
- Medical Laboratory Technician
- Occupational Therapy Assistant
- Physical Therapy Assistant
- Radiologic Technology
- Respiratory Therapy

- Bachelor of Science:
  - Nursing
  - Allied Health
  - Occupational Therapy

General Education Courses Diagnostic Medical Sonography

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**Effective Date: Spring, 2006**

**Additional Information:**

Graduates will be eligible to sit for the national examination upon successful completion of the program. Although registration is not required for employment, hospitals prefer to hire registered sonographers. In some states registered staff is a requirement for insurance reimbursement.

The Cardiac Medical Sonography program prepares students to become highly competent sonographers possessing the skills and knowledge necessary to produce and evaluate ultrasound images and related data that are used by a physician to render a medical diagnosis.

Classroom learning, laboratory practice, and clinical training at affiliated hospitals are included in this program.

A one-year advanced certificate program is offered. Pending accreditation, graduates will be eligible to sit for their registry examinations and successful candidates will be able to use the title "Registered Diagnostic Cardiac Sonographer (RDCS)." The program requires a minimum academic and clinical grade of "C" in each DMS course. A grade of less than "C" is considered a failing grade.

Interested students should contact the Assessment Office for a packet detailing steps for admission. Applicants must take an entrance exam, the Health Occupation Aptitude Exam. The ranking for admission is developed using raw scores and weighing of select previous coursework and experience. Selection and registration will be completed in late April.





**TRANSFER CURRICULUM:** This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree in this Catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BIO 101 Biological Science for Science Majors I	4	—
CHM 151 Chemical Principles	5	—
ENG 101 English Composition I <sup>4</sup>	3	—
MAT 131 Calculus I	5	—
	<u>17</u>	

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
CHM 201 Organic Chemistry I	5	—
PHY 155 College Physics I OR PHY 205 University Physics I <sup>1</sup>	5	—
SPE 115 Speech	3	—
Humanities Elective <sup>3</sup>	3	—
	<u>16</u>	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
CHM 152 Chemical Principles with Qualitative Analysis	5	—
ENG 102 English Composition II <sup>4</sup>	3	—
PSC 131 American Government OR HIS 201 United States History I OR HIS 202 United States History II Fine Arts Elective	3	—
	<u>14</u>	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
CHM 202 Organic Chemistry II	5	—
PSY 132 General Psychology	3	—
General Electives <sup>2</sup>	3	—
Humanities Elective <sup>3</sup>	3	—
Social Science Elective <sup>3</sup>	3	—
	<u>17</u>	

<sup>1</sup> Students should consult with an advisor and/or appropriate transfer institution catalog to determine if College Physics (PHY 155/PHY 156) or University Physics (PHY 205/PHY 206) is needed for their program.

<sup>2</sup> Students are strongly advised to take Calculus II and Physics II before transferring. This may be done by taking an extra class during fall or spring or by attending summer sessions. These courses would then satisfy the general electives required hours.

<sup>3</sup> At least one elective course should be selected from Group VII, Integrative Skills, for the A. S. degree.

<sup>4</sup> Requires a grade of "C" or higher.

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**Effective Date: Spring, 2006**

**Career Opportunities:** Chemical laboratory technician, chemistry teacher, analytical chemist, organic chemist, inorganic chemist, physical chemist, environmental chemist, agricultural chemist, chemical analyst, medical researcher chemist, polymer chemist, quality control chemist, colorist, assayer, water purification tester, pollution control technician, forensic scientist, technical writer, sales representative.

**Major Employers:** Manufacturing firms including pharmaceutical, chemical, food, and agricultural firms, government agencies including U. S. departments of Defense, Commerce, Justice, and Agriculture, medical research laboratories, colleges and universities, schools, research and development laboratories, commercial testing laboratories.



**COAL MINE TECHNOLOGY  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 69  
Major Code: 1.2 150901C

**FIRST SEMESTER**

Dept. No.		Hrs.	Gr.
CML 112	Introduction to Coal Mining	3	___
CML 142	Mine Atmosphere and Detection Instruments	4	___
CML 152	Roof and Rib and Personal Safety	4	___
MAT 105	Vocational Mathematics	3	___
	Social Science Elective	3	___
		17	

**SECOND SEMESTER**

Dept. No.		Hrs.	Gr.
CML 162	Problems of Operating Underground Mines	3	___
CML 172	First Aid and Mine Rescue	4	___
CML 182	Mining Equipment and Operations	4	___
CML 232	Mine Electrical Maintenance I	4	___
	Communications Elective	3	___
		18	

**THIRD SEMESTER**

Dept. No.		Hrs.	Gr.
CML 212	Mine Hydraulics I	4	___
CML 252	Mine Electrical Maintenance II	4	___
CML 282	Mining Law	4	___
CML 292	Coal Mine Ventilation	3	___
	Humanities Elective	3	___
		18	

**FOURTH SEMESTER**

Dept. No.		Hrs.	Gr.
CML 132	Mine Conveyor Belt Maintenance	2	___
CML 222	Mine Hydraulics II	4	___
CML 242	Mine Machinery Repair I	4	___
WEL 181	Introduction to Oxy-Acetylene Welding	1	___
WEL 182	Introduction to Arc Welding	1	___
	Mining Elective	4	___
		16	

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**Effective Date: Spring, 2006**

**Additional Information:** The coal mining two-year Associate in Applied Science degree curriculum is offered in cooperation with Wabash Valley College. It supplies background information about the geologic formation of coal, the history of mining, and aspects of modern technical mining. Course descriptions are available from the CMT office on campus.

# Computer Information Systems

## Program Options

- Computer Information Systems (CIS) – Certificate
- Computer Information Systems (CIS) – AAS
- Computer Applications Specialist (CAS) – AAS
- Computer Support and Networking (CSN) – AAS
- Data Entry Assistant – Short-Term Certificate

## Tech Prep

The Business Department participates in the Tech Prep program with district high schools. College credit may be granted for coursework completed in high school. Contact Department Chair for Business Shayne Crawshaw for more information.

## Capstone

Students considering a bachelor's degree after completing their AAS degree in CIS may transfer to the following programs at SIU-C:

- Health Care Management
- Information Systems Technology

The CIS (AAS) degree is articulated with these programs. The Capstone option allows students to earn a bachelor's degree with an additional 60 hours from SIU-C. See your advisor for more information about program options that should be taken if you wish to pursue a bachelor's degree through Capstone.



**COMPUTER INFORMATION AND E-COMMERCE  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 65  
Major Code: 110101C

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ACC 100	Business Accounting OR ACC 200 Financial Accounting I	3	___
BUS 111	Business Mathematics OR MAT 108 College Algebra	3	___
CIS 101	Introduction to Computers	3	___
ENG 101	English Composition I <sup>1</sup> OR ENG 113 Professional Technical Writing <sup>1</sup>	3	___
MKT 113	Principles of Marketing	3	___
		<u>15</u>	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
BUS 110	Introduction to Business	3	___
CIS 120	Database Management	3	___
CIS 230	Operating Systems	3	___
MKT 228	Small Business Management	3	___
PSY 132	General Psychology	3	___
		<u>15</u>	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
CIS 104	Spreadsheet Design	3	___
CIS 225	Advanced Database Management*	3	___
CIS 240	Web Page Design	3	___
MKT 130	Sales	3	___
SPE 115	Speech	3	___
	Elective	3	___
		<u>18</u>	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
CIS 200	Network Essentials	3	___
CIS 208	Security Awareness	3	___
CIS 210	Presentation Graphics	2	___
CIS 245	Advanced Web Page Design*	3	___
MKT 295	Internet Marketing	3	___
	Social Science Elective	3	___
	ECO 201 Principles of Macroeconomics OR ECO 202 Principles of Microeconomics OR SOC 133 Principles of Sociology OR HIS 110 Twentieth Century America OR HIS 112 Twentieth Century World OR PSC 131 American Government	<u>17</u>	

<u>Fall Only Courses</u>	<u>Spring Only Courses</u>
CIS 206	CIS 200
CIS 225	CIS 208
MKT 130	CIS 245
	MKT 224
	MKT 228
	MKT 251
	MKT 295

Note: Students should take BUS 111/MAT 108 and CIS 101 their first semester and CIS 230 their second semester to meet advanced course prerequisites.

Electives: Students may choose electives from the following classes: BUS 221, MKT 224, MKT 229, MKT 251.

<sup>1</sup> Requires a grade of "C" or higher.

\*These courses have a prerequisite.

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**Effective Date: January 29, 2007**



**COMPUTER INFORMATION SYSTEMS (CIS)  
Certificate Program**

Career Curriculum Certificate Program Minimum Hrs. 31 Major Code: 1.2 521202J
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**FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ACC 100	Business Accounting	3	___
BUS 111	Business Mathematics	3	___
BUS 116	Keyboarding I	3	___
CIS 101	Introduction to Computers	3	___
CIS 120	Data Base Management	3	___
		<u>15</u>	

**SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
BUS 237	Office Procedures	3	___
CIS 104	Spreadsheet Design	3	___
CIS 110	Introduction to Word Processing	2	___
CIS 210	Presentation Graphics	2	___
CIS 230	Operating Systems	3	___
CIS 240	Web Page Design	3	___
		<u>16</u>	

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**Effective Date: April 19, 2006**

**Additional Information:**

Students who successfully complete this program will have the minimum skills necessary to maintain an existing small business automated system. They will be able to perform the duties necessary to enter, store, retrieve, transfer, update, and maintain data files. They will possess the required technical knowledge to ensure the proper care of equipment and software. Students who complete this one-year program will receive a Certificate of Achievement.



**COMPUTER INFORMATION SYSTEMS (CIS)  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 65  
Major Code: 1.2 521202C

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ACC 100	Business Accounting OR ACC 200 Financial Accounting I	3	___
BUS 111	Business Mathematics OR MAT 108 College Algebra	3	___
CIS 101	Introduction to Computers	3	___
CIS 230	Operating Systems	3	___
ENG 101	English Composition I <sup>1</sup> OR ENG 113 Professional Technical Writing <sup>1</sup>	<u>3</u> 15	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
BUS 110	Introduction to Business	3	___
CIS 110	Introduction to Word Processing	2	___
CIS 120	Database Management	3	___
CIS 200	Network Essentials	3	___
PSY 132	General Psychology Elective	<u>3</u> 17	___

<u>Fall Only Courses</u>	<u>Spring Only Courses</u>
CIS 103	CIS 200
CIS 206	CIS 208
CIS 225	CIS 220
	CIS 245

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
CIS 103	Wireless Networks*	3	___
CIS 104	Spreadsheet Design	3	___
CIS 206	Managing Network Environment I	3	___
CIS 225	Advanced Database Management*	3	___
CIS 240	Web Page Design	3	___
SPE 115	Speech	<u>3</u> 18	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
BUS 138	Employment Strategy	1	___
CIS 208	Security Awareness	3	___
CIS 210	Presentation Graphics	2	___
CIS 220	Advanced Spreadsheet Design*	3	___
CIS 245	Advanced Web Design*	3	___
	Social Science Elective	<u>3</u> 15	___
	ECO 201 Principles of Macroeconomics OR ECO 202 Principles of Microeconomics OR SOC 133 Principles of Sociology OR HIS 110 Twentieth Century America OR HIS 112 Twentieth Century World OR PSC 131 American Government		

Program Prerequisite: BUS 115 or equivalent. Students who do not meet prerequisite should take BUS 115 their first semester of enrollment.

Electives: Students may choose electives from the following areas: ACC, BUS, CIS, CPS, ELT, HIT, MFT, MGT, MKT, ART 290

Students planning to capstone with SIU should follow the appropriate capstone curriculum guide.

<sup>1</sup> Requires a grade of "C" or higher.

\*These courses have a prerequisite.

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**Effective Date: November 14, 2006**



**COMPUTER INFORMATION SYSTEMS (CIS)  
Computer Application Specialist  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 65  
Major Code: 1.2 521202F

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BUS 111	Business Mathematics OR MAT 108 College Algebra	3	___
BUS 116	Keyboarding I	3	___
CIS 101	Introduction to Computers	3	___
CIS 230	Operating Systems	3	___
ENG 101	English Composition I <sup>1</sup> OR ENG 113 Professional Technical Writing <sup>1</sup>	<u>3</u> 15	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BUS 235	Business Correspondence	3	___
CIS 104	Spreadsheet Design	3	___
CIS 225	Advanced Database Management*	3	___
CIS 240	Web Page Design	3	___
SPE 115	Speech	3	___
	Elective	<u>3</u>	___
		18	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ACC 100	Business Accounting OR ACC 200 Financial Accounting I	3	___
BUS 110	Introduction to Business	3	___
BUS 117	Keyboarding II	3	___
CIS 110	Introduction to Word Processing	2	___
CIS 120	Database Management	3	___
PSY 132	General Psychology	<u>3</u> 17	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
BUS 138	Employment Strategy	1	___
BUS 237	Office Procedures	3	___
CIS 210	Presentation Graphics	2	___
CIS 220	Advanced Spreadsheet Design*	3	___
CIS 245	Advanced Web Design*	3	___
	Social Science Elective	<u>3</u>	___
	ECO 201 Principles of Macroeconomics OR ECO 202 Principles of Microeconomics OR SOC 133 Principles of Sociology OR PSC 131 American Government OR HIS 110 Twentieth Century America OR HIS 112 Twentieth Century World	15	

Fall Only Courses  
CIS 225

Spring Only Courses  
BUS 237  
CIS 220  
CIS 245

Electives: Students may choose electives from the following areas: ACC, BUS, CIS, HIT, MFT, MGT, MKT

Students planning to capstone with SIU should follow the appropriate capstone curriculum guide.

<sup>1</sup>Requires a grade of "C" or higher.

\*These courses have a prerequisite.

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Please verify with your academic advisor the accuracy and time lines of this document.*

**Effective Date: April 19, 2006**



**COMPUTER INFORMATION SYSTEMS (CIS)**  
**Computer Application Specialist**  
**Information Systems Technology Capstone Option**  
**Degree Program**

Career Curriculum  
 Associate in Applied Science  
 Minimum Hrs. 65  
 Major Code: 1.2 521202F

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BUS 110	Introduction to Business	3	___
BUS 116	Keyboarding I	3	___
CIS 101	Introduction to Computers	3	___
ENG 101	English Composition I <sup>1</sup> OR ENG 113 Professional Technical Writing <sup>1</sup>	3	___
MAT 108	College Algebra	<u>3</u>	___
		15	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BUS 235	Business Correspondence	3	___
CIS 104	Spreadsheet Design	3	___
CIS 225	Advanced Database Management*	3	___
CIS 240	Web Page Design*	3	___
SPE 115	Speech	3	___
	Elective	<u>2-3</u>	___
		17-18	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ACC 100	Business Accounting I OR ACC 200 Financial Accounting I	3	___
BUS 117	Keyboarding II	3	___
CIS 110	Introduction to Word Processing	2	___
CIS 120	Database Management	3	___
CPS 176	Introduction to Computer Programming OR ELT 210 A+ Preparation Hardware Core	4-3	___
PSY 132	General Psychology	<u>3</u>	___
		17-18	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
BUS 138	Employment Strategy	1	___
BUS 237	Office Procedures	3	___
CIS 210	Presentation Graphics	2	___
CIS 220	Advanced Spreadsheet Design*	3	___
CIS 245	Advanced Web Design*	3	___
	Social Science Elective	<u>3</u>	___
	ECO 201 Principles of Macroeconomics OR ECO 202 Principles of Microeconomics OR SOC 133 Principles of Sociology	15	

Fall Only Courses:  
CIS 225

Spring Only Courses:  
BUS 237  
CIS 220  
CIS 245

Electives: Students may choose electives from the following areas: ACC, BUS, CIS, CPS, ELT, HIT, MFT, MGT, MKT.

<sup>1</sup> Requires a grade of "C" or higher.

\* These courses have a prerequisite.

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**Effective Date: April 19, 2006**





**COMPUTER INFORMATION SYSTEMS**  
**Health Care Management Capstone Option**  
**Degree Program**

Career Curriculum  
 Associate in Applied Science  
 Minimum Hrs. 65  
 Major Code: 1.2 521202C

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ACC 200	Financial Accounting I	3	___
CIS 101	Introduction to Computers	3	___
CIS 230	Operating Systems	3	___
ENG 101	English Composition I <sup>1</sup> OR ENG 113 Professional Technical Writing <sup>1</sup>	3	___
MAT 108	College Algebra	<u>3</u>	___
		15	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
BUS 110	Introduction to Business	3	___
CIS 110	Introduction to Word Processing	2	___
CIS 120	Database Management	3	___
CIS 200	Network Fundamentals	3	___
MGT 112	Principles of Management OR MKT 113 Principles of Marketing I	3	___
PSY 132	General Psychology	<u>3</u>	___
		17	

<u>Fall Only Courses</u>	<u>Spring Only Courses</u>
CIS 103	CIS 200
CIS 206	CIS 208
CIS 225	CIS 220
	CIS 245

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BUS 215	Medical Terminology I	3	___
CIS 103	Wireless Networks*	3	___
CIS 104	Spreadsheet Design	3	___
CIS 225	Advanced Database Management*	3	___
CIS 240	Web Page Design	3	___
SPE 115	Speech	<u>3</u>	___
		18	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
BUS 138	Employment Strategy	1	___
CIS 208	Security Awareness	3	___
CIS 210	Presentation Graphics	2	___
CIS 220	Advanced Spreadsheet Design*	3	___
CIS 245	Advanced Web Design*	3	___
ECO 202	Principles of Microeconomics	<u>3</u>	___
		15	

Program Prerequisite: BUS 115 or equivalent. Students who do not meet prerequisite should take BUS 115 their first semester of enrollment.

<sup>1</sup>Requires a grade of "C" or higher.

\*These courses have a prerequisite.

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 Please verify with your academic advisor the accuracy and time lines of this document.*

**Effective Date: November 14, 2006**



**COMPUTER INFORMATION SYSTEMS**  
**Information Systems Technology Capstone Option**  
**Degree Program**

Career Curriculum  
 Associate in Applied Science  
 Minimum Hrs. 65  
 Major Code: 1.2 521202C

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ACC 200	Financial Accounting	3	___
CIS 104	Spreadsheet Design	3	___
CIS 230	Operating Systems	3	___
ENG 101	English Composition I <sup>1</sup> OR ENG 113 Professional Technical Writing <sup>1</sup>	3	___
MAT 108	College Algebra	3	___
		<u>15</u>	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
CIS 103	Wireless Networks*	3	___
CIS 206	Managing Network Environments I	3	___
CIS 210	Presentation Graphics	2	___
CIS 225	Advanced Database Management*	3	___
CIS 240	Web Page Design	3	___
SPE 115	Speech	3	___
		<u>17</u>	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
BUS 110	Introduction to Business	3	___
CIS 110	Introduction to Word Processing	2	___
CIS 120	Database Management	3	___
CIS 200	Network Fundamentals	3	___
ELT 210	Computer Systems	3	___
PSY 132	General Psychology	3	___
		<u>17</u>	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
CIS 208	Security Awareness	3	___
CIS 220	Advanced Spreadsheet Design*	3	___
CIS 245	Advanced Web Design*	3	___
CPS 176	Introduction to Computer Programming*	4	___
	Social Science Elective	3	___
	ECO 201 Principles of Macroeconomics OR SOC 133 Principles of Sociology	<u>16</u>	

Fall Only Courses

CIS 103  
 CIS 206  
 CIS 225

Spring Only Courses

CIS 200  
 CIS 208  
 CIS 220  
 CIS 245

Program Prerequisite: BUS 115 or equivalent. Students who do not meet prerequisite should take BUS 115 their first semester of enrollment.

<sup>1</sup>Requires a grade of "C" or higher.

\*These courses have a prerequisite.

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**Effective Date: November 14, 2006**



**COMPUTER SCIENCE**  
**Option 1-Math/Science Concentration**  
**Toward a Bachelor of Science Degree**

Transfer Curriculum  
 Associate in Science  
 Minimum Hrs. 64  
 Major Code: 1.1 110101B

**TRANSFER CURRICULUM:** This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree in this Catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
CPS 202 Discrete Structure	3	___
ENG 101 English Composition I <sup>5</sup>	3	___
MAT 131 Calculus I	5	___
Fine Arts Elective	3	___
	<u>14</u>	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
CPS 206 Computer Science I <sup>1</sup>	4	___
ENG 102 English Composition II <sup>5</sup>	3	___
MAT 201 Calculus II	5	___
PHL 121 Introduction to Logic	3	___
	<u>15</u>	

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
CPS 215 Computer Science II	4	___
PHY 205 University Physics I <sup>2</sup>	5	___
SPE 115 Speech	3	___
Biological Science Elective (BIO 101 or see footnote if transferring to SIUC) <sup>3</sup>	3	___
Humanities Elective <sup>4</sup>	3	___
	<u>18</u>	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
MAT 221 Introduction to Linear Algebra	3	___
PHY 206 University Physics II <sup>2</sup>	5	___
PSC 131 American Government OR HIS 201 United States History I OR HIS 202 United States History II	3	___
PSY 132 General Psychology	3	___
Social Science Elective <sup>4</sup>	3	___
	<u>17</u>	

<sup>1</sup> A prior programming course is assumed (CPS 176 or equivalent).

<sup>2</sup> Students should consult with an advisor and/or appropriate transfer institution catalog to determine the proper lab science courses needed for their program. (SIUC College of Science will accept a substitution of CHM 151 and CHM 152 for PHY 205 and PHY 206, whereas some transfer institutions will accept only the PHY course sequence.)

<sup>3</sup> SIUC College of Science requires six semester hours of courses in the biological sciences departments. Students may choose an alternate course approved by SIUC to satisfy both the biology elective for JALC and one of the SIUC required biology courses.

<sup>4</sup> Students must choose at least one course specified to satisfy the Integrative Skills requirement in the Associate in Science degree.

<sup>5</sup> Requires a grade of "C" or higher.

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**Effective Date: Spring, 2006**

**Career Opportunities:** Computer programmer, systems programmer, programmer-analyst, business programmer, programmer consultant, documentation specialist, software consultant, systems consultant, process control programmer, computer applications specialist, systems engineer, software engineer, data processing analyst, computer analyst, systems analyst, computer sales representative, procedures analyst, technical writer, computer science instructor.

**Major Employers:** Wholesale and retail businesses, banking and insurance firms, government agencies, electronic and other manufacturers, data processing services firm, transportation and public utilities, research organizations, schools, colleges and universities.



**COMPUTER SCIENCE**  
**Option 2 – Business Concentration**  
**Toward a Bachelor of Science Degree**

Transfer Curriculum  
 Associate in Science  
 Minimum Hrs. 64  
 Major Code: 1.1 110101B

**TRANSFER CURRICULUM:** This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree in this Catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
CPS 202	Discrete Structure	3	___
ENG 101	English Composition I <sup>6</sup>	3	___
MAT 131	Calculus I	5	___
	Fine Arts Elective	3	___
		<u>14</u>	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
CPS 206	Computer Science I <sup>1</sup>	4	___
ENG 102	English Composition II <sup>6</sup>	3	___
PHL 121	Introduction to Logic	3	___
SPE 115	Speech	3	___
	Humanities Elective <sup>4</sup>	3	___
		<u>16</u>	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
CPS 215	Computer Science II	4	___
ECO 201	Introduction to Macroeconomics	3	___
PHY 155	College Physics I <sup>2</sup>	5	___
	Biological Science Elective (BIO 101 or see footnote if transferring to SIUC) <sup>3</sup>	3	___
	Elective <sup>5</sup>	2	___
		<u>17</u>	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ECO 202	Introduction to Microeconomics	3	___
PHY 156	College Physics II <sup>2</sup>	5	___
PSC 131	American Government OR HIS 201 United States History I OR HIS 202 United States History II	3	___
PSY 132	General Psychology	3	___
	Elective <sup>5</sup>	3	___
		<u>17</u>	

- <sup>1</sup> A prior programming course is assumed (CPS 176 or equivalent).
- <sup>2</sup> Students should consult with an advisor and/or appropriate transfer institution catalog to determine the proper lab science courses needed for their program. (SIUC College of Science will accept a substitution of CHM 151 and CHM 152 for PHY 155 and PHY 156, whereas some transfer institutions will accept only the PHY course sequence).
- <sup>3</sup> SIUC College of Science requires six semester hours of courses in the biological sciences departments. Students may choose an alternate course approved by SIUC to satisfy both the biology elective for JALC and one of the SIUC required biology courses.
- <sup>4</sup> Student must choose from courses specified to satisfy both the Humanities and the Integrative Skills requirement in the Associate in Science degree guidelines.
- <sup>5</sup> Student may choose from MAT 282, ENG 290, a BIO elective that is not a general core course (must transfer for an approved departmental level course at SIUC), or CIS 207.
- <sup>6</sup> Requires a grade of "C" or higher.

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**Effective Date: Spring, 2006**

**Career Opportunities:** Computer programmer, systems programmer, programmer-analyst, business programmer, programmer consultant, documentation specialist, software consultant, systems consultant, process control programmer, computer applications specialist, systems engineer, software engineer, data processing analyst, computer analyst, systems analyst, computer sales representative, procedures analyst, technical writer, computer science instructor.

**Major Employers:** Wholesale and retail businesses, banking and insurance firms, government agencies, electronic and other manufacturers, data processing services firm, transportation and public utilities, research organizations, schools, colleges and universities.



**COMPUTER SUPPORT AND NETWORKING  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 67  
Major Code: 1.2 470104C

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
CIS 120 Database Management	3	___
CIS 230 Operating Systems	3	___
ELT 100 DC/AC Fundamentals	8	___
MAT 106 Technical Mathematics OR MAT 108 College Algebra	3-4 17-18	___ ___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
CIS 176 Introduction to Computer Programming	4	___
CIS 200 Network Essentials*	3	___
ELT 200 Introduction to Microprocessors*	5	___
ELT 210 A+ Preparation-Hardware Core*	3	___
ENG 101 English Composition <sup>1</sup> OR ENG 113 Professional Technical Technical Writing <sup>1</sup>	3 18	___ ___

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
CIS 103 Wireless Networks*	3	___
CIS 206 Managing Network Environments I*	3	___
ELT 214 A+ Preparation-Operating Systems Core*	3	___
ELT 236 Introduction to Fiber Optics*	3	___
SPE 115 Speech General Elective	3 18	___ ___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
CIS 208 Security Awareness	3	___
ELT 218 Introduction to Network Technologies	3	___
ORI 200 Job Skills Improvement	2	___
PHY 121 Technical Physics	3	___
PSY 132 General Psychology	3	___
	14	___

\* These courses have a prerequisite.

<sup>1</sup> Requires a grade of "C" or higher.

Program Prerequisite: CIS 101 or equivalent. Equivalent may be met through a course at a college or university, tech prep dual credit from high school, proficiency exam or consent of instructor. Students who do not meet prerequisite should take CIS 101 their first semester of enrollment.

**Note:** Students should take CIS 230 their first semester to meet advanced course prerequisites.

ATI Internship is available.

<u>Fall Only Courses</u>		<u>Spring Only Courses</u>	
CIS 103	ELT 214	CIS 200	ELT 200
CIS 206	ELT 236	CIS 208	ELT 210
CIS 225		ELT 218	

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**Effective Date: November 14, 2006**



**COMPUTER SUPPORT AND NETWORKING**  
**Electronic Systems Technology Capstone Option**  
**Toward an Associate in Applied Science Degree**

Career Curriculum  
 Associate in Applied Science  
 Minimum Hrs. 67  
 Major Code: 1.2 470104C

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
CIS 120	Database Management	3	___
ELT 100	DC/AC Fundamentals	8	___
ELT 214	A+ Preparation Operating Systems Core	3	___
MAT 108	College Algebra	<u>3</u>	___
		17	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
CIS 103	Wireless Networks*	3	___
CIS 206	Managing Network Environments I	3	___
ELT 200	Introduction to Microprocessors	5	___
ELT 236	Introduction to Fiber Optics	3	___
SPE 115	Speech	<u>3</u>	___
		17	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
CPS 176	Introduction to Computer Programming	4	___
CIS 200	Network Essentials	3	___
ELT 110	Solid State Circuits	8	___
ELT 210	A+ Preparation Hardware Core	<u>3</u>	___
		18	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
CIS 208	Security Awareness	3	___
ELT 218	Introduction to Network Technologies	3	___
ENG 101	English Composition I <sup>1</sup>	3	___
PHY 121	Technical Physics	3	___
PSY 132	General Psychology	<u>3</u>	___
		15	

<sup>1</sup> Requires a grade of "C" or higher.

\*These courses have a prerequisite.

Program Prerequisite: CIS 101 or equivalent. Equivalent may be met through a course at a college or university, tech prep dual credit from high school, proficiency exam or consent of instructor. Students who do not meet prerequisite should take CIS 101 their first semester of enrollment.

ATI Internship is available.

Capstone Electives: Humanities Elective – PHL 111 or PHL 121; Life Science Elective (Group II) – BIO 100 or BIO 101 or BIO 110; Social Science Elective – ECO 201 or ECO 202 or SOC 133; Math Elective –MAT 108; English Elective – ENG 101.

Fall Only Courses

CIS 103  
 CIS 206

Spring Only Courses

CIS 205  
 CIS 208  
 ELT 218

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**Effective Date: November 14, 2006**



**COMPUTER SUPPORT AND NETWORKING**  
**Information Systems Technology Capstone Option**  
**Degree Program**

Career Curriculum  
 Associate in Applied Science  
 Minimum Hrs. 67  
 Major Code: 1.2 470104C

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
CIS 120 Database Management	3	___
CIS 207 Computer Applications	3	___
CIS 230 Operating Systems	3	___
ELT 102 Industrial Electricity	4	___
MAT 108 College Algebra	3	___
	16	

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
CIS 103 Wireless Networks*	3	___
CIS 206 Managing Network Environments I	3	___
CIS 225 Advanced Database Management*	3	___
ELT 214 A+ Preparation Operating Systems Core 3	3	___
ELT 236 Introduction to Fiber Optics*	3	___
SPE 115 Speech	3	___
	18	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
CIS 200 Network Essentials	3	___
CIS 240 Web Page Design	3	___
ELT 200 Introduction to Microprocessors*	5	___
ELT 210 A+ Preparation Hardware Core	3	___
ENG 101 English Composition I <sup>1</sup> OR	3	___
ENG 113 Professional Technical Writing <sup>1</sup>	17	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
CIS 208 Security Awareness	3	___
CIS 245 Advanced Web Design*	3	___
CPS 176 Introduction to Computer Programming*4	3	___
PHY 121 Technical Physics	3	___
Social Science Elective	3	___
PSY 132 General Psychology OR	16	
ECO 202 Principles of Microeconomics OR		
SOC 133 Principles of Sociology		

\*These courses have a prerequisite.

<sup>1</sup> Requires a grade of "C" or higher.

Program Prerequisite: CIS 101 or equivalent. Equivalent may be met through course at a college or university, tech prep dual credit from high school, proficiency exam or consent of instructor. Students who do not meet prerequisite should take CIS 101 their first semester of enrollment.

ATI Internship is available.

<u>Fall Only Courses</u>	<u>Spring Only Courses</u>
CIS 103	CIS 200
CIS 206	CIS 208
CIS 225	CIS 220
ELT 102	CIS 245
ELT 214	ELT 210
ELT 236	

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**Effective Date: November 14, 2006**



**COMPUTER-AIDED MACHINING I  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 32  
Major Code: 1.2 480503W

**FALL SEMESTER**

<b>Dept. No.</b>			<b>Hrs.</b>	<b>Gr.</b>
DRT 185	Computer Graphics I		2	___
ELT 102	Industrial Electricity		4	___
MAC 150	Machine Tool Operations		2	___
MAC 151	Machine Tool Laboratory		2	___
MAC 152	Machine Tool Laboratory		2	___
MAC 153	Machine Tool Laboratory		2	___
MAC 180	Blueprint Reading		3	___
			<u>17</u>	___

**SPRING SEMESTER**

<b>Dept. No.</b>			<b>Hrs.</b>	<b>Gr.</b>
IND 122	CAD/CAM Operations		2	___
IND 201	Metallurgy		2	___
MAC 154	Introduction to CNC		2	___
MAC 155	Machine Tool Laboratory		2	___
MAC 156	Machine Tool Laboratory		2	___
MAC 157	Machine Tool Laboratory		2	___
MFT 101	Production Technology		3	___
			<u>15</u>	___

**Optional**

ATI 200 Applied Technologies Internship 1-3

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**Effective Date: Spring, 2006**





**COMPUTER-AIDED MACHINING  
Advanced Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 50  
Major Code: 1.2 480503J

**FALL SEMESTER**

Dept. No.	Hrs.	Gr.
DRT 185 Computer Graphics I	2	___
MAC 150 Machine Tool Operations	2	___
MAC 151 Machine Tool Laboratory	2	___
MAC 152 Machine Tool Laboratory	2	___
MAC 153 Machine Tool Laboratory	2	___
MAC 180 Blueprint Reading	3	___
MAT 105 Vocational Math I OR	3-4	___
MAT 106 Technical Math	16-17	___

**FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ELT 102 Industrial Electricity	4	___
ENG 113 Professional Technical Writing <sup>1</sup>	3	___
MAC 158 Machine Tool Laboratory	2	___
MAC 159 CAM Operations	2	___
MAC 160 Machine Tool Laboratory	2	___
MAC 161 Machine Tool Laboratory	2	___
MFT 103 Industrial Robots and PLCs	3	___
	18	___

**SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
MAC 154 Introduction to CNC	2	___
MAC 155 Machine Tool Laboratory	2	___
MAC 156 Machine Tool Laboratory	2	___
MAC 157 Machine Tool Laboratory	2	___
MFT 101 Production Technology	3	___
PSY 128 Human Relations OR	2-3	___
PSY 132 General Psychology	3	___
SPE 115 Speech	3	___
	16-17	___

**Optional**

ATI 200 Applied Technologies Internship 1-3

<sup>1</sup> Requires a grade of "C" or higher.

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**Effective Date: Spring, 2006**

**Career Opportunities:** Job-shop machinist, production machinist, maintenance machinist, machine setter, operator and tender, metal, wood, and plastic computer control programmer and operator, apprentice tool and die maker.



**CONSTRUCTION MANAGEMENT TECHNOLOGY  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 70  
Major Code: 1.2 460201C

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
CMG 100	Construction Orientation	1	___
CMG 104	Building Layout	4	___
CMG 110	Wood Frame Construction	4	___
MAT 107	Technical Math with Applications <sup>1</sup>	4	___
PSY 132	General Psychology	3	___
		16	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
CMG 208	Processes in Estimating	3	___
CMG 211	Commercial Construction	3	___
CMG 220	Construction Scheduling	3	___
ENG 113	Professional Technical Writing <sup>2</sup>	3	___
PHY 121	Technical Physics	3	___
	Business Elective	3	___
		18	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
CIS 101	Introduction to Computers	3	___
CMG 105	Estimating Techniques	3	___
CMG 107	Construction Document Interpretation	3	___
CMG 108	Construction Materials	4	___
ENG 101	English Composition I <sup>2</sup>	3	___
	Business Elective	3	___
		19	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
CMG 207	Construction Management	3	___
CMG 209	Environmental Systems	3	___
CMG 210	Building Renovations	3	___
CMG 212	Construction Administration	2	___
PHY 225	Statics for Structures	3	___
SPE 115	Speech OR	3	___
	SPE 116 Interpersonal Communication	17	

**Optional:**

ATI 200 Applied Technologies Internship 1-4

<sup>1</sup> For students lacking two years of high school algebra (Algebra I and Algebra II or the equivalent, it will be necessary to successfully complete MAT 052 (Basic Algebra) and/or MAT 062 (Intermediate Algebra) before enrolling in MAT 107. Higher level math may be required for students who plan to attend a 4-year institution.

<sup>2</sup> Must be completed with a "C" or higher. ENG 101 and 113 transfer as the same course.

Business Electives:

ACC 100	BUS 222	MGT 112
ACC 200	ECO 201	MKT 113
BUS 110	ECO 202	MKT 238

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**Effective Date: November 14, 2006**

**Additional Information:**

**What is "2 + 2"?**

John A. Logan College and Southern Illinois University Carbondale have created a special 2 + 2 program that prepares students to complete an Associate in Applied Science degree in construction management technology at John A. Logan College in 2 years while living on the SIUC campus. Students may then continue at SIUC to earn a bachelor's degree with an emphasis in construction management for 2 additional years — "2 + 2."

**A Unique Partnership**

This unique partnership allows students who enroll in the AAS construction management technology program at John A. Logan College to experience the advantages of both a community college and a four-year university.

While attending John A. Logan College, students will enjoy the low tuition and small class sizes of a community college and the option of living in housing at SIUC and experiencing the benefits of a university campus.

Transportation is not a problem because the John A. Logan College campus is located just minutes away from SIUC, and the Saluki Express provides transportation between the two campuses throughout the day.

**Career Opportunities:** Cost engineer; field engineer; project coordinator; construction manager; project manager; office engineer; scheduler; estimator; safety inspector.



**CONSTRUCTION TRADES TECHNOLOGY**  
**Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 39  
Major Code: 1.2 461000J

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
LBR 111	Orientation to Laborers Craft	2	___
LBR 112	Occupational Safety and Health	1	___
LBR 113	Mason Tending	3	___
LBR 114	Concrete Practices and Procedures	3	___
LBR 139	Highway Construction Plan Reading	3	___
LBR 152	Bridges	3	___
LBR 153	Hazardous Waste	4	___
		<u>19</u>	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
LBR 115	Asphalt Technology and Construction	3	___
LBR 116	Apprenticeship I	3	___
LBR 131	Principles of Pipelaying	3	___
LBR 133	Asbestos Abatement	3	___
LBR 136	Apprenticeship II	3	___
LBR 150	Basic Construction Surveying	2	___
LBR 156	Apprenticeship III	3	___
		<u>20</u>	

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**Effective Date: April 27, 2006**



**CONSTRUCTION TRADES TECHNOLOGY  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 67  
Major Code: 1.2 461000C

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
LBR 111	Orientation to Laborers Craft	2	___
LBR 112	Occupational Safety and Health	1	___
LBR 113	Mason Tending	3	___
LBR 114	Concrete Practices and Procedures	3	___
MAT 106	Technical Mathematics	4	___
PSY 132	General Psychology	3	___
		16	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
LBR 139	Highway Construction Plan Reading	3	___
LBR 152	Bridges	3	___
LBR 153	Hazardous Waste	4	___
SPE 116	Interpersonal Communication	3	___
	LBR Elective*	3	___
		16	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ENG 113 <sup>1</sup>	Professional Technical Writing	3	___
LBR 115	Asphalt Technology and Construction	3	___
LBR 116	Apprenticeship I	3	___
LBR 131	Principles of Pipelaying	3	___
LBR 133	Asbestos Abatement	3	___
LBR 136	Apprenticeship II	3	___
		18	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
LBR 150	Basic Construction Surveying	2	___
LBR 156	Apprenticeship III	3	___
PSC 131	American Government	3	___
	LBR Elective*	3	___
	LBR Elective*	3	___
	LBR Elective*	3	___
		17	___

**\*Electives:**

LBR 251	Special Projects I	3	___
LBR 252	Special Projects II	3	___
LBR 253	Special Projects III	3	___
LBR 271	Trade Apprenticeship I	3	___
LBR 272	Trade Apprenticeship II	3	___
LBR 273	Trade Apprenticeship III	3	___
LBR 274	Trade Apprenticeship IV	3	___

<sup>1</sup>Requires a grade of "C" or higher.

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**Effective Date: April 27, 2006**



**FALL SEMESTER**

Dept. No.	Hrs.	Gr.
COS 101 Cosmetology Theory I	6	___
COS 111 Cosmetology Laboratory I	10	___
COS 115 Cosmetology Related Laboratory	1	___
	17	___

**SUMMER SEMESTER**

Dept. No.	Hrs.	Gr.
ALH 101 Cardiopulmonary Resuscitation OR ALH 102 CPR Recertification	.5-1	___
COS 113 Cosmetology Lab III (Summer only)	3	___
COS 114 Cosmetology Internship Program (Summer only)	2	___
	5.5-6	___

**SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
COS 102 Cosmetology Theory II	5	___
COS 112 Cosmetology Lab	11	___
	16	___

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**Effective Date: Spring, 2006**

**Additional Information:** The Cosmetology Program is designed to give students thorough training in the arts, skills, and applied sciences that deal with adornment through care and treatment of the hair, nails, and skin.

The Cosmetology Licensure Certificate Program meets the standards of the Department of Professional Regulation, State of Illinois, in total hours, teaching staff, equipment, facilities, library, and course content.

Graduates are prepared for licensure by the Illinois Department of Professional Regulation, which qualifies the graduate for employment and a Certificate of Achievement.



**COSMETOLOGY  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 62.5-63  
Major Code: 1.2 120401C

**FALL SEMESTER**

Dept. No.	Hrs.	Gr.
COS 101 Cosmetology Theory I	6	—
COS 111 Cosmetology Laboratory I	10	—
COS 115 Cosmetology Related Laboratory	1	—
	17	

**SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
COS 102 Cosmetology Theory II	5	—
COS 112 Cosmetology Laboratory II	11	—
	16	

**SUMMER SEMESTER**

Dept. No.	Hrs.	Gr.
ALH 101 Cardiopulmonary Resuscitation OR ALH 102 CPR Recertification	.5-1	—
COS 113 Cosmetology Lab III	3	—
COS 114 Cosmetology Internship	2	—
	5.5-6	

**FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 100 Business Accounting	3	—
PSC 131 American Government OR HIS 201 United States History I OR HIS 202 United States History II	3	—
PSY 132 General Psychology	3	—
SPE 115 Speech	3	—
	12	

**SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 111 Business Mathematics OR MAT 113 Introduction to Contemporary Mathematics OR MAT 120 Elementary Statistics	3	—
BUS 235 Business Correspondence OR ENG 101 English Composition I <sup>1</sup>	3	—
CIS 207 Computer Applications Business Elective	3	—
	12	

Students transferring to SIU-C's WED program must take MAT 113 or MAT 120 and ENG 101.

<sup>1</sup> Requires a grade of "C" or higher.

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**Effective Date: Spring, 2006**

**Additional Information:**

The Cosmetology Program is designed to give students thorough training in the arts, skills, and applied sciences that deal with adornment through care and treatment of the hair, nails, and skin.

The program meets the standards of the Department of Professional Regulation, State of Illinois, in total hours, teaching staff, equipment, facilities, library, and course content.

Graduates are prepared for licensure by the Illinois State Board of Cosmetology, which qualifies the graduate for employment and an Associate in Applied Science degree.

**Career Opportunities:** Cosmetologist, salon owner, salon manager, manicurist/pedicurist/nail technician, hairstylist/hair dresser, sales representative.



**Cosmetology Teacher Program  
Advanced Certificate Program\***

Career Curriculum  
Certificate Program  
Minimum Hrs. 13  
Major Code: 120403K

**SEMESTER HOURS**

<b>Dept. No.</b>		<b>Hrs.</b>	<b>Gr.</b>
COS 250**	Instructional Strategies	5	—
COS 251**	Cosmetology Teacher Program	<u>8</u>	—
		13	

\* Prerequisite is Illinois Cosmetology License.

\*\* Courses are taught on an independent basis and can be taken either fall, spring or summer semester.

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**Effective Date: Spring, 2006**



**CRIMINAL JUSTICE  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 24  
Major Code: 1.2 430107K

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
CRJ 103 Introduction to Criminal Justice	3	___
CRJ 105 Criminal Behavior	3	___
CRJ 218 Introduction to Corrections	3	___
ENG 113 Professional Technical Writing <sup>1</sup>	3	___
	12	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
CIS 207 Computer Applications	3	___
CRJ 203 Introduction to Security	3	___
CRJ 205 Survey of Crime Detection Methods	3	___
General Education Elective	3	___
	12	

<sup>1</sup> Requires a grade of "C" or higher.

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**Effective Date: May 24, 2006**





**CRIMINAL JUSTICE  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 63  
Major Code: 1.2 430107C

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ALH 101	Cardiopulmonary Resuscitation	1	___
CIS 207	Computer Applications	3	___
CRJ 103	Introduction to Criminal Justice	3	___
CRJ 105	Criminal Behavior	3	___
ENG 113	Professional Technical Writing <sup>1</sup>	3	___
PSC 131	American Government	3	___
		<u>16</u>	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
CRJ 203	Introduction to Security	3	___
CRJ 205	Survey of Crime Detection Methods	3	___
PSY 132	General Psychology	3	___
SOC 133	Principles of Sociology	3	___
SPE 115	Speech	3	___
		<u>15</u>	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
CRJ 115	Policing	3	___
CRJ 209	Criminal Law	3	___
CRJ 218	Introduction to Corrections	3	___
CRJ 223	Juvenile Justice	3	___
SPN 101	Elementary Spanish I	4	___
		<u>16</u>	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
CRJ 219	Criminal Procedure	3	___
CRJ 221	Police Administration	3	___
SPN 102	Elementary Spanish II	4	___
	Criminal Justice Elective (CRJ 220 Probation, Parole, and Community-Based Corrections, OR CRJ 222 Conservation and the CRJ System, OR CRJ 224H Terrorism and Homeland Security) Science Elective*	3	___
		<u>16</u>	

**SECOND YEAR – SUMMER SEMESTER (Optional)**

Dept. No.		Hrs.	Gr.
CRJ 201	Criminal Justice Internship (Optional)	4	___
CRJ 210	Introduction to Forensic Investigation (Optional)	3	___
		<u>7</u>	

**\*Science Electives**

BIO 100	Biology for Non-Science Majors	3	
PHS 101	Environmental Technology	3	
PHS 103	Earth Science	3	
PHS 104	Contemporary Chemistry for Non-Science Majors	3	
PHS 105	Physics for Non-Science Majors	3	

<sup>1</sup> Requires a grade of "C" or higher.

All core courses must be completed with a "C" or higher grade.

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**Effective Date: May 24, 2006**

**Additional Information:** The Criminal Justice A. A. S. degree program meets the objectives of students considering careers in policing, the courts, corrections, juvenile justice, and private security, as well as preparing students for transfer and maximizing articulation with baccalaureate programs in Administration of Justice, Criminal Justice, Police Science, etc.

**Career Opportunities:** Positions in law enforcement—local/ state/ federal/ natural resource/ administrative agencies, courts—security/ administration/ probation, corrections—local/ state/ federal/ parole, juvenile justice—law enforcement/ probation/ corrections, private security—loss prevention/ asset protection/ investigations/ human resource.



**CRIMINAL JUSTICE**  
**Monday/Wednesday Night Rotation**  
**Degree Program**

Career Curriculum  
 Associate in Applied Science  
 Minimum Hrs. 63  
 Major Code: 1.2 430107C

**MONDAY AND WEDNESDAY NIGHT ROTATION**

**FALL SEMESTER 2004**

Dept. No.	Hrs.	Gr.
CRJ 103 Introduction to Criminal Justice	3	___
CRJ 105 Criminal Behavior	3	___
PSC 131 American Government	3	___
SOC 133 Principles of Sociology	3	___
	12	___

**SPRING SEMESTER 2006**

Dept. No.	Hrs.	Gr.
CRJ 218 Introduction to Corrections	3	___
CRJ 219 Criminal Procedure	3	___
ENG 113 Professional Technical Writing <sup>2</sup>	3	___
SPN 101 Elementary Spanish I	4	___
	13	___

**SPRING SEMESTER 2005**

Dept. No.	Hrs.	Gr.
CIS 207 Computer Applications	3	___
CRJ 203 Introduction to Security	3	___
CRJ 205 Survey of Crime Detection Methods	3	___
ENG 101 English Composition I <sup>12</sup>	3	___
	12	___

**FALL SEMESTER 2006**

Dept. No.	Hrs.	Gr.
CRJ 220 Probation, Parole, and Community-Based Corrections	3	___
CRJ 221 Police Administration	3	___
PHS 104 Contemporary Chemistry for Non-Science Majors	3	___
SPN 102 Elementary Spanish II	4	___
	13	___

**FALL SEMESTER 2005**

Dept. No.	Hrs.	Gr.
CRJ 115 Interpersonal Relations	3	___
CRJ 209 Criminal Law	3	___
PSY 132 General Psychology	3	___
SPE 115 Speech	3	___
	12	___

<sup>1</sup> Requires a grade of "C" or higher.

<sup>2</sup> English 101 and ENG 113 transfer as the same course.

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**Effective Date: Spring, 2006**

**Career Opportunities:** Positions in police departments, municipal/state/federal law enforcement, correctional facilities, the courts, probation and parole officers, working with juveniles, and private enforcement agencies (security and investigation).



**CRIMINAL JUSTICE**  
**Tuesday/Thursday Night Rotation**  
**Degree Program**

Career Curriculum  
 Associate in Applied Science  
 Minimum Hrs. 63  
 Major Code: 1.2 430107C

**TUESDAY AND THURSDAY NIGHT ROTATION**

**FALL SEMESTER 2004**

Dept. No.		Hrs.	Gr.
CIS 207	Computer Applications	3	___
CRJ 221	Police Administration	3	___
CRJ 223	Juvenile Justice	3	___
ENG 101	English Composition I <sup>1,2</sup>	3	___
		<u>12</u>	___

**SPRING SEMESTER 2005**

Dept. No.		Hrs.	Gr.
CRJ 103	Introduction to Criminal Justice	3	___
CRJ 105	Criminal Behavior	3	___
PSY 132	General Psychology	3	___
SPE 115	Speech	3	___
		<u>12</u>	___

**FALL SEMESTER 2005**

Dept. No.		Hrs.	Gr.
CRJ 203	Introduction to Security	3	___
CRJ 205	Survey of Crime Detection Methods	3	___
ENG 113	Professional Technical Writing <sup>2</sup>	3	___
SPN 101	Elementary Spanish I	4	___
		<u>13</u>	___

**SPRING SEMESTER 2006**

Dept. No.		Hrs.	Gr.
CRJ 115	Interpersonal Relations	3	___
CRJ 209	Criminal Law	3	___
PHS 104	Contemporary Chemistry for Non-Science Majors	3	___
SPN 102	Elementary Spanish II	4	___
		<u>13</u>	___

**FALL SEMESTER 2006**

Dept. No.		Hrs.	Gr.
CRJ 218	Introduction to Corrections	3	___
CRJ 219	Criminal Procedure	3	___
PSC 131	American Government	3	___
SOC 133	Principles of Sociology	3	___
		<u>12</u>	___

<sup>1</sup> Requires a grade of "C" or higher.

<sup>2</sup> ENG 101 and ENG 113 transfer as the same course.

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**Effective Date: Spring, 2006**

**Career Opportunities:** Positions in police departments, municipal/state/federal law enforcement, correctional facilities, the courts, probation and parole officers, working with juveniles, and private enforcement agencies (security and investigation).



**DATA ENTRY ASSISTANT  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 17  
Major Code: 1.2 520204T

**FALL SEMESTER**

<b>Dept. No.</b>		<b>Hrs.</b>	<b>Gr.</b>
BUS 116	Keyboarding I	3	___
BUS 127	Electronic Calculating	1	___
SPE 116	Interpersonal Communication	<u>3</u>	___
		7	

**SPRING SEMESTER**

<b>Dept. No.</b>		<b>Hrs.</b>	<b>Gr.</b>
BUS 111	Business Mathematics	3	___
BUS 138	Employment Strategy	1	___
CIS 101	Introduction to Computers	3	___
CIS 104	Spreadsheet Design	<u>3</u>	___
		10	

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**Effective Date: Spring, 2006**



**DENTAL ASSISTING  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 39  
Major Code: 1.2 510601J

**FALL SEMESTER**

Dept. No.	Hrs.	Gr.
DNA 100 Oral & Dental Anatomy	2	___
DNA 102 Dental Assisting Procedures I	4	___
DNA 104 Dental Radiography I	3	___
DNA 107 Dental Materials	3	___
DNA 108 Head and Neck Anatomy	2	___
DNA 110 Infection Control	1	___
DNA 113 Oral Embryology and Histology	2	___
	17	___

**SUMMER SEMESTER**

Dept. No.	Hrs.	Gr.
PSY 132 General Psychology	3	___
SPE 116 Interpersonal Communication	3	___
	6	___

**SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
DNA 101 Dental Emergencies and Pathology	2	___
DNA 103 Dental Assisting Procedures II	2	___
DNA 105 Dental Radiography II	2	___
DNA 106 Preventive Dental Health Education	3	___
DNA 109 Dental Office Procedures	2	___
DNA 112 Dental Assisting Externship	5	___
	16	___

All required general education classes must be completed with a grade of "C" or higher.

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**Effective Date: Spring, 2006**

**Additional Information:**

The Dental Assisting Program prepares students to become highly competent individuals possessing the skills and knowledge necessary for performing the many tasks required to provide quality dental care. As a member of the dental health team, the dental assistant is responsible for providing such services as assisting the dentist with operative and surgical procedures, manipulating of dental materials, taking radiographs, providing oral health instructions, and performing office management skills. Classroom theory, laboratory practice, and clinical training on campus and in the dental office are included in this certificate program.

Graduates will be eligible to sit for the Dental Assisting National Board Exam, and successful candidates may use the title "Certified Dental Assistant (CDA)." Certification is highly recommended and mandatory in some states. This certificate program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Post-Secondary Accreditation and by the United States Department of Education. The Southern Illinois Dental Society endorses the John A. Logan College Dental Assisting Program.

Entrance exams will be given with the ranking of raw scores and weighting of the two general education classes, SPE 116 and PSY 132. Selection and registration will be completed in late April. A final entrance exam will be given in early July for any unfilled slots.



**DENTAL HYGIENE\***  
**Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 85.5  
Major Code: 1.2 510602C

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 205	Human Anatomy and Physiology I	4	___
CHM 141	General, Organic and Biological Chemistry I	4	___
DHY 200	Orientation and Pre-Clinic	4	___
DHY 201	Dental Nutrition	2	___
ENG 101	English Composition I <sup>1</sup>	3	___
		17	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 206	Human Anatomy and Physiology II	4	___
BIO 226	General Microbiology	4	___
DHY 204	Periodontology	2	___
DHY 206	Oral Pathology	1	___
DHY 210	Dental Hygiene Seminar I	1	___
DHY 211	Dental Hygiene Practice I	4	___
		16	

**FIRST YEAR – SUMMER SEMESTER**

Dept. No.		Hrs.	Gr.
DHY 212	Dental Hygiene Seminar II	.5	___
DHY 213	Dental Hygiene Practice II	2	___
		2.5	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
DHY 202	Dental Pharmacology	2	___
DHY 207	Community Oral Health	2	___
DHY 214	Dental Hygiene Seminar III	1	___
DHY 215	Dental Hygiene Practice III	3	___
SOC 133	Principles of Sociology	3	___
		11	

<sup>1</sup> Requires a grade of "C" or higher.

\* Thirty-nine hours of credit must come from the Dental Assisting Program.

Students must maintain a grade of "C" or higher in all courses.

A national board and clinical examination must be passed to be employed in this career.

Students wanting to transfer to SIU-C in Health Care Management must complete MAT 113 or 120.

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**Effective Date: Spring, 2006**

**Additional Information:**

The Dental Hygiene Program educates dental assistants to become hygienists who have developed a high degree of clinical competence and knowledge of the dental practice. Upon completion of the Dental Hygiene Program, students will be awarded an Associate in Applied Science degree. The dental hygienist is an integral member of the dental health care team who works directly with the dentist to maintain optimum oral health for the patient. Duties include cleaning teeth, exposing x-rays, providing dental care instructions to patients, and maintaining patient records. Additional duties may be found within the Illinois Dental Practice Act.

The high demand for the dual-trained Certified Dental Assistant/Licensed Dental Hygienist offers the graduate the opportunity to choose the type of practice, the area, and the environment in which to work.

Flexible scheduling is a distinctive feature of this job, with full-time, part-time, evening, and weekend work widely available.

The Dental Hygiene in Applied Science degree is sufficient for practicing in a private dental office. A bachelor's or master's degree is usually required for research, teaching, or clinical practice in public or school health programs.

Interested students should contact the Assessment Office for a packet detailing steps for admission. Applicants must take an entrance exam, the Health Occupation Aptitude Exam. The ranking for admission is developed using raw scores and weighting of select coursework and experience.

**Career Opportunities:** Practice in a private dental office, cleaning teeth, exposing x-rays, providing dental care instructions, and maintaining patient records.



**DEVELOPMENTAL COURSES  
FOR TRANSFER STUDENTS**

Transfer students who score low on entrance exams pertaining to reading, writing, and mathematics—or in all three areas—should take the appropriate developmental courses shown below:

**SCORES LOW IN READING AND WRITING**

**Fall Semester**

Course	Credit
ENG 050* (Reading and Writing)OR ENG 052 (Writing)	5
ENG 053 (Reading)	3
PED Activity Class	1
PSY 110 (Career and Life Planning)	3
	<u>3</u>
	12

\*For students with an Asset score of 24 or below or  
Compass score of 10 or below.

**Spring Semester**

Course	Credit
ENG 052* (Writing) OR ENG 101	3-5
HTH 110	2
MAT 108, 113, 120 or 208	3
PED Activity Class	1
PHS 101, 103, or 105	3
SPE 115	3
	<u>3</u>
	15-17

\*Students who had ENG 050 in the fall should enroll in  
052 for spring semester.

**SCORES LOW IN MATH**

**Fall Semester**

Course	Credit
ENG 101	3
HTH 110 (Health)	2
MAT (Appropriate Level)	3-5
PED Activity Class	1
PSY 110 (Career and Life Planning)	3
	<u>3</u>
	12-14

**Spring Semester**

Course	Credit
ENG 102	3
MAT (Appropriate Level)	3-5
PHS 101, 103, or 105	3
PSY 132	3
SPE 115	3
	<u>3</u>
	15-17

**SCORES LOW IN WRITING**

**Fall Semester**

Course	Credit
ENG 052	5
MAT (Appropriate Level)	3-5
PED Activity Class	1
PSY 110	3
	<u>3</u>
	12-14

**Spring Semester**

Course	Credit
ENG 101	3
HTH 110	2
MAT (Appropriate Level or CPS 102)	3-5
PHS 101, 103, or 105	3
SPE 115	3
	<u>3</u>
	14-16

**SCORES LOW IN READING, WRITING, AND MATH  
(If ENG 050 is required)**

**Fall Semester**

Course	Credit
ENG 050	5
MAT (Appropriate Level)	3-5
PED Activity	1
PSY 110	3
	<u>3</u>
	12-14

**Spring Semester**

Course	Credit
ENG 052	5
ENG 053	3
HTH 110	2
MAT (Appropriate Level)	3-5
	<u>3-5</u>
	13-15

**(If ENG 052 and 053 are required)**

**Fall Semester**

Course	Credit
ENG 052	5
ENG 053	3
MAT (Appropriate Level)	3-5
PSY 110	3
	<u>3</u>
	14-16

**Spring Semester**

Course	Credit
ENG 101	3
HTH 110	2
MAT (Appropriate Level)	3-5
PHS 101, 103, or 105	3
SPE 115	3
	<u>3</u>
	14-16

*John A. Logan College reserves the right to modify this curriculum guide as needed.  
Please verify with your academic advisor the accuracy and time lines of this document.*

**Effective Date: Spring, 2006**



**DIAGNOSTIC MEDICAL SONOGRAPHY AAS  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 79  
Major Code: 1.2 510910C

**FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ALH 110 Issues in Health and Patient Care	3	___
BIO 205 Human Anatomy and Physiology I	4	___
ENG 101 English Composition <sup>1</sup>	3	___
MAT 113 Introduction to Contemporary Mathematics	3	___
	13	

**All of the above coursework must be completed before starting any Diagnostic Medical Sonography Specialization.**

**SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ALH 112 Pathophysiology and Terminology	3	___
BIO 206 Human Anatomy & Physiology II	4	___
PHY 121 Technical Physics OR PHS 105 Physics for Non-Science Majors	3	___
SOC 133 Principles of Sociology OR PSY 132 General Psychology	3	___
SPE 116 Interpersonal Communications OR SPE 115 Speech	3	___
	16	

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
DMS 104 Diagnostic Ultrasound Foundations	3	___
DMS 202 Cardiac Anatomy and Physiology	4	___
DMS 204 Cardiac Ultrasound Imaging/Lab I	6	___
DMS 206 Cardiac Ultrasound Clinic I	3	___
	16	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
DMS 200 Medical Physics and Instrumentation	5	___
DMS 224 Cardiac Ultrasound Imaging/Lab II	6	___
DMS 226 Cardiac Ultrasound Clinic II	6	___
	17	

**FIRST YEAR – SUMMER SEMESTER**

Dept. No.	Hrs.	Gr.
DMS 236 Cardiac Ultrasound Clinic III	5	___
	5	

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
DMS 230 Cardiac Seminar	2	___
DMS 246 Cardiac Ultrasound Clinic IV	10	___
	12	

<sup>1</sup> Requires a grade of "C" or higher.

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**Effective Date: Spring, 2006**





**DIGITAL ELECTRONICS  
Certificate Program**

Career Curriculum Certificate Program Minimum Hrs. 18 Major Code: 1.2 150303T
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Dept. No.			Hrs.	Gr.
ELT 100	DC/AC Fundamentals		8	___
ELT 111	Digital Electronics		6	___
MAT 106	Technical Mathematics		4	___
			<u>18</u>	

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**Effective Date: Spring, 2006**



**DRAFTING, CAD TECHNOLOGY**  
**Toward an Associate in Applied Science Degree**

Career Curriculum  
 Associate in Applied Science  
 Minimum Hrs. 68  
 Major Code: 1.2 150810C

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
DRT 181 Technical Drafting I	4	___
DRT 185 Computer Graphics I	2	___
ENG 101 English Composition I <sup>2</sup> OR ENG 113 Professional Technical Writing <sup>2</sup>	3	___
IND 121 Manufacturing Processes I	2	___
IND 201 Metallurgy	2	___
MAT 106 Technical Mathematics <sup>1</sup>	4	___
	17	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ARC 184 Architecture Documents I	4	
CIS 207 Computer Applications	3	___
DRT 182 Technical Drafting II	4	___
DRT 190 Computer Graphics II	2	___
SPE 115 Speech	3	___
	16	

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ARC 201 Strength of Materials	3	___
DRT 183 Detail and Assembly	2	___
DRT 187 Product Design	3	___
DRT 281 Computer Graphics III	3	___
DRT 283 Advanced Technical Drawing II	3	___
PSC 131 American Government OR HIS 201 United States History I OR HIS 202 United States History II	3 17	___ ___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
DRT 186 Geometric Dimensioning and Tolerancing	2	___
DRT 282 Tool Design	3	___
DRT 286 Computer Graphics IV	3	___
IND 122 CAD-CAM Operations	2	___
MFT 101 Production Technology	3	___
PHY 121 Technical Physics	3	___
PSY 128 Human Relations OR PSY132 General Psychology	2-3 18-19	___ ___

**Optional**

ATI 200 Applied Technologies Internship 1-3

<sup>1</sup> MAT 106 offered only in fall  
<sup>2</sup> Requires a grade of "C" or higher.

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**Effective Date: Spring, 2006**

**Additional Information:** This curriculum is designed to prepare students for positions in the field of mechanical and architectural drafting. Emphasis is placed on the use of computer-aided drafting (CAD) to accomplish these goals. All practical work experience in layout and detailing is in accordance with standard practices recommended by the U. S. Department of Defense, American Society of Automotive Engineers, and other recognized standardized agencies. This is an ADDA certified drafting program.

**Career Opportunities:** CAD technician, draftsman, detailer, junior tool designer, engineering draftsman, CAD operator, CAD technician draftsman, mechanical/industrial/architectural drafter.



**EARLY CHILDHOOD EDUCATION—CAREER  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 66  
Major Code: 1.2 200202C

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
CCT 150 Infancy Development	3	___
CCT 155 The Early Childhood Profession	3	___
CCT 160 Development and Care of Children	4	___
CCT 272 Language and Literacy Development	3	___
MUS 115 Music for Children	3	___
PSY 132 General Psychology	3	___
	19	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 111 Business Mathematics*	3	___
CCT 260 Parent Involvement	3	___
CCT 267 Child Care Laboratory	5	___
EDC 208 Characteristics and Methods for Teaching Exceptional Children	3	___
SPE 115 Speech	3	___
	17	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ALH 101 Cardiopulmonary Resuscitation	1	___
ART 210 Art for Children	3	___
CCT 265 Curriculum Development	3	___
ENG 101 English Composition I <sup>1</sup> OR ENG 113 Professional Technical Writing <sup>1</sup> OR BUS 235 Business Correspondence	3	___
LIT 264 Literature for Children	3	___
PSY 262 Child Psychology	3	___
	16	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
CCT 266 Pre-School Administration	3	___
CCT 268 Child Care Laboratory	5	___
PNE 100 Nutrition	3	___
SOC 263 Marriage and the Family	3	___
	14	___

<sup>1</sup> Requires a grade of "C" or higher.

\*Students transferring to SIU-C should take MAT 113 or MAT 120.

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**Effective Date: Spring, 2006**

**Additional Information:** Graduates of this two-year Early Childhood Education Program will be trained to provide education and care for children in public and private child care settings to include the following: maintaining a safe and healthy learning environment; providing experiences to promote physical, intellectual, social/emotional, and language/literacy development; using positive guidance/discipline strategies; establishing positive and productive relationships with families; and operating a well-run program for children that adheres to legal requirements and a professional code of ethics. Students are also trained to provide important support services in elementary and secondary public schools as teacher assistants, school office assistants, school library assistants, and playground assistants.

**Career Opportunities:** Director, assistant director, lead teacher, teacher, and an assistant in nursery schools and child care programs, Head Start, and school-age programs. Also qualified to be a parent educator and coordinator, child development specialist, work in social service programs, Even Start programs, and Child Care Resource and Referral. Teacher aide and assistant, school office assistant, school library assistant, playground assistant in grades Pre-K through twelve. Graduates of this program are also qualified to on and operate day care centers.



**EARLY CHILDHOOD EDUCATION  
Director's Credential  
Certificate Program\***

Career Curriculum  
Certificate Program  
Minimum Hrs. 8  
Major Code: 1.2 200202K

Dept. No.		Hrs.	Gr.
CCT 269	Child Care Internship**	4	___
VOL 101	Volunteerism	<u>4</u>	___
		8	

\* Prerequisite – A.A.S. in Early Childhood Education

\*\* One year of full-time early childhood education management experience in a licensed center will waive this course.

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**Effective Date: Spring, 2006**



**EARLY CHILDHOOD EDUCATION—CAREER**  
**Short-Term Certificate Program**

Career Curriculum  
Short-Term Certificate  
Minimum Hrs. 20  
Major Code: 1.2 200202K

Dept. No.			Hrs.	Gr.
ALH	101	Cardiopulmonary Resuscitation	1	___
CCT	150	Infancy Development	3	___
CCT	155	The Early Childhood Profession	3	___
CCT	160	Development and Care of Children	4	___
CCT	265	Curriculum Development	3	___
CCT	272	Language and Literacy Development	3	___
MUS	115	Music for Children OR	3	___
		LIT 264 Literature for Children OR	20	___
		ART 210 Art for Children		

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**Effective Date: Spring, 2006**



**EARLY CHILDHOOD EDUCATION  
Degree Program**

Transfer Curriculum  
Associate in Science  
Minimum Hrs. 60  
Major Code: 1.1 131204B

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 100	Biology for Non-Science Majors	3	___
CCT 155	The Early Childhood Profession	3	___
CPS 111	Introduction to Technology for Educators	3	___
EDC 200	Introduction to Education	3	___
ENG 101	English Composition I <sup>1</sup>	3	___
		15	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
MAT 209	Mathematics for Elementary Teachers II	3	___
MUS 105	Music Appreciation	3	___
PSY 262	Child Psychology	3	___
SCI 210A	Integrated Science	3	___
SPE 115	Speech	3	___
		15	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ART 111	Art Appreciation	3	___
ENG 102	English Composition II <sup>1</sup>	3	___
MAT 208	Mathematics for Elementary Teachers I	3	___
PSY 132	General Psychology	3	___
	Science Elective	3	___
		15	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
EDC 202	Human Growth, Development, and Learning	3	___
HIS 213	Eastern Civilizations	3	___
PSC 131	American Government	3	___
SCI 210B	Integrated Science	3	___
SOC 263	Marriage and the Family	3	___
		15	

<sup>1</sup> Requires a grade of "C" or higher.

Students may also need a "C" or higher grade in all courses specifically required for the Early Childhood Education degree at the transfer institution. Prior to admission to college and university teacher education programs, all transfer students must demonstrate proficiency on the Enhanced Basic Skills Test. Students should consult with an advisor regarding any additional requirements specific to their transfer school of choice, e.g., Southern Illinois University requires a GPA of 2.75 (A=4.0) for entry into the Teacher Education Program. Currently, teacher education programs at colleges and universities throughout the state are based on the Illinois professional education standards. The standards define the knowledge and skills teachers must demonstrate in their coursework and profession.

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**Effective Date: May 24, 2006**



**ECONOMICS**  
**Toward a Bachelor of Arts Degree**

Transfer Curriculum  
 Associate in Arts  
 Minimum Hrs. 64  
 Major Code: 1.1 450601A

**TRANSFER CURRICULUM:** This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Arts degree in this Catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
CIS 207	Computer Applications	3	___
ENG 101	English Composition I <sup>1</sup>	3	___
PSC 131	American Government OR HIS 201 United States History I OR HIS 202 United States History II	3	___
SPE 115	Speech	3	___
	Foreign Language	4	___
		<u>16</u>	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 100	Biology for Non-Science Majors	3	___
ECO 201	Introduction to Macroeconomics	3	___
SOC 133	Principles of Sociology	3	___
	General Elective	3	___
	Humanities or Fine Arts Elective	3	___
	Integrative Elective	3	___
		<u>18</u>	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ENG 102	English Composition II <sup>1</sup>	3	___
HTH 110	Health Education	2	___
MAT 113	Introduction to Contemporary Mathematics	3	___
PHS 103	Earth Science OR PHS 105 Physics for Non-Science Majors	3	___
	Foreign Language	4	___
		<u>15</u>	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ECO 202	Introduction to Microeconomics	3	___
PHL 111	Ethics & Moral Problems	3	___
PSY 132	General Psychology	3	___
	Fine Arts Elective	3	___
	Physical or Life Science Elective	3	___
		<u>15</u>	

<sup>1</sup> Requires a grade of "C" or higher.

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**Effective Date: Spring, 2006**

**Career Opportunities:** Economic analyst, economist, industrial, production, labor, transportation, tax, urban, or population, market analyst, finance administrator, loan administrator, international trade economist, international banking officer.

**Major Employers:** Banks or other financial institutions, federal, state, or local government offices, private trade or industrial firms.



**ECONOMICS**  
**Toward a Bachelor of Science Degree**

Transfer Curriculum  
 Associate in Science  
 Minimum Hrs. 64  
 Major Code: 450601B

**TRANSFER CURRICULUM:** This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree in this Catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 100	Biology for Non-Science Majors	3	___
CIS 207	Computer Applications	3	___
ENG 101	English Composition I <sup>1</sup>	3	___
MAT 116	Finite Mathematics for Business and Management	3	___
PSY 132	General Psychology	3	___
		<u>15</u>	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ENG 102	English Composition II <sup>1</sup>	3	___
MAT 117	Calculus for Business and Social Sciences	4	___
PHS 103	Earth Science OR PHS 105 Physics for Non-Science Majors	3	___
SPE 115	Speech Fine Arts Elective	3	___
		<u>3</u>	
		16	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BUS 121	Business Statistics OR BUS 222 Legal/Social Environment of Business	3	___
ECO 201	Introduction to Macroeconomics	3	___
PSC 131	American Government OR HIS 201 United States History I OR HIS 202 United States History II	3	___
	General Elective*	3	___
	Physical or Life Science Elective	3	___
		<u>15</u>	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ECO 202	Introduction to Microeconomics	3	___
LIT 280	Introduction to Literature	3	___
PHL 111	Ethics & Moral Problems	3	___
SOC 133	Principles of Sociology	3	___
	General Elective*	3	___
	Physical or Life Science Elective	3	___
		<u>18</u>	

\* It is recommended that the entire accounting sequence be taken. ACC 200 in conjunction with ACC 201 is equivalent to ACCT 220 (Financial Accounting) at SIU-C. ACC 202 is equivalent to ACCT 230 (Managerial Accounting) at SIU-C.

<sup>1</sup> Requires a grade of "C" or higher.

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**Effective Date: Spring, 2006**

**Career Opportunities:** Economic analyst, economist, industrial, production, labor, transportation, tax, urban, or population, market research analyst, finance administrator, loan administrator, international trade economist, international banking officer.

**Major Employers:** Banks or other financial institutions, federal, state, or local government offices, private trade or industrial firms.





**EDUCATIONAL INTERPRETING PROFESSIONAL\***  
**Certificate Program**

Career Curriculum  
 Certificate Program  
 Minimum Hrs. 33  
 Major Code: 161603J

**FALL SEMESTER**

Dept. No.	Hrs.	Gr.
IPP 224 Educational Interpreting	3	___
IPP 227 Ethics in Action	3	___
IPP 275 Evaluation Preparation	2	___
IPP 276 ASL and English: Differences	2	___
IPP 278 ASL Vocabulary Building I	2	___
PSY 262 Child Psychology (Telecourse)	3	___
	15	

**SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
IPP 277 Interpreting for Deaf Blind Persons	1	___
IPP 279 ASL Vocabulary Building II	2	___
IPP 290 Interpreting Stories and Textbooks	3	___
IPP 291 Interpreting Technical Classes	3	___
IPP 299 Educational Internship	3	___
LIT 264 Children's Literature	3	___
	15	

**SUMMER SEMESTER**

Dept. No.	Hrs.	Gr.
IPP 226 Seminar in Interpreting OR IPP 228 Texts in Translation: ASL to English	3	___
	3	

\*This is a totally online program with the exception of one telecourse, PSY 262, Child Psychology.

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**Effective Date: January 29, 2007**



**EDUCATIONAL INTERPRETING PROFESSIONAL\***  
**Part-time Certificate Program**

Career Curriculum  
 Certificate Program  
 Minimum Hrs. 33  
 Major Code: 161603J

**FIRST YEAR-- FALL SEMESTER**

Dept. No.	Hrs.	Gr.
IPP 224 Educational Interpreting	3	___
IPP 227 Ethics in Action	3	___
IPP 278 ASL Vocabulary Building I	2	___
	8	

**SECOND YEAR -- FALL SEMESTER**

Dept. No.	Hrs.	Gr.
IPP 275 Evaluation Preparation	2	___
IPP 276 ASL and English: Differences	2	___
PSY 262 Child Psychology (Telecourse)	3	___
	7	

**FIRST YEAR -- SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
IPP 279 ASL Vocabulary Building II	2	___
IPP 290 Interpreting Stories and Textbooks	3	___
IPP 291 Interpreting Technical Classes	3	___
	8	

**SECOND YEAR -- SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
IPP 277 Interpreting for Deaf Blind Persons	1	___
IPP 299 Educational Internship	3	___
LIT 264 Children's Literature	3	___
	7	

**SUMMER SEMESTER**

Dept. No.	Hrs.	Gr.
IPP 226 Seminar in Interpreting OR IPP 228 Texts in Translation: ASL to English	3 3	___ ___

\*This is a totally online program with the exception of one telecourse, PSY 262, Child Psychology.

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**Effective Date: February 13, 2007**



**ELECTRICAL ENGINEERING TECHNOLOGY\***  
**Toward a Bachelor of Science Degree**

Career Curriculum  
 Associate in Applied Science  
 Minimum Hrs. 70  
 Major Code: 1.2 150301C

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ELT 100 DC/AC Fundamentals	8	___
ENG 101 English Composition I <sup>1,2</sup>	3	___
MAT 111 Pre-Calculus	5	___
MFT 103 Industrial Robots and PLCs	3	___
	19	

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 138 Employment Strategy	1	___
CPS 176 Introduction to Programming	4	___
ELT 220 Linear Integrated Circuits	5	___
MAT 131 Calculus I	5	___
	15	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ELT 110 Solid State Circuits	8	___
ELT 111 Digital Electronics	6	___
PHY 155 College Physics I	5	___
	19	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ELT 200 Introduction to Microprocessors	5	___
ELT 224 Power Distribution and Motors	3	___
ENG 113 Professional Technical Writing <sup>1,2</sup>	3	___
PSC 131 American Government OR HIS201 United States History I OR HIS 202 United States History II	3	___
SPE 115 Speech	3	___
	17	

<sup>1</sup> Requires a grade of "C" or higher.

\* Completion of MAT 201 and ENG 102 is recommended prior to transfer to SIU-C.

<sup>2</sup> ENG 101 and 113 both transfer as the same course.

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**Effective Date: Spring, 2006**



**ELECTRICAL SYSTEMS  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 6  
Major Code: 1.2 470604K

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
AST 180A Basic Electrical Systems	$\frac{2}{2}$	—

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
AST 180B Starting and Charging Systems	2	—
AST 180C Electrical Accessories	$\frac{2}{4}$	—

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**Effective Date: Spring, 2006**



**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ELT 100 DC/AC Fundamentals	8	___
MAT 106 Technical Mathematics	4	___
MFT 103 Industrial Robots and PLCs	3	___
	15	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ELT 110 Solid State Circuits	8	___
ELT 111 Digital Electronics	6	___
PHY 121 Technical Physics	3	___
	17	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ELT 214	A+ Prep Operating Systems Core	3	___
ELT 220	Linear Integrated Circuits	5	___
ELT 236	Introduction to Fiber Optics	3	___
ENG 101	English Composition I <sup>1</sup> OR ENG 113 Professional Technical Writing	3	___
PSC 131	American Government OR HIS 201 United States History I OR HIS 202 United States History II	3 17	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ELT 200	Introduction to Microprocessors	5	___
ELT 210	A+ Prep Hardware Core	3	___
ELT 224	Power Distribution and Motors	3	___
MFT 201	PLC Manufacturing Systems	3	___
SPE 115	Speech	3 17	___

**SERVICE COURSE:**

ELT 240 FCC General Class License Preparation This course is designed to help prepare the student to take the General Radio Telephone Operator's exam.

<sup>1</sup> Requires a grade of "C" or higher.

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**Effective Date: Spring, 2006**

**Additional Information:**

This two-year program is designed to provide a thorough understanding of DC/AC fundamentals, solid state electronics, digital electronics, microprocessor operations, and industrial electronics.

The graduate of this two-year program will be qualified for employment for an entry level position as an electronics technician.

Upon completion of this program, the student will be awarded an associate degree in electronics technology.

For students entering the program with prior education or on-the-job experience, it is possible to test out of the basic courses. For additional information, students should see their advisor or the chairperson of the Division of Applied Technologies.

Because the electronics curriculum has been articulated with the College of Engineering and Technology at SIU, a graduate of this program has the option of seeking employment directly after graduation or transferring to SIU to pursue a B. S.

**Career Opportunities:** Entry-level position as an electronics technician.



**ELECTRONICS TECHNOLOGY**  
**Night Rotation**  
**Degree Program**

Career Curriculum  
 Associate in Applied Science  
 Minimum Hrs. 66  
 Major Code: 1.2 150303C

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ELT 111	Digital Electronics	6	___
MAT 106	Technical Mathematics <sup>1</sup>	4	___
		10	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ELT 100	DC/AC Fundamentals	8	___
MFT 103	Industrial Robots and PLCs	3	___
		11	

**SECOND OR THIRD YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ELT 110	Solid State Circuits	8	___
ENG 101	English Composition I <sup>2</sup> OR ENG 113 Technical Writing <sup>2</sup>	3	___
		11	

**SECOND OR THIRD YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ELT 200	Introduction to Microprocessors	5	___
PHY 153	Technical Physics	4	___
		9	

**FOURTH YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ELT 220	Industrial Electronics	8	___
		8	

**SECOND OR THIRD YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
CIS 102	Programming	3	___
ELT 224	Power Distribution and Motors	3	___
ELT 236	Introduction to Fiber Optics	3	___
		9	

**SECOND OR THIRD YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ELT 230	Applications of PLCs	2	___
PSC 131	American Government OR HIS 201 United States History I OR HIS 202 United States History II	3	___
SPE 115	Speech	3	___
		8	

<sup>1</sup> Only offered in fall.

<sup>2</sup> Requires a grade of "C" or higher.

*John A. Logan College reserves the right to modify this curriculum guide as needed.  
 Please verify with your academic advisor the accuracy and time lines of this document.*

**Effective Date: Spring, 2006**

**Additional Information:** The first semester classes are offered every year. The semesters listed as second, third, and fourth will only be offered every other year.

**Career Opportunities:** Entry level position as an electronics technician.



**ELEMENTARY EDUCATION\***  
**Toward a Bachelor of Science Degree**

Transfer Curriculum  
 Associate in Science  
 Minimum Hrs. 62  
 Major Code: 1.1 131202B

**TRANSFER CURRICULUM:** This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree in this Catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 100	Biology for Non-Science Majors	3	___
CPS 111	Introduction to Technology for Educators	3	___
EDC 200	Introduction to Education	3	___
ENG 101	English Composition I <sup>1</sup>	3	___
MAT 208	Mathematics for Elementary Teachers I	3	___
		<u>15</u>	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
HIS 110	Twentieth Century America OR HIS 201 United States History I OR HIS 202 United States History II	3	___
HTH 110	Health Education	2	___
LIT 280	Introduction to Literature	3	___
MUS 105	Music Appreciation	3	___
SCI 210A	Integrated Science I	3	___
SPE 115	Speech	3	___
		<u>17</u>	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ENG 102	English Composition II <sup>1</sup>	3	___
MAT 209	Mathematics for Elementary Teachers II	3	___
PSC 131	American Government	3	___
PSY 132	General Psychology	3	___
	Science Elective	3	___
		<u>15</u>	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ART 111	Art Appreciation	3	___
EDC 202	Human Growth and Development	3	___
HIS 213	Eastern Civilizations	3	___
SCI 210B	Integrated Science II	3	___
SOC 215	Diversity in American Life	3	___
		<u>15</u>	

<sup>1</sup> Requires a grade of "C" or higher.

\*Students may also need a "C" or higher grade in all courses specifically required for the Elementary Education degree at the transfer institution. Prior to admission to college and university teacher education programs, all transfer students must demonstrate proficiency on the Enhanced Basic Skills Test. Students should consult with an advisor regarding any additional requirements specific to their transfer school of choice, e.g., Southern Illinois University requires a GPA of 2.75 (A=4.0) for entry into the Teacher Education Program. Students transferring to SIU-C should take both HIS 213 and LIT 280, and EDC 203 is also recommended. Currently, teacher education programs at colleges and universities throughout the state are based on the Illinois professional education standards. The standards define the knowledge and skills teachers must demonstrate in their coursework and profession.

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**Effective Date: May 24, 2006**

**Career Opportunities:** Elementary school teacher, middle school teacher

**Major Employers:** Public school systems, private schools, government



**EMERGENCY MEDICAL SERVICES  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 63  
Major Code: 1.2 510904C

**FIRST YEAR – FALL SEMESTER\***

Dept. No.	Hrs.	Gr.
BIO 106 Human Body Structure & Function	4	___
EMS 250 EMS Intermediate Training I	10	___
ENG 101 English Composition <sup>1</sup> OR	<u>3</u>	___
ENG 113 Professional & Technical Writing	17	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
EMS 251 EMS Intermediate Training II	10	___
MGT 240 Office Management	<u>3</u>	___
	13	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
EMS 252 Paramedic III	12	___
PSY 132 General Psychology OR	<u>3</u>	___
SOC 133 Principles of Sociology	15	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
EMS 253 Paramedic IV	12	___
SPE 116 Interpersonal Communication OR	<u>3</u>	___
SPE 115 Speech	15	___

**SECOND YEAR – SUMMER**

Dept. No.	Hrs.	Gr.
General Elective	<u>3</u>	___
	3	___

\*EMT-B certification is required.  
Certification is required for EMT-intermediate and paramedic levels.

<sup>1</sup> Requires a grade of "C" or higher.

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**Effective Date: March 9, 2006**





**ENGINE PERFORMANCE  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 10  
Major Code: 1.2 470604S

**FIRST YEAR – FALL SEMESTER**

<b>Dept. No.</b>	<b>Hrs.</b>	<b>Gr.</b>
AST 171A Ignition Systems	4	___
AST 171B Fuel and Exhaust Systems	4	___
AST 276 Emission Control Systems	<u>2</u>	___
	10	

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**Effective Date: Spring, 2006**



**ENGINEERING SCIENCE**  
**Toward a Bachelor of Science Degree**

Transfer Curriculum  
 Associate in Engineering Science  
 Minimum Hrs. 68  
 Major Code: 1.1 140101P

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ENG 101 English Composition I <sup>5</sup>	3	___
MAT 131 Calculus I	5	___
PHY 205 University Physics I	5	___
Humanities Elective <sup>1</sup>	3	___
	16	

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
CHM 151 Chemical Principles	5	___
MAT 202 Calculus III	3	___
PHY 201 Statics <sup>3</sup>	3	___
CPS Programming Course <sup>4</sup>	4	___
Social Science Electives <sup>1</sup>	3	___
	18	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
MAT 201 Calculus II	5	___
ENG 102 English Composition II <sup>5</sup>	3	___
PHY 206 University Physics II	5	___
EGR 101 Engineering Graphics <sup>2</sup>	2	___
Elective <sup>1</sup>	1	___
	16	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
CHM 152 Chemical Principles with Qualitative Analysis	5	___
MAT 205 Differential Equations	3	___
PHY 202 Dynamics <sup>3</sup>	3	___
PHY 215 Introduction to Circuit Analysis <sup>3</sup>	4	___
Humanities/Social Science Elective <sup>1</sup>	3	___
Science Elective <sup>1</sup>	3	___
	18	

<sup>1</sup> Students are encouraged to select at least one course in either the humanities/fine arts or the social/behavioral sciences that emphasizes non-Western cultures or minority cultures within the United States. Check with transfer institution for preferred list.

<sup>2</sup> Not required for electrical or computer engineering majors. Students should substitute SPE 115.

<sup>3</sup> This is only a general outline. The specific engineering major requirements at the transfer institution vary. Student should consult with appropriate transfer institution catalog. An appropriate substitution must be made to meet JALC degree requirements.

<sup>4</sup> Students should select either CPS 203 or CPS 206 depending on the specific engineering concentration and the transfer institution requirements. See advisor for preferred course. Both CPS 203 and CPS 206 assume prior knowledge of programming (CPS 176 or equivalent is the prerequisite for both). Students must complete Calculus I with a grade of C or higher prior to CPS 203.

<sup>5</sup> Requires a grade of "C" or higher.

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**Effective Date: Spring, 2006**

**Additional Information:** This program is designed to meet the specific needs for pre-engineering students. It provides for math and science requirements to be completed during the first two years and leaves more general core courses to be completed during the last years of a baccalaureate program. **Since completion of this curriculum does not fulfill the requirements of the Illinois General Education Core Curriculum of the Illinois Articulation Initiative, students will need to complete the general education requirements of the institution to which they transfer.** Students may also **elect** to enroll in additional courses before transferring in order to complete the general core curriculum requirement. To transfer as a junior in a baccalaureate engineering program, students must complete a minimum of 60 semester credit hours to a maximum of 68 semester credit hours (as indicated on the curriculum guide below). Students who complete fewer than 68 semester credits may require more than two years after transfer to a senior institution to complete the baccalaureate degree. Students should select courses in consultation with an advisor appropriate for specific engineering majors such as those in mechanical, electrical, or civil engineering.



**ENGLISH**  
**Toward a Bachelor of Arts Degree**

Transfer Curriculum  
 Associate in Arts  
 Minimum Hrs. 63  
 Major Code: 1.1 230101A

**TRANSFER CURRICULUM:** This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Arts degree in this Catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 100	Biology for Non-Science Majors	3	___
ENG 101	English Composition I <sup>1</sup>	3	___
HIS 101	Western Civilization I	3	___
PSC 131	American Government	3	___
	Foreign Language	4	___
		<u>16</u>	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
LIT 211	English Literature to 1750	3	___
LIT 231	American Literature: 1492 to 1865	3	___
MAT 120	Elementary Statistics	3	___
SPE 115	Speech	3	___
	Foreign Language	4	___
		<u>16</u>	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ART 111	Art Appreciation	3	___
ENG 102	English Composition II <sup>1</sup>	3	___
MAT 113	Introduction to Contemporary Mathematics	3	___
PHS 105	Physics for Non-Science Majors	3	___
	Foreign Language	4	___
		<u>16</u>	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
LIT 212	English Literature: Romanticism to Present	3	___
LIT 232	American Literature: 1865 to Present	3	___
PSY 132	General Psychology	3	___
	Physical Science Elective	3	___
	Social Science Elective	3	___
		<u>15</u>	

<sup>1</sup> Requires a grade of "C" or higher.

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**Effective Date: Spring, 2006**

**Career Opportunities:** Writer/Technical writer, business writer, English teacher, reporter/correspondent, proofreader, copy writer/editor, book reviewer, sales representative, marketing representative, public relations specialist, publicity writer, human resources specialist, advertising assistant, library associate, interpreter, translator.

**Major Employers:** Newspapers, magazines, publishing firms, radio and television stations, schools, colleges and universities, advertising and public relations firms, computer and other business services, insurance companies, law firms, non-profit and professional associations.



**ENGLISH EDUCATION\***  
**Toward a Bachelor of Science Degree**

Transfer Curriculum  
 Associate in Science  
 Minimum Hrs. 64  
 Major Code: 1.1 131305B

**TRANSFER CURRICULUM:** This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree in this Catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ART 111	Art Appreciation OR MUS 105 Music Appreciation OR SPE 113 Theater Appreciation	3	___
BIO 100	Biology for Non-Science Majors	3	___
ENG 101	English Composition I <sup>1</sup>	3	___
HTH 110	Health Education	2	___
PSY 132	General Psychology	3	___
PSC 131	American Government	3	___
		<u>17</u>	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
EDC 202	Human Growth, Development and Learning	3	___
LIT 211	English Literature to 1750	3	___
LIT 231	American Literature: 1492 to 1865	3	___
MAT 120	Elementary Statistics	3	___
PHS 105	Physics for Non-Science Majors	3	___
		<u>15</u>	___

**SECOND YEAR – SPRING SEMESTER**

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
EDC 203	School and Society	2	___
ENG 102	English Composition II <sup>1</sup>	3	___
HIS 213	Eastern Civilizations OR PHL 200 Non-Western Philosophy	3	___
LIT 232	American Literature: 1865 to Present	3	___
MAT 113	Introduction to Contemporary Mathematics	3	___
SPE 115	Speech	3	___
		<u>17</u>	___

Dept. No.		Hrs.	Gr.
HIS 202	United States History II	3	___
LIT 212	English Literature: Romanticism to Present	3	___
	Literature Elective	3	___
	Physical Science Elective	3	___
	Science Elective	3	___
		<u>15</u>	___

<sup>1</sup> Requires a grade of "C" or higher.

\*Students who intend to receive a Bachelor of Arts degree should consider satisfying the foreign language requirement of the transfer institution while at John A. Logan College.

It is recommended that all education majors take CPS 111 Introduction to Technology for Educators. All education majors must demonstrate proficiency in technology prior to admission to most university teacher education programs. This course or a proficiency exam will be necessary.

Prior to admission to college and university teacher education programs, all transfer students must demonstrate proficiency on the Enhanced Basic Skills Test.

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**Effective Date: Spring, 2006**

**Career Opportunities:** Middle school teacher, high school teacher.

**Major Employers:** Public school systems, private schools, government institutions.



**GENERAL BUSINESS  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 17  
Major Code: 1.2 520204R

**FIRST YEAR – FALL SEMESTER**

<b>Dept. No.</b>		<b>Hrs.</b>	<b>Gr.</b>
BUS 116	Keyboarding I	3	___
BUS 127	Electronic Calculating	1	___
SPE 116	Interpersonal Communication	<u>3</u>	___
		7	

**SECOND YEAR – FALL SEMESTER**

<b>Dept. No.</b>		<b>Hrs.</b>	<b>Gr.</b>
BUS 110	Introduction to Business	3	___
BUS 111	Business Mathematics	3	___
BUS 138	Employment Strategy	1	___
CIS 101	Introduction to Computers	<u>3</u>	___
		10	

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**Effective Date: Spring, 2006**



**GENERAL DRAFTING  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 28  
Major Code: 1.2 150810K

**FIRST YEAR – FALL SEMESTER**

<b>Dept. No.</b>	<b>Hrs.</b>	<b>Gr.</b>
DRT 181 Technical Drafting I	4	___
DRT 185 Computer Graphics I	2	___
IND 121 Manufacturing Processes I	2	___
IND 201 Metallurgy	2	___
MAT 106 Technical Mathematics	4	___
	<u>14</u>	

**SECOND YEAR – FALL SEMESTER**

<b>Dept. No.</b>	<b>Hrs.</b>	<b>Gr.</b>
CIS 207 Computer Applications	3	___
DRT 182 Technical Drafting II	4	___
DRT 184 Architecture I	2	___
DRT 187 Product Design	3	___
DRT 190 Computer Graphics II	2	___
	<u>14</u>	

**Optional**

ATI 200 Applied Technologies Internship 1-3

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**Effective Date: Spring, 2006**



**GENERAL DRAFTING II  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 38  
Major Code: 1.2 150810J

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
DRT 181 Technical Drafting I	4	___
DRT 185 Computer Graphics I	2	___
IND 121 Manufacturing Processes I	2	___
IND 201 Metallurgy	2	___
MAT 106 Technical Mathematics	4	___
	14	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
CIS 207 Computer Applications	3	___
DRT 182 Technical Drafting II	4	___
DRT 184 Architecture I	2	___
DRT 187 Product Design	3	___
DRT 190 Computer Graphics II	2	___
	14	

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
DRT 183 Detail and Assembly	2	___
DRT 281 Computer Graphics III	3	___
DRT 283 Advanced Technical Drawing	3	___
DRT 294 Architecture II	2	___
	10	

**Optional**

ATI 200 Applied Technologies Internship 1-3

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**Effective Date: Spring, 2006**



**GENERAL DRAFTING III  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 48  
Major Code: 1.2 150810R

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
DRT 181 Technical Drafting I	4	___
DRT 185 Computer Graphics I	2	___
IND 121 Manufacturing Processes I	2	___
IND 201 Metallurgy	2	___
MAT 106 Technical Mathematics	4	___
	14	

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
DRT 183 Detail and Assembly	2	___
DRT 281 Computer Graphics III	3	___
DRT 283 Advanced Technical Drawing	3	___
DRT 294 Architecture II	2	___
	10	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
CIS 207 Computer Applications	3	___
DRT 182 Technical Drafting II	4	___
DRT 184 Architecture I	2	___
DRT 187 Product Design	3	___
DRT 190 Computer Graphics II	2	___
	14	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
DRT 186 Geometric Dimensioning and Tolerancing	2	___
DRT 282 Tool Design	3	___
DRT 286 Computer Graphics IV	3	___
IND 122 CAD-CAM Operations	2	___
	10	

**Optional**

ATI 200 Applied Technologies Internship 1-3

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**Effective Date: Spring, 2006**





**GENERAL EDUCATION COURSES  
DIAGNOSTIC MEDICAL SONOGRAPHY**

Career Curriculum  
Minimum Hrs. 29  
Major Code: 1.2 510910C

**FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 101	Biological Science for Science Majors I	4	___
ENG 101	English Composition I <sup>1</sup>	3	___
MAT 113	Introduction to Contemporary Mathematics	3	___
		10	___

**SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 206	Human Anatomy and Physiology II	4	___
PHY 121	Technical Physics OR PHS 105 Physics for Non-Science Majors	3	___
SOC 133	Principles of Sociology OR PSY 132 General Psychology	3	___
SPE 116	Interpersonal Communications OR SPE 115 Speech	3	___
		13	___

**SUMMER SEMESTER**

Dept. No.		Hrs.	Gr.
ALH 110	Issues in Health and Patient Care	3	___
ALH 112	Pathophysiology and Terminology*	3	___
		6	___

<sup>1</sup> Requires a grade of "C" or higher.

All of the above coursework must be completed before starting any Diagnostic Medical Sonography Advanced Certificate.

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**Effective Date: Spring, 2006**

**Additional Information:** Graduates will be eligible to sit for the national examination upon successful completion of the program. Although registration is not required for employment, hospitals prefer to hire registered sonographers. In some states registered staff is a requirement for insurance reimbursement.



**GENERAL ELECTRONICS  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 34  
Major Code: 1.2 150303W

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Dept. No.		Hrs.	Gr.
ELT 100	DC/AC Fundamentals	8	_____
ELT 110	Solid State Circuits	8	_____
ELT 111	Digital Electronics	6	_____
ELT 220	Industrial Electronics	8	_____
MAT 106	Technical Mathematics	4	_____
		<u>34</u>	

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**Effective Date: Spring, 2006**



**GENERAL SCIENCE**  
**Toward a Bachelor of Science Degree**

Transfer Curriculum  
 Associate in Science  
 Minimum Hrs. 64  
 Major Code: 1.1

**TRANSFER CURRICULUM:** This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ENG 101	English Composition I <sup>2</sup>	3	___
MAT 108	College Algebra OR MAT 113 Introduction to Contemporary Mathematics	3	___
SPE 115	Speech Science <sup>1</sup> Elective	3 3 3	___ ___ ___
		15	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
HTH 110	Health Education	2	___
MAT 120	Elementary Statistics Elective Foreign Language Science <sup>1</sup>	3 3 4 3	___ ___ ___ ___
		15	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ENG 102	English Composition II <sup>2</sup>	3	___
PSC 131	American Government OR HIS 201 United States History I OR HIS 202 United States History II	3	___
PSY 132	General Psychology Science <sup>1</sup> Elective	3 3 3	___ ___ ___
		15	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
	Electives	9	___
	Foreign Language Science <sup>1</sup>	4 6	___ ___
		19	

<sup>1</sup> Students must choose one of the science options below. Options may be mixed or modified with division consent or approval by the Vice-President for Instruction.

<sup>2</sup> Requires a grade of "C" or higher.

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**Effective Date: Spring, 2006**

**Additional Information:**

**Science Options**

Option #1 Life Sciences	
BIO 101 OR BIO 100	3-4
BIO Elective	6
Physical Science Elective	3

\*Sixteen (16) hours of electives must be selected from the following list of courses. The remaining 9 hours may be selected from College-wide electives (transfer-oriented).

**Mixed Sciences**

Option #2	
BIO 101 OR BIO 100	3-4
PHS 105 OR PHY 155 OR PHY 205	3-5
Life and/or Physical Science Electives*	6

**Science Electives**

Life Science  
 Biology: BIO 100, 101, 105, 110, 115, 120, 225, 226, 240, 241, 275  
 Physical Science  
 Physical Science: PHS 101, 102, 103, 104, 105, 220  
 Physics: PHY 151, 155, 205  
 Chemistry: CHM 151, 152, 201, 202  
 Physical Geography: GEO 215

**Physical Sciences**

Option #3	
PHY 155 OR 205	5
CHM 151	5
Life Science Elective	6

**Career Opportunities:** Middle school teacher, high school teacher.

**Major Employers:** Public school systems, private schools, government institutions.



**GRAPHICS DESIGN  
Certificate Program**

Career Curriculum  
Certificate of Achievement  
Minimum Hrs. 50  
Major Code: 1.2 500402J

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ART 101 Two Dimensional Design	3	___
ART 180 Drawing I	3	___
CIS 207 Computer Applications	3	___
GRD 110 Graphics Design I	5	___
	14	

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ART 220 History of Art I OR ART 291 History of Photography	3	___
ATI 200 Internship	1	___
CIS 240 Web Page Design	3	___
GRD 210 Graphics Design III	5	___
	12	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ART 290 Computer Art I	3	___
ART 296 Photography I	3	___
GRD 120 Graphics Design II	5	___
IND 138 Industrial Seminar	1	___
	12	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ARC 202 Presentation Drawings	3	___
ART 292 Computer Art II	3	___
GRD 220 Animation	3	___
MKT 224 Advertising	3	___
	12	

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**Effective Date: Spring, 2006**



**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ART 101 Two Dimensional Design	3	___
ART 180 Drawing I	3	___
CIS 207 Computer Applications	3	___
ENG 101 English Composition I <sup>1</sup>	3	___
GRD 110 Graphics Design I	5	___
	17	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ART 290 Computer Art I	3	___
ART 296 Photography I	3	___
GRD 120 Graphics Design II	5	___
PSY 132 Psychology	3	___
SPE 115 Speech	3	___
	17	___

**FIRST YEAR – SUMMER SEMESTER**

Dept. No.	Hrs.	Gr.
ATI 200 Internship	3	___
	3	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ART 220 History of Art I OR ART 291 History of Photography	3	___
CIS 240 Web Page Design	3	___
GRD 210 Graphics Design III	5	___
IND 138 Industrial Seminar	1	___
MAT 106 Technical Math OR *MAT 107 Technical Math with Applications <sup>2</sup>	4	___
	16	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ARC 202 Presentation Drawings	3	___
ART 292 Computer Art II	3	___
CIS 210 Presentation Graphics	2	___
GRD 220 Animation	3	___
MKT 224 Advertising	3	___
	14	___

<sup>1</sup> Must be completed with a "C" or higher. ENG 101 and 112 transfer as the same course.

\* MAT 107 Technical Math with Applications is recommended for those students transferring to a university.

<sup>2</sup> For students lacking two years of high school algebra (Algebra I and Algebra II or the equivalent), it will be necessary to successfully complete MAT 052 (Basic Algebra) and/or MAT 062 (Intermediate Algebra) before enrolling in MAT 107. Higher level math may be required for students who plan to attend a 4-year institution.

*John A. Logan College reserves the right to modify this curriculum guide as needed.  
Please verify with your academic advisor the accuracy and time lines of this document.*

**Effective Date: Spring, 2006**



**HEALTH INFORMATION TECHNOLOGY (HIT)  
SICCM Cooperative Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 66  
Major Code: 1.2 510707C

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr. H
BIO 101 Biology for Science Majors	4	—
BUS 215 Introduction to Medical Terminology	3	—
CIS 101 Introduction to Computers	3	—
HIT 101 Introduction to Health Information	3	—
MAT 120 Elementary Statistics	3	—
	<u>16</u>	

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ENG 101 English Composition I <sup>1</sup>	3	—
HIT 201 Health Data and Statistics	2	—
HIT 202 Clinical Practicum I	2	—
HIT 203 Management in Health Care	3	—
HIT 204 Coding	5	—
HIT 211 Medico Legal Aspects	2	—
	<u>17</u>	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
BIO 105 Human Anatomy and Physiology	3	—
BUS 216 Advanced Medical Terminology	3	—
BUS 261 HIT Transcription	3	—
HIT 102 Health Records Systems	3	—
HIT 103 Health Records Systems Lab	1	—
HIT 215 Fundamentals of Medical Science	4	—
	<u>17</u>	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
HIT 210 CPT Coding	3	—
HIT 212 Quality Management	3	—
HIT 213 Clinical Practicum II	2	—
HIT 214 Health Information in Non-Traditional Setting	2	—
ENG 102 English Composition II <sup>1</sup>	3	—
Elective (Social Science, Math, or Physical Science)	3	—
	<u>16</u>	

<sup>1</sup> Requires a grade of “C” or higher.

\*Prerequisite: BUS 116 or 117. Entering students will be tested for typing proficiency based on a three minute time. Students must type 30 wpm/3 errors allowed. Success on the typing proficiency will replace BUS 116 or 117.

Students must maintain “C” overall average plus “C” or better in HIT 101, 102, 103, 203, 204, and 215.

Students wanting to transfer to SIU-C in Health Care Management must complete ECO 202.

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**Effective Date: Spring, 2006**

**Additional Information:**

The health information technology major in Applied Science is offered at the community colleges through the Southern Illinois Collegiate Common Market (SICCM). Students are admitted from each college (John A. Logan, Rend Lake, Southeastern Illinois, Shawnee Community). Students take general education courses on their own campuses and HIT courses together in a central classroom.

The health information technician possesses both administrative and technical skills necessary to maintain components of health record systems consistent with the medical, administrative, ethical, legal, accreditation, and regulatory requirements of the health care delivery system. The individual plays an important role in ensuring the health care facility receives maximum reimbursement for treatment rendered. Since reimbursement is based on the diagnoses listed in the medical record, this is accomplished by analyzing and coding the medical record accurately.

Health information technicians have traditionally been employed in hospitals. However, with changing health care needs, professionals have chosen careers in physicians’ group practices, managed care groups, home health care, hospices, long-term care, and ambulatory surgery. Additionally, careers in health information management go beyond health care facilities. Professionals work in insurance companies, peer review organizations, accounting firms, consulting companies, law firms, computer equipment companies, prisons, and contracted service agencies.

The SICCM Health Information Technology Program is accredited by the Commission of Accreditation of Health Informatics and Information Management (CAHIIM) of the American Health Information Management Association (AHIMA), 233 N. Michigan Avenue, Suite 2150, Chicago, Illinois 60601-5800, (312) 233-1100, Fax (312) 233-1090. Graduates of the program will qualify to sit for the national certification examination. Successful completion of this exam confers the title of Registered Health Information Technician.

Retention in the HIT program requires that the HIT student earn a grade of "C" or better in specific HIT courses. These courses include the following:

- HIT 101 Introduction to Health Information
- HIT 102 and 103 Health Records Systems and Lab
- HIT 204 Coding
- HIT 203 Management in Health Care
- HIT 215 Fundamentals of Medical Science

Grades of "D", "E", or "F" are considered failing. If a student fails any one of the above courses, the course must be repeated with a passing grade ("A", "B", or "C"). HIT courses are only offered once a year, so the student will have to wait to take courses until a prerequisite course has been completed with a passing grade. All courses must be taken in sequence as specified by course prerequisites unless permission is granted by the program director.

The applicant should contact the Admissions Office of the College and request an admissions packet to the Health Information Technology Program. The steps to be followed are specified in the packet.

**Career Opportunities:** Employment in hospitals, physicians' group practices, managed care groups, home health care, hospices, long-term care, and ambulatory surgery, employment with insurance companies, peer review organizations, accounting firms, consulting companies, law firms, computer equipment companies, prisons, and contracted service agencies.



**HEATING AND AIR CONDITIONING  
Certificate Program**

Career Curriculum  
Certificate of Achievement  
Minimum Hrs. 45  
Major Code: 1.2 470201J

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ELT 102 Industrial Electricity	4	___
HAC 121 Heating I	4	___
MAT 105 Vocational Mathematics	3	___
WEL 150 Oxy-Acetylene Fusion Welding I	1	___
WEL 152 Brazing and Soldering	1	___
	13	

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
HAC 106 Advanced Sheet Metal Layout	2	___
HAC 132 Refrigeration & Air Conditioning II	4	___
HAC 222 Advanced Heating Systems	3	___
HAC 240 Installation of HVAC Systems	3	___
PSY 110 College Success and Career Planning OR ATI 200 Applied Technologies Internship	3	___
	15	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ELT 224 Power Distribution and Motors	3	___
HAC 105 Basic Sheet Metal Layout	3	___
HAC 107 Electrical Controls and Circuitry	3	___
HAC 122 Heating II	4	___
HAC 131 Refrigeration & Air Conditioning I	4	___
	17	

**SUMMER SEMESTER – OPTIONAL**

Dept. No.	Hrs.	Gr.
ATI 200 Applied Technologies Internship OR PSY 110 College Success and Career Planning	3	___

*John A. Logan College reserves the right to modify this curriculum guide as needed.  
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**Effective Date: Spring, 2006**

**Additional Information:** This program prepares students for careers in the heating and air conditioning industry. The curriculum provides theory as well as sufficient laboratory experience to prepare graduates for immediate employment. Students will be trained for competency in installing, operating, troubleshooting, and maintaining all types of environmental control equipment. The graduate will receive a Certificate of Achievement.

All students registered for heating and air conditioning classes will be required to furnish a basic tool set. The basic tool set will be necessary by the beginning of the fifth week of the semester. The set includes the following:

- |   |   |
|---|---|
| <p>Sockets<br/>1/4" Socket Set</p> <p>Screwdrivers<br/>Phillips Stubby Screwdriver<br/>#2 x 4" Phillips Screwdriver<br/>Flat Stubby Screwdriver<br/>3/16" x 6" Slotted Screwdriver<br/>5/16" x 6" Slotted Screwdriver</p> <p>Nutdrivers<br/>Nutdriver ND5 1/4"<br/>Nutdriver ND7 5/16"</p> <p>Pliers<br/>Sidecutters<br/>7 1/2" Longnose Pliers<br/>Channel Locks</p> | <p>Wrenches<br/>6" Adjustable Wrench<br/>8" Adjustable Wrench<br/>10" Adjustable Wrench<br/>12" Adjustable Wrench<br/>Hex Wrench Set<br/>Service Valve Wrench<br/>Combination Wrench Set 1/4" to 3/4"</p> <p>Additional Tools<br/>Wire Strippers<br/>Clamp-On Amp Meter<br/>Digital Multimeter (must read D.C. microamps-MA)<br/>Manifold Gauge Set<br/>Pocket Thermometer<br/>Inspection Mirror<br/>Sling Psychrometer<br/>Red and Green Tin Snips<br/>Tinners Hammer<br/>Dividers</p> |
|---|---|

Note: Cost varies from different suppliers. Tools may be purchased at Sears, Snap-On, True Value, etc.





**HEATING AND AIR CONDITIONING  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 70  
Major Code: 1.2 470201C

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ELT 102	Industrial Electricity	4	___
HAC 121	Heating I	4	___
MAT 105	Vocational Mathematics	3	___
PSY 132	General Psychology	3	___
WEL 150	Oxy-Acetylene Fusion Welding I	1	___
WEL 152	Brazing and Soldering	1	___
		<u>16</u>	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
HAC 105	Basic Sheet Metal Layout	3	___
HAC 107	Electrical Controls and Circuitry	3	___
HAC 122	Heating II	4	___
HAC 131	Refrigeration & Air Conditioning I	4	___
PSY 110	College Success and Career Planning OR	3	___
	ATI 200 Applied Technologies Internship	<u>17</u>	

**FIRST YEAR – SUMMER SEMESTER OPTIONAL**

Dept. No.		Hrs.	Gr.
ATI 200	Applied Technologies OR PSY 110 College Success and Career Planning	3	___

<sup>1</sup> Requires a grade of "C" or higher.

\*\*ENG 101 may be required for students who plan to attend a 4-year institution.

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**Effective Date: Spring, 2006**

**Additional Information:** This program prepares students for careers in the heating and air conditioning industry. The curriculum provides theory as well as sufficient laboratory experience to prepare graduates for immediate employment. Students will be trained for competency in installing, operating, troubleshooting, and maintaining all types of environmental control equipment. The graduate will receive an AAS degree. All students registered for heating and air conditioning classes will be required to furnish a basic tool set. The basic tool set will be necessary by the beginning of the fifth week of the semester. The set includes the following:

Sockets

- 1/4" Socket Set
- 3/8" Socket Set

Screwdrivers:

- Phillips Stubby Screwdriver
- #2 x 4" Phillips Screwdriver
- Flat Stubby Screwdriver
- 3/16" x 6" Slotted Screwdriver
- 5/16" x 6" Slotted Screwdriver

Nutdrivers

- Nutdriver ND5 1/4"
- Nutdriver ND7 5/16"

Pliers

- 7" Diagonal Pliers
- 7 1/2" Longnose Pliers
- 6" Slip Joint Pliers
- ARC Joint 9-1/2" Pliers

Wrenches

- 6" Adjustable Wrench
- 8" Adjustable Wrench
- 10" Adjustable Wrench
- 12" Adjustable Wrench
- Hex Wrench Set
- Service Valve Wrench

Additional Tools

- Wire Strippers
- AW Sperry SPR Clamp-On Amp Meter
- UEI M110A Multimeter
- Manifold Gauge Set
- Pocket Thermometer
- Inspection Mirror
- Sling Psychrometer
- Red and Green Tin Snips
- Tinners Hammer
- Dividers

Note: Costs of supplies vary by supplier. Tools may be purchased at Sears, Snap-On, True Value, etc.

**Career Opportunities:** Technician, installer, maintenance, service manager, self-employment.



**HEATING AND AIR ELECTRICAL SPECIALIST  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 14  
Major Code: 1.2 470201Q

Dept. No.		Hrs.	Gr.
ELT 102	Industrial Electricity*	4	___
ELT 150	Applied Solid State Electronics	4	___
ELT 224	Power Distribution and Motors	3	___
HAC 107	Electrical Controls and Circuitry	<u>3</u>	___
		14	

\*ELT 102 for HAC Majors.

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**Effective Date: Spring, 2006**



**HISTORY**  
**Toward a Bachelor of Arts Degree**

Transfer Curriculum  
 Associate in Arts  
 Minimum Hrs. 61  
 Major Code: 1.1 450801A

**TRANSFER CURRICULUM:** This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Arts degree in this Catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 100	Biology for Non-Science Majors OR BIO 101 Biological Science for Science Majors	3-4	___
ENG 101	English Composition I <sup>1</sup>	3	___
HIS 201	United States History I	3	___
MAT 108	College Algebra	3	___
PSY 132	General Psychology	3	___
		15-16	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ENG 102	English Composition II <sup>1</sup>	3	___
HIS 202	United States History II	3	___
PHS 105	Physics for Non-Science Majors	3	___
SPE 115	Speech	3	___
	Fine Arts Elective	3	___
		15	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
HIS 103	World Civilizations I	3	___
HIS 213	Eastern Civilizations	3	___
HTH 110	Health Education	2	___
	Foreign Language	4	___
	Physical Science Elective	3	___
		15	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
HIS 104	World Civilizations II	3	___
PSC 131	American Government	3	___
	Foreign Language	4	___
	Humanities Elective	3	___
	Mathematics Elective	3	___
		16	___

<sup>1</sup> Requires a grade of "C" or higher.

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**Effective Date: Spring, 2006**

**Career Opportunities:** Education, museums, archives, tourism/travel, research, public administration, libraries, writing, editing, and program planning.

**Major Employers:** Federal, state and local government agencies, museums, archives, libraries, regional planning commissions, colleges and universities, schools, historical societies, business and industry, publishing firms, newspapers, community agencies, private foundations, travel agencies.



**HISTORY EDUCATION**  
**Toward a Bachelor of Science Degree**

Transfer Curriculum  
 Associate in Science  
 Minimum Hrs. 62  
 Major Code: 1.1 131328B

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 100	Biology for Non-Science Majors	3	___
EDC 200	Introduction to Education	3	___
ENG 101	English Composition I <sup>1</sup>	3	___
HIS 101	Western Civilization I OR HIS 103 World Civilization I <sup>2</sup>	3	___
MAT 108	College Algebra OR MAT 113 Introduction to Contemporary Mathematics	<u>3</u> 15	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
CPS 111	Introduction to Technology for Educators	3	___
ENG 102	English Composition II <sup>1</sup>	3	___
HIS 102	Western Civilization II OR HIS 104 World Civilization II <sup>2</sup>	3	___
MAT 120	Elementary Statistics Physical Science Elective	<u>3</u> 15	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
GEO 215	Survival of Humans: Environmental Studies	3	___
HIS 201	United States History I	3	___
PSC 131	American Government	3	___
PSY 132	General Psychology Fine Arts Elective	<u>3</u> 15	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
EDC 202	Human Growth, Development and Learning	3	___
HIS 202	United States History II	3	___
HIS 213	Eastern Civilizations OR Social Science Elective <sup>3</sup>	3	___
SPE 115	Speech Fine Arts Elective/Human Elective OR HTH 110 Health Education <sup>3</sup> Life Science Elective	<u>3</u> 17-18	___

<sup>1</sup> Requires a grade of “C” or higher. Students may also need a “C” or higher grade in all courses specifically required for the Education degree at the transfer institution.

<sup>2</sup> Students should stay within sequence with these courses. For instance, HIS 101 and HIS 102 OR HIS 103 and HIS 104.

<sup>3</sup> Students who take the HIS 101/102 sequence will have already fulfilled two humanities requirements. Only those students can take the second, alternative course.

Prior to admission to college and university teacher education programs, all transfer students must demonstrate proficiency on the Enhanced Basic Skills Test. Students should consult with an advisor regarding any additional requirements specific to their transfer school of choice, e.g., Southern Illinois University requires a GPA of 2.75 (A=4.0) for entry into the Teacher Education Program. EDC 203 may also be required. Currently, teacher education programs at colleges and universities throughout the state are based on the Illinois professional education standards. The standards define the knowledge and skills teachers must demonstrate in their coursework and profession.

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**Effective Date: May 24, 2006**



**INDUSTRIAL CONTROLS  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 15  
Major Code: 1.2 470303Q

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Dept. No.		Hrs.	Gr.
ELT 102	Industrial Electricity	4	___
ELT 150	Applied Solid State Electronics	4	___
ELT 224	Power Distribution and Motors	3	___
MAT 106	Technical Mathematics	<u>4</u>	___
		15	

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**Effective Date: Spring, 2006**



**INDUSTRIAL ELECTRONICS MAINTENANCE  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 43  
Major Code: 1.2 150303J

**FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ELT 100 DC/AC Fundamentals	8	___
ELT 230 Application of PLCs	2	___
MAT 106 Technical Mathematics	4	___
MFT 103 Industrial Robots and PLCs	3	___
	17	

**Optional**

ATI 200 Applied Technologies Internship 1-3

**SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ELT 110 Solid State Circuits	8	___
ELT 111 Digital Electronics	6	___
PHY 153 Technical Physics	4	___
	18	

**FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ELT 220 Industrial Electronics	8	___
	8	

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**Effective Date: Spring, 2006**

**Additional Information:**

This is a certificate program that emphasizes DC/AC fundamentals, solid state electronics, and industrial electronics applications.

The graduate of this program will be qualified for an entry level position in any industrial setting as an industrial electronics maintenance specialist.

Upon completion of this program, the student will be awarded a certificate in industrial electronics maintenance.

For students entering the program with prior education or on-the-job experience, it is possible to test out of the basic courses. For additional information, students should see their advisor or the chairperson of the Division of Industry.



**INDUSTRIAL MAINTENANCE  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 68  
Major Code: 1.2 470303C

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ELT 102 Industrial Electricity	4	___
MAT 106 Technical Mathematics	4	___
MAC 150 Machine Tool Operations	2	___
MAC 180 Blueprint Reading	3	___
MAC 200 Machine Tool Laboratory	4	___
	17	

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
HAC 121 Heating I	4	___
HAC 131 Refrigeration and Air Conditioning I	4	___
IDM 210 Hydraulics and Pneumatics	4	___
MFT 103 Industrial Robots and PLCs	3	___
	15	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
CIS 101 Introduction to Computers	3	___
ELT 150 Applied Solid State	4	___
IDM 120 Safety and Environmental Management	2	___
SPE 115 Speech	3	___
WEL 201 Industrial Maintenance Welding Lab	6	___
	18	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ELT 224 Power Distribution and Motors	3	___
ENG 113 Professional Technical Writing <sup>1</sup>	3	___
MFT 201 PLC Manufacturing Systems	3	___
PHY 121 Technical Physics	3	___
PSY 132 General Psychology	3	___
PSC 131 American Government OR HIS 201 United States History I OR HIS 202 United States History I	3	___
	18	

**Optional**

ATI 200 Applied Technologies Internship 1-4

<sup>1</sup> Requires a grade of “C” or higher.

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**Effective Date: Spring, 2006**

**Additional Information:** The diversified training required for persons employed in plant maintenance positions is provided in this program. Graduates are trained in welding, machine processes, electricity, and refrigeration, as well as in related courses.

**Career Opportunities:** Plant maintenance positions, industrial maintenance technician in hospitals, medical facilities, schools, manufacturing companies, industrial companies, motel chains, government agencies, mining industry.



**INDUSTRIAL MAINTENANCE ENGINEERING  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 69  
Major Code: 1.2 150303F

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ELT 100 DC/AC Fundamentals	8	___
MAT 106 Technical Mathematics OR MAT 111 Pre Calculus	4-5	___
MFT 103 Industrial Robots & PLCs	3	___
PSY 132 General Psychology OR PSY 128 Human Relations	2-3 17-19	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ELT 110 Solid State Circuit	8	___
ELT 111 Digital Electronics	6	___
PHY 153 Technical Physics OR PHY 155 College Physics I	4-5 18-19	___

**Optional**

**FIRST YEAR – SUMMER SEMESTER**

ATI 200 Applied Technologies Internship 1-3

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
CIS 207 Computer Applications	3	___
ENG 101 English Composition I <sup>1</sup> OR ENG 113 Professional Technical Writing	3	___
IDM 210 Hydraulics & Pneumatics	4	___
SPE 115 Speech	3	___
Elective – Technical	3	___
	16	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ELT 220 Industrial Electricity	8	___
ELT 224 Power Distribution and Motors	3	___
IDM 120 Safety and Environmental Management	2	___
MFT 110 Statistical Process Control	2	___
MFT 201 PLC Manufacturing Systems	3	___
	18	

**ELECTIVES**

ELT 150 Applied Solid State Electronics	4	___
ELT 200 Introduction to Microprocessors	5	___
ELT 236 Introduction to Fiber Optics	3	___

<sup>1</sup> Requires a grade of "C" or higher.

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**Effective Date: Spring, 2006**





**INDUSTRIAL PLC SYSTEMS  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 30  
Major Code: 1.2 150303X

**FALL SEMESTER**

<b>Dept. No.</b>			<b>Hrs.</b>	<b>Gr.</b>
ELT 102	Industrial Electricity		4	___
IDM 210	Hydraulics & Pneumatics		4	___
MAT 106	Technical Mathematics		4	___
MFT 103	Industrial Robots and PLCs		3	___
			<u>15</u>	

**SPRING SEMESTER**

<b>Dept. No.</b>			<b>Hrs.</b>	<b>Gr.</b>
ELT 150	Applied Solid State Electronics		4	___
ELT 224	Power Distribution and Motors		3	___
IDM 120	Safety & Environmental Management		2	___
MFT 201	PLC Manufacturing Systems		3	___
PHY 121	Technical Physics		3	___
			<u>15</u>	

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**Effective Date: Spring, 2006**



**INFORMATION PROCESSING  
Certificate Program**

Career Curriculum Certificate Program Minimum Hrs. 41 Major Code: 1.2 520408J
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**FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BUS 110	Introduction to Business	3	___
BUS 111	Business Mathematics	3	___
BUS 116	Keyboarding I	3	___
BUS 127	Electronic Calculating	1	___
BUS 135	Office Language Skills	3	___
BUS 138	Employment Strategy	1	___
BUS 236	Records Management	1	___
CIS 101	Introduction to Computers OR	3	___
	CIS 207 Computer Applications	18	___

**SUMMER SEMESTER**

Dept. No.		Hrs.	Gr.
ACC 100	Business Accounting	3	___
PSY 128	Human Relations OR	2-3	___
	PSY 132 General Psychology	5-6	___

**Courses Offered One Semester Only**

Spring	Fall
BUS 237	BUS 127

**SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
BUS 117	Keyboarding II	3	___
BUS 128	Machine Transcription	3	___
BUS 205	Word Processing	3	___
BUS 235	Business Correspondence	3	___
BUS 237	Office Procedures	3	___
CIS 104	Spreadsheet Design	3	___
		18	___

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**Effective Date: Spring, 2006**

**Additional Information:**

Students who successfully complete this one-year program will receive a Certificate of Achievement. The curriculum is designed for the individual desiring a clerical office position that does not involve shorthand. Emphasis is placed on word processing, keyboarding, filing, records management, bookkeeping, basic skills, and office procedures.

Graduates of this program will be qualified for entry level employment as data entry operators, word processing operators, receptionists, file clerks, transcriptionists, general office clerical employees, and civil service employees.

Proficiency exams are available for BUS 116 (requires a minimum of 40 wpm with no more than three errors on a three-minute straight-copy timing) and BUS 117 (requires 55 wpm with no more than three errors on a three-minute straight copy timing) for students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Department for information.



**INFORMATION SYSTEMS AND ACCOUNTING  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 65  
Major Code: 521202-R

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ACC 200	Financial Accounting I	3	___
BUS 111	Business Math OR MAT 108 College Algebra	3	___
CIS 101	Introduction to Computers	3	___
CIS 230	Operating Systems	3	___
ENG 101	English Composition I <sup>1</sup> OR ENG 113 Technical Writing <sup>1</sup>	<u>3</u> 15	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ACC 202	Managerial Accounting	3	___
CIS 210	Presentation Graphics	2	___
CIS 225	Advanced Database Management	3	___
ECO 201	Principles of Macroeconomics OR ECO 202 Principles of Microeconomics	3	___
PSY 132	General Psychology	3	___
	Approved elective	<u>3</u> 17	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ACC 105	Payroll Accounting	3	___
ACC 201	Financial Accounting II	3	___
BUS 110	Introduction to Business	3	___
CIS 104	Spreadsheet Design	3	___
CIS 110	Introduction to Word Processing	2	___
CIS 120	Database Management	<u>3</u> 17	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ACC 225	Integrated Accounting on Computers	3	___
BUS 138	Employment Strategy	1	___
CIS 208	Information Systems Security	3	___
CIS 220	Advanced Spreadsheet Design	3	___
SPE 115	Speech	3	___
	Approved elective	<u>3</u> 16	___

<sup>1</sup> Requires a grade of "C" or higher.

Program prerequisite: BUS 115 or equivalent. Students who do not meet prerequisite should take BUS 115 their first semester of enrollment.

Approved electives:	Fall only courses:	Spring only courses:
ACC 100	CIS 103	ACC 105
ACC 218	CIS 206	ACC 225
BUS 115	CIS 225	CIS 200
BUS 127		CIS 208
BUS 221		CIS 218
BUS 235		CIS 220
CIS 102		CIS 245
CIS 103		MGT 116
CIS 200		
CIS 206		
CIS 218		
CIS 240		
CIS 245		
MGT 116		

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**Effective Date: April 19, 2006**



**INTERNATIONAL STUDIES**  
**Toward a Bachelor of Arts Degree**

Transfer Curriculum  
 Associate in Arts  
 Minimum Hrs. 64  
 Major Code: 1.1 220102A

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ENG 101 English Composition I <sup>1</sup>	3	___
GEO 112 Regional Geography	3	___
HIS 213 Eastern Civilizations	3	___
MAT 120 Elementary Statistics	3	___
Fine Arts Elective	3	___
	15	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
BIO 100 Biology for Non-Science Majors	3	___
ENG 102 English Composition II <sup>1</sup>	3	___
HTH 110 Health Education	2	___
PSC 131 American Government	3	___
SPE 115 Speech	3	___
Social Studies Elective	3	___
	17	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ECO 201 Introduction to Macroeconomics	3	___
PHS 103 Earth Science OR	3	___
PHS 105 Physics for Non-Science Majors		
PSC 212 Introduction to International Relations	3	___
Foreign Language I	4	___
Humanities Elective	3	___
	16	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
PSY 132 General Psychology	3	___
PSC 289 Introduction to Comparative Governments	3	___
Foreign Language II	4	___
Science Elective	3	___
Supportive Skills <sup>2</sup>	3	___
	16	___

<sup>1</sup> Requires a grade of "C" or higher.

<sup>2</sup> Supportive Skills: Chose from CPS 102, CPS 176, CPS 206, BUS 121 or Math elective.

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**Effective Date: Spring, 2006**

**Major Employers:** Public school systems, private schools, government institutions.



**INTERPRETER PREPARATION  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 47  
Major Code: 1.2 510205J

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
IPP 111 Non-Verbal Language	3	—
IPP 141 American Sign Language I	5	—
	8	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
IPP 142 American Sign Language II	4	—
IPP 151 Deaf Studies/Culture	3	—
IPP 201 Introduction to Interpreting	3	—
	10	

**FIRST YEAR — SUMMER SEMESTER (Optional)**

Dept. No.	Hrs.	Gr.
IPP 220 ASL for Interpreters	1	—
	1	

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
IPP 143 American Sign Language III	5	—
IPP 211 ASL Linguistics I	3	—
IPP 222 Interpreting ASL to English	4	—
IPP 231 Interpreting I	4	—
	16	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
IPP 212 ASL Linguistics II	3	—
IPP 223 Introduction to Transliterating	3	—
IPP 250 Field Experience	3	—
IPP 251 Interpreting II	4	—
	13	

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**Effective Date: Spring, 2006**

**Additional Information:**

This certificate program is designed to train individuals to become competent interpreters for the deaf and hard-of-hearing population. The program introduces students to the history, characteristics, and needs of the hard of hearing along with American Sign Language and interpreting techniques and interpreting responsibilities.

\*Competency in American Sign Language communication ("C" or better in IPP 141 and 142) must be achieved before starting second year of classes.



**INTERPRETER PREPARATION  
Part-Time Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 47  
Major Code: 1.2 510205J

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
IPP 111 Non-Verbal Language	3	___
IPP 141 American Sign Language I	5	___
	8	

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
IPP 222 Interpreting ASL to English	4	___
IPP 231 Interpreting I	4	___
	8	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
IPP 142 American Sign Language II	4	___
IPP 151 Deaf Studies/Culture	3	___
	7	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
IPP 223 Introduction to Transliterating	3	___
IPP 250 Field Experience	3	___
IPP 251 Interpreting II	4	___
	10	

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
IPP 143 American Sign Language III	5	___
IPP 211 ASL Linguistics I	3	___
	8	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
IPP 201 Introduction to Interpreting	3	___
IPP 212 ASL Linguistics II	3	___
	6	

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**Effective Date: Spring, 2006**

**Additional Information:** This certificate program is designed to train individuals to become competent interpreters for the deaf and hard-of-hearing population. The program introduces students to the history, characteristics, and needs of the hard of hearing along with American Sign Language and interpreting techniques and interpreting responsibilities.

\*Competency in American Sign Language communication ("C" or better in IPP 141 and 142) must be achieved before starting second year of classes.

**Career Opportunities:** Entry-level employment in the profession of interpreting.



**INTERPRETER PREPARATION  
Professional Development Online Program  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 12  
Major Code: 510205Q

**FIRST YEAR – SUMMER SEMESTER**

Dept. No.	Hrs.	Gr.
IPP 224 Educational Interpreting	$\frac{3}{3}$	___

**SECOND YEAR – SUMMER SEMESTER**

Dept. No.	Hrs.	Gr.
IPP 228 Texts in Translation: ASL to English	$\frac{3}{3}$	___

**FIRST YEAR – SUMMER SEMESTER**

Dept. No.	Hrs.	Gr.
IPP 227 Interpreting Ethics in Action	$\frac{3}{3}$	___

**SECOND YEAR – SUMMER SEMESTER**

Dept. No.	Hrs.	Gr.
IPP 226 Seminar in Interpreting	$\frac{3}{3}$	___

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**Effective Date: Spring, 2006**



**INTERPRETER PREPARATION  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 65  
Major Code: 1.2 510205C

**FIRST YEAR – FALL SEMESTER\***

Dept. No.	Hrs.	Gr.
ANT 216 Cultural Anthropology OR SOC 215 Diversity in American Life	3	___
ENG 101 English Composition I <sup>1</sup>	3	___
IPP 111 Non-Verbal Language	3	___
PSC 131 American Government OR HIS 201 United States History I <sup>2</sup> OR HIS 202 United States History II	3 12	___ ___

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ALH 101 Cardiopulmonary Resuscitation	1	___
IPP 143 American Sign Language III	5	___
IPP 211 ASL Linguistics I	3	___
IPP 222 Interpreting ASL-English	4	___
IPP 231 Interpreting I	4	___
	17	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
BIO 100 Biology for Non-Science Majors	3	___
IPP 142 American Sign Language II	4	___
IPP 151 Deaf Studies/Culture	3	___
IPP 201 Introduction to Interpreting Math Elective <sup>3</sup>	3 3	___ ___
	16	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
IPP 212 ASL Linguistics II	3	___
IPP 223 Introduction to Transliterating	3	___
IPP 250 Field Experience	3	___
IPP 251 Interpreting II	4	___
SPE 115 Speech	3	___
	16	___

**FIRST YEAR – Summer Semester**

Dept. No.	Hrs.	Sem.
PSY 132 General Psychology	3	___
IPP 220 ASL for Interpreters (Optional)	1	___
	4	___

\* Please note that IPP 141 is a prerequisite for program admission.

<sup>1</sup> Requires a grade of "C" or higher.

<sup>2</sup> Students transferring to SIU-C should take History.

<sup>3</sup> Students transferring to SIU-C should take MAT 108, MAT 113, or MAT 120

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**INTRODUCTION TO WIRE EDM OPERATIONS  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 12  
Major Code: 1.2 480507Q

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Dept. No.		Hrs.	Gr.
MAC 154	Introduction to CNC	2	___
MAC 180	Blueprint Reading	3	___
MAT 106	Technical Mathematics	4	___
TDM 203	Nontraditional Machining	<u>3</u>	___
		12	

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**Effective Date: Spring, 2006**



**TRANSFER CURRICULUM:** This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Arts degree in this Catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ENG 101	English Composition I <sup>1</sup>	3	___
JRN 201	Newsriting and Editing I	3	___
PSC 131	American Government	3	___
BIO 100	Biology for Non-Science Majors	3	___
HIS 110	Twentieth Century America OR HIS 112 The Twentieth Century World	3 15	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ENG 102	English Composition II <sup>1</sup>	3	___
JRN 202	Newsriting and Editing II	3	___
JRN 210	Newspaper Production Practicum	1	___
JRN 215	Introduction to Mass Media	3	___
MAT 113	Introduction to Contemporary Mathematics	3	___
	Fine Arts Elective	3	___
		<u>16</u>	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
JRN 210	Newspaper Production Practicum	1-2	___
LIT 280	Introduction to Literature	3	___
MAT 120	Elementary Statistics	3	___
PHS 103	Earth Science OR PHS105 Physics for Non-Science Majors	3	___
PSY 132	General Psychology	3	___
SPE 115	Speech	3	___
		<u>16-17</u>	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
GEO 215	Survival of Humans: Environmental Studies	3	___
HTH 110	Health Education	2	___
JRN 210	Newspaper Production Practicum	1-2	___
LIT 232	American Literature: 1865 to Present OR LIT 212 English Literature: Romanticism to Present	3	___
SOC 133	Principles of Sociology Elective	3	___
		<u>15-16</u>	

<sup>1</sup> Requires a grade of "C" or higher.

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**Effective Date: Spring, 2006**



**LEGAL OFFICE CERTIFICATE  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 33  
Major Code: 1.2 520403J

**FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 116 Keyboarding I	3	___
BUS 127 Electronic Calculating	1	___
BUS 128 Machine Transcription	3	___
BUS 135 Office Language Skills	3	___
BUS 222 Legal and Social Environment of Business	3	___
BUS 236 Records Management	1	___
BUS 282 Legal Terminology	3	___
	17	___

**SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 117 Keyboarding II	3	___
BUS 138 Employment Strategy	1	___
BUS 205 Word Processing	3	___
BUS 235 Business Correspondence	3	___
BUS 283 Legal Document Processing	3	___
CIS 120 Database Management	3	___
	16	___

**Courses Offered One Semester Only**

Fall	Spring
BUS 127	BUS 283
BUS 282	

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**LODGING MANAGEMENT  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 34  
Major Code: 1.2 520902

**FIRST YEAR – FALL SEMESTER**

<b>Dept. No.</b>			<b>Hrs.</b>	<b>Gr.</b>
TRT 150	Introduction to Hospitality and Tourism		3	___
TRT 151	Visitor and Customer Services		3	___
TRT 170	Lodging Management		6	___
TRT 172	Hospitality Law		3	___
			<u>15</u>	

**FIRST YEAR – SPRING SEMESTER**

<b>Dept. No.</b>			<b>Hrs.</b>	<b>Gr.</b>
TRT 171	Lodging Sales and Marketing		3	___
TRT 173	Bed and Breakfast Management		3	___
TRT 174	Practicum		4	___
TRT 176	Food and Beverage Management		3	___
TRT 177	Lodging Financial Management		3	___
TRT 250	Event Planning and Management		3	___
			<u>19</u>	

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**MACHINE TOOL TECHNICIAN I  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 15  
Major Code: 1.2 480507K

Dept. No.		Hrs.	Gr.
MAC 150	Machine Tool Operations	2	___
MAC 151	Machine Tool Lab	2	___
MAC 152	Machine Tool Lab	2	___
MAC 153	Machine Tool Lab	2	___
MAC 180	Blueprint Reading	3	___
MAT 106	Technical Mathematics	4	___
		<u>15</u>	

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**MANUFACTURING TECHNOLOGY CERTIFICATE I  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 28  
Major Code: 1.2 150411K

**FALL SEMESTER**

<b>Dept. No.</b>			<b>Hrs.</b>	<b>Gr.</b>
DRT 185	Computer Graphics I		2	___
IND 121	Manufacturing Processes I		2	___
MAC 180	Blueprint Reading		3	___
MAT 106	Technical Math		4	___
MFT 103	Industrial Robots and PLCs		3	___
			<u>14</u>	

**SPRING SEMESTER**

<b>Dept. No.</b>			<b>Hrs.</b>	<b>Gr.</b>
ELT 102	Industrial Electricity		4	___
IND 122	CAD/CAM Operations		2	___
MFT 101	Production Technology		3	___
MFT 110	Statistical Process Control		2	___
MFT 201	PLC Manufacturing Systems		3	___
			<u>14</u>	

**Optional**

ATI 200 Applied Technologies Internship 1-3

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**MANUFACTURING TECHNOLOGY CERTIFICATE II  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 48  
Major Code: 1.2 150411R

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
DRT 185 Computer Graphics I	2	___
IND 121 Manufacturing Processes I	2	___
MAC 180 Blueprint Reading	3	___
MFT 103 Industrial Robots and PLCs Concentration*	3	___
	6	___
	16	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ELT 102 Industrial Electricity	4	___
IND 122 CAD/CAM Operations	2	___
MAC 154 Introduction to CNC	2	___
MFT 101 Production Technology	3	___
MFT 110 Statistical Process Control	2	___
MFT 201 PLC Manufacturing Systems	3	___
	16	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
MAC 159 CAM Operations	2	___
MAT 106 Technical Math Concentration*	4	___
	10	___
	16	___

**Optional**

ATI 200 Applied Technologies Internship 1-3

\*Concentration will be chosen from Drafting (DRT), Electronics (ELT), Machine Tool (MAC), and Computer Information Systems (CIS).

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**Effective Date: Spring, 2006**



**MANUFACTURING TECHNOLOGY**  
**Computer-Aided Drafting Concentration**  
**Degree Program**

Career Curriculum  
 Associate in Applied Science  
 Minimum Hrs. 69  
 Major Code: 1.2 150411C

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
DRT 181	Technical Drafting I	4	___
DRT 185	Computer Graphics I	2	___
ENG 113	Professional Technical Writing <sup>1</sup> OR ENG 101 English Composition I <sup>1</sup>	3	___
IND 121	Manufacturing Processes I	2	___
MAT 106	Technical Math OR MAT 107 Technical Math with Applications	4	___
PSY 128	Human Relations OR PSY 132 General Psychology	<u>2-3</u> 17-18	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
DRT 182	Technical Drafting II	4	___
DRT 190	Computer Graphics II	2	___
MAC 154	Introduction to CNC	2	___
MFT 101	Production Technology	3	___
PSC 131	American Government OR HIS 201 United States History I OR HIS 202 United States History II	3	___
SPE 115	Speech	<u>3</u> 17	___

<sup>1</sup> Requires a grade of "C" or higher.

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
DRT 183	Detail and Assembly	2	___
DRT 281	Computer Graphics III	3	___
DRT 283	Advanced Technical Drawing II	3	___
ELT 102	Industrial Electricity	4	___
MAC 159	CAM Operations	2	___
MFT 103	Industrial Robots and PLCs	<u>3</u> 17	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
DRT 186	Geometric Dimensioning and Tolerancing	2	___
DRT 282	Tool Design	3	___
DRT 286	Computer Graphics IV	3	___
IND 122	CAD/CAM Operations	2	___
MFT 110	Statistical Process Control	2	___
MFT 201	PLC Manufacturing Systems	3	___
PHY 121	Technical Physics	<u>3</u> 18	___

**Optional**

ATI 200 Applied Technologies Internship 1-4  
 IDM 210 Hydraulics and Pneumatics 4

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**Effective Date: Spring, 2006**

**Additional Information:**

Manufacturing Technology is the study of all of the technologies used to operate a manufacturing business and to increase overall efficiency and productivity in manufacturing. The concern is for how the product is manufactured, distributed, documented, and supported. The following are included in the study of Manufacturing Technology: industrial robots, CAD, CAM, CAD-CAM, PLCs, materials handling, storage and retrieval, payroll, invoicing, receiving, bid specs, production scheduling, record keeping, order entry, and inventory control.

Both two-year associate degree and certificate programs are offered. The degree programs are designed to prepare men and women for a variety of positions in manufacturing. The student will be exposed to the total manufacturing environment, including computer-aided design (CAD), computer-aided manufacturing (CAM), and manufacturing resource planning (MRP). Students will be exposed to a broad knowledge of the basic aspects of manufacturing including these: CAD/CAM, industrial electricity, industrial robots, PLCs, material handling systems, storage and retrieval systems, quality control, production control, manufacturing control, and computer machine tool set-up and operation. Students will design and manufacture a product on an integrated CIM cell. The graduate of this program will be qualified (depending on his or her concentration) for an entry level position as a CAD operator or draftsman, robot programmer, shop floor manager, computer-aided machine tool operator, CAD/CAM operator, electronics technician, or CNC operator/programmer.





**MANUFACTURING TECHNOLOGY**  
**Computer Information Systems Concentration**  
**Degree Program**

Career Curriculum  
 Associate in Applied Science  
 Minimum Hrs. 70  
 Major Code: 1.2 150411C

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
CIS 101 Introduction to Computers	3	___
CIS 102 Programming I	3	___
DRT 185 Computer Graphics I	2	___
IND 121 Manufacturing Processes I	2	___
MAC 180 Blueprint Reading	3	___
MAT 106 Technical Math OR	4	___
MAT 107 Technical Math with Applications	17	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
CIS 103 Network Administration	3	___
CIS 230 Operating Systems	3	___
ELT 102 Industrial Electricity	4	___
ENG 113 Professional Technical Writing <sup>1</sup> OR ENG 101 English Composition I <sup>1</sup>	3	___
MAC 159 CAM Operations	2	___
MFT 103 Industrial Robots and PLCs	3	___
	18	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
CIS 104 Spreadsheet Design	3	___
CIS 120 Database Management	3	___
MAC 154 Introduction to CNC	2	___
MFT 101 Production Technology	3	___
PSC 131 American Government OR HIS 201 United States History I OR HIS 202 United States History II	3	___
PSY 132 General Psychology OR PSY 128 Human Relations	2-3 16-17	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
CIS 220 Advanced Spreadsheet Design	3	___
CIS 225 Advanced Database Management	3	___
IND 122 CAD/CAM Operations	2	___
MFT 110 Statistical Process Control	2	___
MFT 201 PLC Manufacturing Systems	3	___
PHY 121 Technical Physics	3	___
SPE 115 Speech	3	___
	19	___

**Optional**

- ATI 200 Applied Technologies Internship 1-3
- IDM 210 Hydraulics and Pneumatics 4

<sup>1</sup> Requires a grade of "C" or higher.

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**Effective Date: Spring, 2006**

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Manufacturing Technology is the study of all of the technologies used to operate a manufacturing business and to increase overall efficiency and productivity in manufacturing. The concern is for how the product is manufactured, distributed, documented, and supported. The following are included in the study of Manufacturing Technology: industrial robots, CAD, CAM, CAD-CAM, PLCs, materials handling, storage and retrieval, payroll, invoicing, receiving, bid specs, production scheduling, record keeping, order entry, and inventory control.

Both two-year associate degree and certificate programs are offered. The degree programs are designed to prepare men and women for a variety of positions in manufacturing. The student will be exposed to the total manufacturing environment, including computer-aided design (CAD), computer-aided manufacturing (CAM), and manufacturing resource planning (MRP). Students will be exposed to a broad knowledge of the basic aspects of manufacturing including these: CAD/CAM, industrial electricity, industrial robots, PLCs, material handling systems, storage and retrieval systems, quality control, production control, manufacturing control, and computer machine tool set-up and operation. Students will design and manufacture a product on an integrated CIM cell. The graduate of this program will be qualified (depending on his or her concentration) for an entry level position as a CAD operator or draftsman, robot programmer, shop floor manager, computer-aided machine tool operator, CAD/CAM operator, electronics technician, or CNC operator/programmer.



**MANUFACTURING TECHNOLOGY**  
**Electronics Concentration**  
**Degree Program**

Career Curriculum  
 Associate in Applied Science  
 Minimum Hrs. 69  
 Major Code: 1.2 150411C

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
DRT 185 Computer Graphics I	2	___
ELT 102 Industrial Electricity	4	___
IND 121 Manufacturing Processes I	2	___
MAC 180 Blueprint Reading	3	___
MAT 106 Technical Math OR MAT 107 Technical Math with Applications	4	___
MFT 103 Industrial Robots and PLCs	3	___
	<u>18</u>	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ELT 111 Digital Electronics	6	___
ELT 150 Applied Solid State Electronics	4	___
IDM 120 Safety and Environmental Management	2	___
MAC 154 Introduction to CNC	2	___
MFT 101 Production Technology	3	___
	<u>17</u>	

**Optional**

ATI 200 Applied Technologies Internship 1-3  
 IDM 210 Hydraulics and Pneumatics 4

<sup>1</sup> Requires a grade of "C" or higher.

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**Effective Date: Spring, 2006**

**Additional Information:**

Manufacturing technology is the study of all of the technologies used to operate a manufacturing business and to increase overall efficiency and productivity in manufacturing. The concern is for how the product is manufactured, distributed, documented, and supported. The following are included in the study of Manufacturing Technology: industrial robots, CAD, CAM, CAD-CAM, PLCs, materials handling, storage and retrieval, payroll, invoicing, receiving, bid specs, production scheduling, record keeping, order entry, and inventory control.

Both two-year associate degree and certificate programs are offered. The degree programs are designed to prepare men and women for a variety of positions in manufacturing. The student will be exposed to the total manufacturing environment, including computer-aided design (CAD), computer-aided manufacturing (CAM), and manufacturing resource planning (MRP). Students will be exposed to a broad knowledge of the basic aspects of manufacturing including these: CAD/CAM, industrial electricity, industrial robots, PLCs, material handling systems, storage and retrieval systems, quality control, production control, manufacturing control, and computer machine tool set-up and operation. Students will design and manufacture a product on an integrated CIM cell. The graduate of this program will be qualified (depending on his or her concentration) for an entry level position as a CAD operator or draftsman, robot programmer, shop floor manager, computer-aided machine tool operator, CAD/CAM operator, electronics technician, or CNC operator/programmer.



**MANUFACTURING TECHNOLOGY**  
**Machine Tool Concentration**  
**Degree Program**

Career Curriculum  
 Associate in Applied Science  
 Minimum Hrs. 70  
 Major Code: 1.2 150411C

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
DRT 185	Computer Graphics I	2	___
MAC 150	Machine Tool Operations	2	___
MAC 151	Machine Tool Laboratory	2	___
MAC 152	Machine Tool Laboratory	2	___
MAC 153	Machine Tool Laboratory	2	___
MAC 180	Blueprint Reading	3	___
MAT 106	Technical Math OR	4	___
	MAT 107 Technical Math with Applications	17	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
IND 122	CAD/CAM Operations	2	___
MAC 154	Introduction to CNC	2	___
MAC 155	Machine Tool Laboratory	2	___
MAC 156	Machine Tool Laboratory	2	___
MAC 157	Machine Tool Laboratory	2	___
MFT 101	Production Technology	3	___
PSC 131	American Government OR	3	___
	HIS 201 United States History I OR		
	HIS 202 United States History II		
WEL 150	Oxy-Acetylene Fusion Welding	1	___
		17	___

<sup>1</sup>Requires a grade of "C" or higher.

WEL 162 T. I. G. Welding highly recommended.

**\*Note:** Students attending a 4-year university will need PSY 132 and SPE 116.

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ENG 113	Professional Technical Writing OR	3	___
	ENG 101 English Composition I <sup>1</sup>		
IDM 210	Hydraulics and Pneumatics	3	___
IND 201	Metallurgy	2	___
MAC 158	Machine Tool Laboratory	2	___
MAC 159	CAM Operations	2	___
MAC 160	Machine Tool Laboratory	2	___
MAC 161	Machine Tool Laboratory	2	___
MFT 103	Industrial Robots and PLCs	3	___
		19	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
MAC 162	Machine Tool Laboratory	2	___
MAC 163	Machine Tool Laboratory	2	___
MAC 164	Machine Tool Laboratory	2	___
MFT 201	PLC Manufacturing Systems	3	___
PHY 121	Technical Physics	3	___
PSY 132	General Psychology* OR	2-3	___
	PSY 128 Human Relations		
SPE 115	Speech OR	3	___
	SPE 116 Interpersonal Communications*	17-18	___

**Optional**

Dept. No.		Hrs.	Gr.
ATI 200	Applied Technologies	1-3	___

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**Effective Date: Spring, 2006**

**Additional Information:** Manufacturing Technology is the study of all of the technologies used to operate a manufacturing business and to increase overall efficiency and productivity in manufacturing. The concern is for how the product is manufactured, distributed, documented, and supported. The following are included in the study of Manufacturing Technology: industrial robots, CAD, CAM, CAD-CAM, PLCs, materials handling, storage and retrieval, payroll, invoicing, receiving, bid specs, production scheduling, record keeping, order entry, and inventory control.

Both two-year associate degree and certificate programs are offered. The degree programs are designed to prepare men and women for a variety of positions in manufacturing. The student will be exposed to the total manufacturing environment, including computer-aided design (CAD), computer-aided manufacturing (CAM), and manufacturing resource planning (MRP). Students will be exposed to a broad knowledge of the basic aspects of manufacturing including these: CAD/CAM, industrial electricity, industrial robots, PLCs, material handling systems, storage and retrieval systems, quality control, production control, manufacturing control, and computer machine tool set-up and operation. Students will design and manufacture a product on an integrated CIM cell.

**Career Opportunities:** Entry level position as a CAD operator or draftsman; robot programmer; shop floor manager; computer-aided machine tool operator; CAD/CAM operator; electronics technician; software support staff.



**MARKETING  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 64  
Major Code: 1.2 080706C

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 111 Business Mathematics	3	___
BUS 138 Employment Strategy	1	___
ENG 101 English Composition I <sup>1</sup>	3	___
MKT 113 Principles of Marketing I	3	___
MKT 130 Sales I	3	___
Business Elective	3	___
	16	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 100 Business Accounting	3	___
BUS 110 Introduction to Business	3	___
MGT 112 Principles of Management	3	___
PSY 132 General Psychology	3	___
SPE 115 Speech	3	___
Business Elective	3	___
	18	

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 222 Legal and Social Environment of Business	3	___
BUS 235 Business Correspondence	3	___
CIS 207 Computer Applications	3	___
FIN 229 Financial Entrepreneurship	3	___
Business Elective	3	___
	15	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
MGT 228 Small Business Management	3	___
MKT 224 Advertising	3	___
MKT 251 Purchasing	3	___
MKT 295 Marketing on the Internet	3	___
Business Elective	3	___
	15	

**Fall Only Courses:** MKT 113, MKT 130

**Spring Only Courses:** MKT 295, MKT 224, MGT 228, MGT 112, MKT 251

<sup>1</sup>Requires a grade of "C" or higher.

**Students planning to capstone into the ATS or Healthcare Management program at SIUC should see those curriculum guides in the College Catalog.**

Recommended Business Electives:

- ACC 200 Financial Accounting I
- CIS 104 Spreadsheet Design
- CIS 240 Web Page Design
- ECO 202 Introduction to Microeconomics
- FIN 230 Financial Entrepreneurship II

Business electives may include the following prefixes:

- ACC FIN
- BUS MGT
- CIS MKT
- ECO

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**Effective Date: May 25, 2006**

**Career Opportunities:** Assistant manager, department manager, management trainee, account executive, assistant buyer, sales representative, customer service representative, and buyer.



**MARKETING**  
**(Advanced Technical Studies Capstone Option at SIUC)**  
**Degree Program**

Career Curriculum  
 Associate in Applied Science  
 Minimum Hrs. 64  
 Major Code: 1.2 080706C

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BUS 110	Introduction to Business	3	___
BUS 138	Employment Strategy	1	___
ENG 101	English Composition I <sup>1</sup>	3	___
MAT 108	College Algebra OR MAT 113 Introduction to Contemporary Mathematics <sup>2</sup>	3	___
MKT 113	Principles of Marketing I	3	___
MKT 130	Sales I	3	___
		16	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ACC 200	Financial Accounting I	3	___
MGT 112	Principles of Management	3	___
MKT 131	Sales II	3	___
PSY 132	General Psychology	3	___
SPE 115	Speech Elective <sup>3</sup>	3	___
		18	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BUS 221	Business Law	3	___
BUS 235	Business Correspondence	3	___
CIS 207	Computer Applications	3	___
MKT 229	Financial Entrepreneurship Elective <sup>3</sup>	3	___
		15	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ECO 202	Introduction to Microeconomics	3	___
MKT 224	Advertising	3	___
MKT 228	Small Business Management	3	___
MKT 251	Purchasing	3	___
MKT 295	Marketing on the Internet	3	___
		15	___

**Fall Only Courses:** MKT 113, MKT 130

**Spring Only Courses:** MKT 131 (Course prerequisite: MKT 130), MKT 295, MKT 224, MKT 228, MGT 112, MKT 251

<sup>1</sup>Requires a grade of "C" or higher.

<sup>2</sup>Course Prerequisites: MAT 061 and MAT 062.

<sup>3</sup>Students planning to capstone into the ATS at SIU should choose from the capstone electives.

Capstone Electives (Advanced Technical Studies)

Humanities Elective – PHL 111 or PHL 121

Physical Science Elective (Group 1) – CHM 151 or PHS 103 or PHS 105

Life Science Elective (Group 2) – BIO 100 or BIO 101 or BIO 110

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**Effective Date: Spring, 2006**

**Career Opportunities:** Assistant manager, department manager, management trainee, account executive, assistant buyer, sales representative, customer service representative, and buyer.



**MARKETING**  
**(Health Care Management Capstone Option at SIUC)**  
**Degree Program**

Career Curriculum  
 Associate in Applied Science  
 Minimum Hrs. 64  
 Major Code: 1.2 080706C

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 110 Introduction to Business	3	___
BUS 138 Employment Strategy	1	___
ENG 101 English Composition I <sup>1</sup>	3	___
MAT 108 College Algebra OR MAT 113 Introduction to Contemporary Mathematics <sup>2</sup>	3	___
MKT 113 Principles of Marketing I	3	___
MKT 130 Sales I	3	___
	16	

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 222 Legal and Social Environment of Business	3	___
BUS 235 Business Correspondence	3	___
CIS 207 Computer Applications	3	___
FIN 229 Financial Entrepreneurship Elective <sup>3</sup>	3	___
	15	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 200 Financial Accounting I	3	___
BUS 215 Medical Terminology	3	___
MGT 112 Principles of Management	3	___
PSY 132 General Psychology	3	___
SPE 115 Speech Elective <sup>3</sup>	3	___
	18	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ECO 202 Introduction to Microeconomics	3	___
MGT 228 Small Business Management	3	___
MKT 224 Advertising	3	___
MKT 251 Purchasing	3	___
MKT 295 Marketing on the Internet	3	___
	15	

**Fall Only Courses:** MKT 113, MKT 130

**Spring Only Courses:** MKT 295, MKT 224, MGT 228, MGT 112, MKT 251

<sup>1</sup>Requires a grade of "C" or higher.

<sup>2</sup> Course prerequisites: MAT 061 and MAT 062

<sup>3</sup> Students planning to capstone into the Healthcare Management program at SIU should choose from the capstone electives. The 6 credit hours of electives; spring semester 1st year and fall semester 2nd year should be selected from the following options: 3 credits in humanities, 3 in fine arts, 3 in multicultural, 3 in physical science, 3 in life sciences.

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**Effective Date: May 25, 2006**



**MASSAGE THERAPY\***  
**Certificate Program**

Career Curriculum  
Certificate of Achievement  
Minimum Hrs. 30  
Major Code: 1.2 120405J

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BIO 105 Anatomy & Physiology	3	___
MAS 101 Introduction to Massage Therapy	3	___
MAS 102 Massage Therapy I	6	___
MAS 103 Body Anatomy for Massage Therapy	3	___
	15	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
MAS 104 Massage Therapy II	7	___
MAS 105 Advanced Massage Therapy Techniques	5	___
MAS 106 Massage Business Management	3	___
	15	

All classes must be completed with a "C" or higher grade.

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**Effective Date: February 26, 2007**

\*There is an entrance requirement for the program. Contact the Assessment Office for additional information and registration.



**MATHEMATICS**  
**Toward a Bachelor of Science Degree**

Transfer Curriculum  
 Associate in Science  
 Minimum Hrs. 64  
 Major Code: 1.1 270101B

**TRANSFER CURRICULUM:** This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree in this Catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 101	Biological Science for Science Majors I	4	___
ENG 101	English Composition I <sup>1</sup>	3	___
MAT 131	Calculus I	5	___
PSC 131	American Government OR HIS 201 United States History I OR HIS 202 United States History II	<u>3</u> 15	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
	Computer Programming <sup>2</sup>	4	___
MAT 202	Calculus III	3	___
PHY 155	College Physics I OR PHY 205 University Physics I <sup>3</sup>	5	___
SPE 115	Speech	<u>3</u> 15	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ENG 102	English Composition II <sup>1</sup>	3	___
MAT 201	Calculus II	5	___
PHL 121	Introduction to Logic	3	___
PSY 132	General Psychology Fine Arts Elective	<u>3</u> 17	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
HIS 213	Eastern Civilizations OR LIT 280 Introduction to Literature OR LIT 284 Ethnic Literature in America	3	___
MAT 205	Differential Equations <sup>4</sup>	3	___
MAT 221	Introduction to Linear Algebra <sup>4</sup>	3	___
PHY 156	College Physics II OR PHY 206 University Physics II <sup>3</sup> Social Science Elective	<u>5</u> <u>3</u> 17	___

<sup>1</sup> Requires a grade of "C" or higher.

<sup>2</sup> Students should consult with an advisor and/or appropriate transfer institution catalog to determine if Introduction to Scientific Programming (CPS 203) or Computer Science I (CPS 206) is needed for their program.

<sup>3</sup> Students should consult with an advisor and/or appropriate transfer institution catalog to determine if College Physics (PHY 155/PHY156) or University Physics (PHY 205/PHY 206) is needed for their program.

<sup>4</sup> This course is offered in the Spring Semester only.

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**Effective Date: Spring, 2006**

**Career Opportunities:** Actuary, mathematician, mathematics teacher, computer applications engineer, systems analyst, operations research analyst, statistician, mathematical technician, financial analyst, securities, bond advisor, weight analyst, information systems programmer, econometrician, market research analyst, budget management analyst, computing analyst, research mathematician, applied statistician, biostatistician, data reduction technician, business programmer, investment analyst, commodity analyst, insurance analyst, engineering and scientific programmer, financial analyst.

**Major Employers:** Colleges and universities, schools, aerospace, communications, and machinery industries; pharmaceutical and electrical equipment industries; public utilities; finance and insurance companies; management and consulting services; government agencies, including U. S. Departments of Defense, Labor, Commerce, Transportation and Treasury.





**MATHEMATICS EDUCATION\***  
**Toward a Bachelor of Science Degree**

Transfer Curriculum  
 Associate in Science  
 Minimum Hrs. 66  
 Major Code: 1.1 131311B

**TRANSFER CURRICULUM:** This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree in this Catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 100	Biology for Non-Science Majors	3	___
ENG 101	English Composition I <sup>4</sup>	3	___
MAT 131	Calculus I <sup>1</sup>	5	___
PHL 121	Introduction to Logic	3	___
PSY 132	General Psychology	3	___
		17	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
	Computer Programming <sup>2</sup>	4	___
CPS 111	Introduction to Technology for Educators**	3	___
ENG 102	English Composition II <sup>4</sup>	3	___
MAT 201	Calculus II	5	___
	Fine Arts Elective	3	___
		18	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
EDC 202	Human Growth, Development and Learning	3	___
HIS 213	Eastern Civilizations OR PHL 200 Non-Western Philosophy	3	___
MAT 202	Calculus III	3	___
PHY 155	College Physics I OR PHY 205 University Physics I <sup>3</sup>	5	___
SPE 115	Speech	3	___
		17	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
MAT 221	Introduction to Linear Algebra	3	___
PHY 156	College Physics II OR PHY 206 University Physics II <sup>3</sup>	5	___
PSC 131	American Government OR HIS 201 United States History I OR HIS 202 United States History II Literature Elective <sup>5</sup>	3	___
		3	
		14	

\* This curriculum guide is intended for secondary education majors. Students are encouraged to complete MAT 205 (Differential Equations) and EDC 203 (School and Society) before transferring.

Students should become aware of specific requirements at their transfer school of choice, e.g., Southern Illinois University presently requires an ACT of 18 for admission into the Education Department.

\*\* Recommended as an elective for education majors.

<sup>1</sup> For students who have had two years of algebra, one year of geometry, and one-half year of trigonometry in high school, the suggested starting point in the mathematics sequence is MAT 111, Pre-Calculus.

For students lacking two years of algebra and/or one year of geometry, it will be necessary to start the mathematics sequence with MAT 052 (Basic Algebra), MAT 061 (Basic Euclidean Geometry), or MAT 062 (Intermediate Algebra), and catch up by attending summer sessions. For students lacking computer programming experience, it will be necessary to start the computer science sequence with CPS 176.

<sup>2</sup> CPS 206 is currently recommended, but this may vary according to preference of transfer institution.

<sup>3</sup> Students should consult with an advisor and/or appropriate transfer institution catalog to determine if College Physics (PHY 155/PHY 156) or University Physics (PHY 205/PHY206) is needed for their program.

<sup>4</sup> Requires a grade of "C" or higher.

<sup>5</sup> Student should choose one course from LIT 212, LIT 232, LIT 280, or LIT 281.

It is recommended that all education majors take CPS 111 Introduction to Technology for Educators. All education majors must demonstrate proficiency in technology prior to admission to most university teacher education programs. This course or a proficiency exam will be necessary.

Prior to admission to college and university teacher education programs, all transfer students must demonstrate proficiency on the Enhanced Basic Skills Test.

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**Effective Date: Spring, 2006**



**MAZAK PROGRAMMING SPECIALIST  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 10  
Major Code: 1.2 480503K

Dept. No.		Hrs.	Gr.
MAC 151	Machine Tool Laboratory	2	—
MAC 152	Machine Tool Laboratory	2	—
MAC 153	Machine Tool Laboratory	2	—
MAC 154	Introduction to CNC	2	—
MAC 159	CAM Operations	2	—
		<u>10</u>	

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**Effective Date: Spring, 2006**



**MEDICAL ADMINISTRATIVE ASSISTANT  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 67  
Major Code: 1.2 520404C

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 111 Business Mathematics	3	—
BUS 116 Keyboarding I	3	—
BUS 127 Electronic Calculating	1	—
BUS 135 Office Language Skills	3	—
BUS 215 Medical Terminology I	3	—
CIS 101 Introduction to Computers	3	—
	16	

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 100 Business Accounting	3	—
ALH 101 Cardiopulmonary Resuscitation	1	—
BUS 138 Employment Strategy	1	—
BUS 205 Word Processing	3	—
CIS 104 Spreadsheet Design	3	—
CIS 120 Database Management	3	—
SPE 115 Speech	3	—
	17	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 117 Keyboarding II	3	—
BUS 128 Machine Transcription	3	—
BUS 216 Medical Terminology II	3	—
BUS 236 Records Management	1	—
BUS 249 Medical Transcription I	3	—
BUS 270 Medical Office Procedures	3	—
	16	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 110 Introduction to Business	3	—
BUS 235 Business Correspondence	3	—
BUS 275 Medical Office Coding and Insurance	3	—
BUS 280 Computer Applications for the Medical Office	3	—
PSC 131 American Government OR HIS 201 United States History I OR HIS 202 United States History II	3	—
PSY 132 General Psychology	3	—
	18	

**Courses offered one semester only:**

- Spring
- BUS 249
- BUS 270
- Bus 275
- BUS 280

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**Effective Date: Spring, 2006**

**Additional Information:**

This is a two-year program leading to an Associate in Applied Science degree. The Medical Administrative Assistant Program prepares students for office support positions in a doctor's office, clinic, hospital, or other health care-related organizations. Besides exposure to executive secretarial courses, participants gain experience with computer applications, medical terminology, CPR, medical office procedures, and The Medical Manager®.

Proficiency exams are available for BUS 116 (requiring 40 wpm with no more than three errors on a three-minute straight-copy timing) and BUS 117 (requiring 55 wpm with no more than three errors on a three-minute straight-copy timing) for students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Department for information.

**Career Opportunities:** Positions as a medical office assistant, medical transcriptionist, and medical receptionist are available in hospitals, clinics, doctors' offices, health care organizations, insurance companies, health foundations, local industries, and state and federal government agencies.



**MEDICAL ADMINISTRATIVE ASSISTANT  
Health Care Management Capstone Option  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 67  
Major Code: 1.2 520404C

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 116 Keyboarding I	3	___
BUS 127 Electronic Calculating	1	___
BUS 135 Office Language Skills	3	___
BUS 215 Medical Terminology I	3	___
CIS 101 Introduction to Computers	3	___
MAT 113 Introduction to Contemporary Mathematics	3	___
	16	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 100 Business Accounting	3	___
ALH 101 Cardiopulmonary Resuscitation	1	___
BUS 138 Employment Strategy	1	___
BUS 205 Word Processing	3	___
CIS 104 Spreadsheet Design	3	___
CIS 120 Database Management	3	___
SPE 115 Speech	3	___
	17	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 117 Keyboarding II	3	___
BUS 128 Machine Transcription	3	___
BUS 216 Medical Terminology II	3	___
BUS 236 Records Management	1	___
BUS 249 Medical Transcription I	3	___
BUS 270 Medical Office Procedures	3	___
	16	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 110 Introduction to Business	3	___
BUS 275 Medical Office Coding and Insurance	3	___
BUS 280 Computer Applications for Medical Office	3	___
ECO 202 Introduction to Microeconomics	3	___
ENG 101 English Composition I <sup>1</sup>	3	___
PSY 132 General Psychology	3	___
	18	___

**Courses offered one semester only:**

- Spring
- Bus 249
- BUS 270
- Bus 275
- BUS 280

<sup>1</sup> Requires a grade of "C" or higher.

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Please verify with your academic advisor the accuracy and time lines of this document.*

**Effective Date: Spring, 2006**

**Additional Information:**

This is a two-year program leading to an Associate in Applied Science degree. The Medical Administrative Assistant Program prepares students for office support positions in a doctor's office, clinic, hospital, or other health care-related organizations. Besides exposure to executive secretarial courses, participants gain experience with computer applications, medical terminology, CPR, medical office procedures, and The Medical Manager®.

Proficiency exams are available for BUS 116 (requiring 40 wpm with no more than three errors on a three-minute straight-copy timing) and BUS 117 (requiring 55 wpm with no more than three errors on a three-minute straight-copy timing) for students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Department for information.

**Career Opportunities:** Positions as a medical office assistant, medical transcriptionist, and medical receptionist are available in hospitals, clinics, doctors' offices, health care organizations, insurance companies, health foundations, local industries, and state and federal government agencies.



**MEDICAL ASSISTANT  
Certificate Program**

Career Curriculum Certificate of Achievement Minimum Hrs. 22 Major Code: 1.2 510801K
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**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
MED 120	Introduction to Medical Assisting	3	___
MED 122	Medical Office Procedures	3	___
NAD 101	Nursing Assistant Training	7	___
		<u>13</u>	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
MED 124	Medical Terminology and Coding	3	___
MED 130	Pharmacology	2	___
MED 132	Medical Clinic Procedures	2	___
MED 134	Externship	2	___
		<u>9</u>	

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**Effective Date: April 24, 2006**

**Additional Information:** This certificate program is designed to train individuals to become multi-skilled professionals in an ambulatory healthcare setting with entry level skills for front office operations and clinical experiences related to assisting physicians in the back office. The Commission on Accreditation of Allied Health Programs guidelines for medical assistants are included in the certificate.



**MEDICAL CLERK  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 17  
Major Code: 1.2 520404K

**FALL SEMESTER**

<b>Dept. No.</b>		<b>Hrs.</b>	<b>Gr.</b>
BUS 116	Keyboarding I	3	___
BUS 135	Office Language Skills	3	___
BUS 215	Medical Terminology I	<u>3</u>	___
		9	

**SPRING SEMESTER**

<b>Dept. No.</b>		<b>Hrs.</b>	<b>Gr.</b>
BUS 138	Employment Strategy	1	___
BUS 236	Records Management	1	___
BUS 270	Medical Office Procedures	3	___
CIS 101	Introduction to Computers	<u>3</u>	___
		8	

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Please verify with your academic advisor the accuracy and time lines of this document.*

**Effective Date: Spring, 2006**



**MEDICAL LABORATORY TECHNOLOGY (MLT)  
SICCM Cooperative Program  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 67  
Major Code: 1.2 511004C

**FIRST YEAR – SUMMER SEMESTER**

Dept. No.	Hrs.	Gr.
BIO 205 Human Anatomy and Physiology I	4	—
	<u>4</u>	

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BIO 206 Human Anatomy and Physiology II	4	—
CHM 151 Chemical Principles*	5	—
MAT 108 College Algebra	3	—
MLT 120 Introduction to Clinical Lab	3	—
	<u>15</u>	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
BIO 226 General Microbiology	4	—
CHM 152 Chemical Principles with Qualitative Analysis	5	—
MLT 121 Serology	1.5	—
MLT 122 Clinical Microscopy	3	—
MLT 123 Phlebotomy	1.5	—
	<u>15</u>	

**SECOND YEAR – SUMMER SEMESTER**

Dept. No.	Hrs.	Gr.
ENG 101 English Composition I <sup>1</sup>	3	—
SPE 115 Speech	3	—
	<u>6</u>	

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
MLT 223 Immunohematology (1st 10 1/2 weeks)	4	—
MLT 228 Hematology and Hemostasis (1st 10 1/2 weeks)	5	—
MLT 251 Clinical Rotation I (Last 6 1/2 weeks)	3	—
	<u>12</u>	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
MLT 225 Clinical Chemistry (1st 10 1/2 weeks)	4	—
MLT 229 Applied Clinical Microbiology (1st 10 1/2 weeks)	5	—
MLT 252 Clinical Rotation II (Last 6 1/2 weeks)	3	—
PSY 132 General Psychology	3	—
	<u>15</u>	

<sup>1</sup> Requires a grade of "C" or higher.

\* Students must have consent of instructor if they take MAT 108 concurrently

Students must maintain "C" overall average plus "C" or better in all MLT classes and natural science courses (chemistry, anatomy, and physiology).

Students wanting to transfer to SIU-C in Health Care Management must complete ACC 200, BUS 215, and MAT 108.

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**Effective Date: January 29, 2007**

**Additional Information:**

The Profession

The Medical Laboratory Technician (MLT) is employed in clinical laboratories of hospitals, clinics, physician's offices, and other health care facilities performing varied laboratory procedures and diagnostic tests. Laboratory tests are performed on body fluids such as blood, which is obtained by the technician through venipuncture. The MLT works as a bench technician under the direct supervision of a physician and/or medical technologist in the areas of blood banking, clinical chemistry, hematology, microbiology, urinalysis, coagulation, and immunology. The MLT is an integral part of the health care team focused on providing optimum patient care. The technician monitors quality control, performs maintenance on equipment and instruments, applies basic scientific principles to laboratory techniques and procedures, recognizes factors that affect procedures and results (taking corrective action when indicated), relates laboratory findings to common disease processes, and interacts with other health care personnel and patients.

The Program

The Medical Laboratory Technology (two-year) Associate Degree Program is offered through the Southern Illinois Collegiate Common Market (SICCM) and is a cooperative program with John A. Logan College, Rend Lake College, Shawnee Community College, and Southeastern Illinois College. Each spring semester, students from each college are admitted to begin the program the following fall semester. Biology 205 should be taken prior to beginning the program.

MLT Program admission is non-discriminatory, but certain personal and physical attributes are key to success in the profession. These may include the following: good general physical health, good vision (may be corrected), good color vision, and good manual dexterity.

Students are admitted to the MLT program and register for all courses through their home campus. General education courses are taken at the home campus, but MLT core courses are taught at various campuses, requiring students to travel an hour or more to classes. When registering for courses, students should consider travel time between their home campus and campuses where MLT core courses are scheduled. MLT courses may be taught in the day and/or evening based on part-time faculty availability. MLT courses of the second year are taught in the first 10 1/2 weeks of the semester. Courses are scheduled back-to-back to reduce student travel time. Clinical rotations are required in the second year of the program. These consist of two 16-day rotations during the last 6 1/2 weeks of the semester and are completed in labs of area hospitals. Students will be assigned to clinical sites as close to their home as possible, but students may have to travel considerable distances.

The SICCM MLT Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 8410 West Bryn Mawr Avenue, Suite 670, Chicago, Illinois 60631-3415, telephone: (773) 714-8880. Students who have completed the program requirements are eligible to take the national certification examination offered by the Board of Registry of the American Society of Clinical Pathologists (ASCP). The certified graduate may then use the title "MLT (ASCP)."

Retention in the MLT program requires that the MLT students earn a grade of "C" or better in all MLT and natural science courses (chemistry, anatomy and physiology). The student must achieve a "C" average in the MLT curriculum in order to graduate. If a student fails an MLT or a required natural science course, the course must be repeated with a passing grade ("A", "B", or "C"). MLT courses are only offered once a year, so the student will have to wait to take courses until the prerequisite course has been completed with a passing grade. All courses must be taken in sequence as specified by course prerequisites unless permission is granted by the program director. "C" average = 2.0 on a 4- pt. scale; 3.0 on a 5-pt. scale.

**Career Opportunities:** Medical laboratory technician.

**Major Employers:** Clinical laboratories of hospitals, clinics, physician's offices, and other health care facilities performing laboratory procedures and diagnostic tests.





**MEDICAL TRANSCRIPTION  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 39  
Major Code: 1.2 510708J

**FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 116 Keyboarding I	3	___
BUS 135 Office Language Skills	3	___
BUS 215 Medical Terminology I	3	___
BUS 236 Records Management	1	___
CIS 101 Introduction to Computers	3	___
	13	

**SUMMER SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 138 Employment Strategy	1	___
BUS 235 Business Correspondence	3	___
BUS 250 Medical Transcription II	3	___
BUS 251 Medical Transcription Internship	1	___
	8	

**SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 117 Keyboarding II	3	___
BUS 205 Word processing	3	___
BUS 216 Medical Terminology II	3	___
BUS 249 Medical Transcription I	3	___
BUS 270 Medical Office Procedures	3	___
BUS 280 Computer Applications for the Medical Office	3	___
	18	

Prerequisite to program: BUS 116 or one year of high school keyboarding within the last two years and a minimum of 35 wpm with no more than three errors on a three-minute straight copy timing.

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**Effective Date: Spring, 2006**

**Additional Information:**

This is a one-year certificate program leading to a Certificate of Achievement. It is designed for the individual desiring a document processing position in the medical field. Emphasis is on the study and use of medical terminology in medical transcription. Proficiency can be acquired in the preparation of medical documents.

Upon completion of the program, a graduate will be qualified to fill positions in hospitals, clinics, and doctors' offices and perform medical transcription and other related tasks.

A proficiency exam is available for BUS 116 and BUS 117 for students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Department for information.



**MICROPROCESSORS  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 23  
Major Code: 1.2 150303R

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Dept. No.			Hrs.	Gr.
ELT 100	DC/AC Fundamentals		8	___
ELT 111	Digital Electronics		6	___
ELT 200	Introduction to Microprocessors		5	___
MAT 106	Technical Mathematics		4	___
			<u>23</u>	

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**Effective Date: Spring, 2006**



**MUSIC**  
**Toward a Bachelor of Arts Degree**

Transfer Curriculum  
 Associate in Arts  
 Minimum Hrs. 64  
 Major Code: 1.1 500901A

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ENG 101	English Composition I <sup>1</sup>	3	___
MAT 113	Introduction to Contemporary Mathematics	3	___
MUS 101A	Choral Ensemble	1	___
MUS 108	Aural Skills I	1	___
MUS 121	Theory of Music (Substitute for MUS 105)	3	___
PSC 131	American Government OR HIS 201 United States History I OR HIS 202 United States History II	<u>3</u> 14	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ENG 102	English Composition II <sup>1</sup>	3	___
MUS 101B	Choral Ensemble	1	___
MUS 109	Aural Skills II	1	___
MUS 122	Theory of Music	3	___
MUS 225	Music Literature/History	3	___
PHS 105	Physics for Non-Science Majors OR PHS 103 Earth Science	3	___
PSY 132	General Psychology	<u>3</u> 17	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
HTH 110	Health Education	2	___
MUS 101C	Choral Ensemble	1	___
MUS 208	Aural Skills III	1	___
MUS 221	Theory of Music	3	___
PHS 101	Environmental Technology	3	___
SPE 115	Speech	3	___
	Humanities/Fine Arts Elective	<u>3</u> 16	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 100	Biology for Non-Science Majors	3	___
MUS 101D	Choral Ensemble	1	___
MUS 209	Aural Skills IV	1	___
MUS 222	Theory of Music	3	___
	Humanities Elective	3	___
	Social Science Elective	3	___
	Supportive Skills Elective	<u>3</u> 17	___

<sup>1</sup> Requires a grade of "C" or higher.

Consult your academic and music advisors to determine needed adjustments to this curriculum guide to accommodate your interest in a specific specialization with music (music education, music theater, music business, AFA/BFA in music, etc.) This curriculum guide does not include applied (private) lessons.

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**Effective Date: Spring, 2006**

**Career Opportunities:** Accompanist, music director, teacher, arranger, conductor, agent, instrumentalist, music producer, music publisher, singer, studio teacher, voice coach, civic director, acoustical engineer, composer, disc jockey, music librarian, music coordinator, recording engineer, studio manager, recreation director.

**Major Employers:** Symphonies, opera, ballet, and theater orchestras, schools; colleges and universities; dinner clubs; lounges; music publishers; musical instrument manufacturers; retailer and wholesalers; radio and TV studios; recording studios; civic and community centers.



**MUSIC PERFORMANCE**  
**Toward a Bachelor of Fine Arts Degree**

Transfer Curriculum  
 Associate in Fine Arts  
 Minimum Hrs. 65  
 Major Code: 1.1 500901M

**Transfer Curriculum:** This program is designed to meet the specific needs for music performance majors. It provides for music requirements to be completed during the first two years and leaves more general core courses to be completed during the final years of a baccalaureate program. Since completion of this curriculum does not fulfill the requirements of the Illinois General Education Core Curriculum of the Illinois Articulation Initiative, students will need to complete the general education requirements of the institution to which they transfer. Transfer admission is competitive. Completion of this option does not guarantee admission to the baccalaureate program or to upper-division specialty music courses. Students may be required to demonstrate skill level through auditions and placement testing at the institution to which they transfer. Students may also elect to enroll in additional courses before transferring in order to complete the general core curriculum requirement. Students who complete fewer than 65 semester credits may require more than two years after transfer to a senior institution to complete the baccalaureate degree. Students should select courses in consultation with an advisor appropriate for specific music performance majors.

**FIRST YEAR – FALL SEMESTER<sup>5</sup>**

Dept. No.	Hrs.	Gr.
ENG 101 English Composition I <sup>1</sup>	3	___
MAT 113 Introduction to Contemporary Mathematics	3	___
MUS 101A Choral Ensemble <sup>2</sup>	1	___
MUS 106 Beginning Class Piano I	1	___
MUS 108 Aural Skills I	1	___
MUS 111 (A-Z) Applied Music	2	___
MUS 121 Theory of Music	3	___
	<u>14</u>	___

**SECOND YEAR – FALL SEMESTER<sup>5</sup>**

Dept. No.	Hrs.	Gr.
HUM 101 Introduction to Humanities	3	___
MUS 101C Choral Ensemble <sup>2</sup>	1	___
MUS 112B Applied Music-Piano	1	___
MUS 113 (A-Z) Applied Music	2	___
MUS 208 Aural Skills III	1	___
MUS 221 Advanced Theory of Music	3	___
SPE 115 Speech	3	___
Science Elective <sup>3</sup>	3	___
	<u>17</u>	___

**FIRST YEAR – SPRING SEMESTER<sup>5</sup>**

Dept. No.	Hrs.	Gr.
ENG 102 English Composition II <sup>1</sup>	3	___
HTH 110 Health	2	___
MUS 101B Choral Ensemble <sup>2</sup>	1	___
MUS 109 Aural Skills II	1	___
MUS 111B Applied Music-Piano	1	___
MUS 112 (A-Z) Applied Music	2	___
MUS 122 Theory of Music	3	___
Science Elective <sup>3</sup>	4	___
	<u>17</u>	___

**SECOND YEAR – SPRING SEMESTER<sup>5</sup>**

Dept. No.	Hrs.	Gr.
MUS 101D Choral Ensemble <sup>2</sup>	1	___
MUS 113B Applied Music-Piano	1	___
MUS 209 Aural Skills IV	1	___
MUS 211 (A-Z) Applied Music	2	___
MUS 222 Advanced Theory of Music	3	___
MUS 225 Music Literature/History	3	___
PSY 132 General Psychology	3	___
Humanities Elective <sup>4</sup>	3	___
	<u>17</u>	___

<sup>1</sup> Requires a grade of "C" or higher.

<sup>2</sup> Chamber Ensemble (MUS 102) can substitute for Choral Ensemble (MUS 101).

<sup>3</sup> Select one course from BIO 100, 101, 105, 110 or GEO 215 and one course from CHM 141, 151, PHS 101, 102, 103, 104, 105, PHY 121, 155, or 205. For the AFA, one must have a minimum of 7 semester credits from the IAI GECC Physical and Life Sciences area and one course must be a laboratory course.

<sup>4</sup> Select an approved IAI GECC Humanities course.

<sup>5</sup> All music courses must be taken in the semester and sequence as stated in the curriculum guide.

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**Effective Date: Spring, 2006**



**NURSING ASSISTANT  
Certificate Program**

Career Curriculum Certificate Program Minimum Hrs. 7 Major Code: 1.2 511614K
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Dept. No.		Hrs.	Gr.
NAD 101	Nursing Assistant Training	$\frac{7}{7}$	—

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**Effective Date: Spring, 2006**

**Additional Information:** This course is designed for students interested in becoming nursing assistant. Students receive training that will enable them to work in hospitals, long-term care facilities, or other health care facilities. A criminal background check is completed as a part of the program. This program is approved by the Illinois Department of Public Health.



**OCCUPATIONAL THERAPY ASSISTANT  
SICCM Cooperative Program  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 71  
Major Code: 1.2 510803C

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 205	Human Anatomy and Physiology I	4	___
BUS 215	Medical Terminology I	3	___
OTA 100	Introduction to Occupational Therapy	2	___
OTA 110	Clinical Observation	2	___
OTA 131	Disease and Impact on Occupation	3	___
OTA 132	Occupational Development	1	___
OTA 210	Occupational Therapy Theory I	4	___
		19	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
OTA 200	Psychosocial Therapy and Practice	3	___
OTA 205	Occupational Therapy in Pediatrics	4	___
OTA 230	Clinical Rotation II	2	___
OTA 231	Occupational Therapy Theory II	1.5	___
OTA 232	Aging and Impact on Occupational Performance	1.5	___
PSY 262	Child Psychology	3	___
		15	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 206	Human Anatomy and Physiology II	4	___
OTA 112	Activities of Daily Living	3	___
OTA 120	Occupational Therapeutic Media	3	___
OTA 122	Occupational Therapy Group Process	2	___
OTA 133	Clinical Rotation I	1	___
OTA 134	Occupational Therapy in Physical Disabilities	3	___
PSY 132	General Psychology	3	___
		19	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
OTA 217	Fieldwork Experience I* (Class meets 8 weeks)	4.5	___
OTA 218	Fieldwork Experience II* (Class meets 8 weeks)	4.5	___
OTA 250	Occupational Therapy Administration	3	___
		12	

\*Must be completed within 18 months of academic coursework.

**FIRST YEAR – SUMMER SEMESTER**

Dept. No.		Hrs.	Gr.
ENG 101	English Composition I <sup>1</sup>	3	___
SOC 133	Sociology	3	___
		6	

<sup>1</sup> Requires a grade of "C" or higher.

Students must maintain "C" overall average plus "C" or better in all OTA classes and all required general education classes.

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**Effective Date: January 29, 2007**

**Additional Information:**

The OTA courses have both lecture and hands-on laboratory components. Portions of the lecture section of several OTA courses are web-based. During the program, students will develop entry-level competencies necessary to provide services to persons of all ages who have functional loss due to physical, neurological, social/emotional, cognitive, or developmental disabilities.

The profession tailors rehabilitation individually for each client. Through evaluation and treatment, it seeks to restore or improve function in occupational performance. Treatment is provided within the context of the client's life environments and relationships. Occupation may be defined as the ordinary things people do each day to work, to play, and to take care of themselves. Occupational therapy is based on the idea that our personal identity and feeling of value is closely tied to what we are able to do. We all choose many "occupational" roles that are important to us and make us excited to engage in life. When our function becomes impaired, we may lose both our independence and sense of self-worth.

The practice of OT utilizes the therapeutic use of purposeful and meaningful occupations in treatment, as well as focusing on these occupations as the goal of treatment. OT intervention may include restoration of performance abilities; instruction in compensatory techniques; adaptation of tasks, processes, or environments; disability prevention techniques; and health promotion strategies. Occupational therapy assistants, under the supervision of an occupational therapist, will work directly with persons to achieve a maximum level of independent living by developing the capacities that remain after disease, accident, or other disability.

OT serves a diverse population in a wide variety of settings such as hospitals; clinics; facilities for rehabilitation, extended, and long-term care; sheltered workshops; schools; camps; private homes; physicians' offices; community programs; and private practice.

#### Admission Requirements

1. Graduate from an approved high school, or demonstrate equivalent competency (G.E.D. examination).
2. Complete general admission procedures for John A. Logan College.
3. By March 1, file the following OTA application information with the Assessment Office at John A. Logan College:
  - A. Completed OTA application form.
  - B. Health Occupations Aptitude Test results.
  - C. Official transcripts of previous college experience.
4. Achieve competitive level on a composite selection score for the College. The five top-scoring applicants are awarded admission. This score is based upon the Health Occupations Aptitude Examination--Revised test results and weighted grades for previous college coursework taken within, or transferring to, the occupational therapy assistant required curriculum.

#### Accreditation Status

The SICCM Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P. O. Box 31220, Bethesda, MD 20824-1220. ACOTE's phone number c/o AOTA is 301-652-AOTA. Program graduates will qualify to sit for the National Board for Certification in Occupational Therapy, Inc. (NBCOT) national certification examination. This is a computer-delivered examination. Successful completion of this exam confers the title of Certified Occupational Therapy Assistant (COTA). Illinois and most states additionally require licensure to practice, usually basing this on the NBCOT exam results. A felony conviction may adversely affect ability to sit for the NBCOT exam and/or attain state licensure.

The Associate in Applied Science degree in occupational therapy assistant is offered at four community colleges through the Southern Illinois Collegiate Common Market. Five students are admitted from each college for an entering total of twenty. Admitted students take general education courses on their own campuses and OTA courses together in a central laboratory. After classes and the fieldwork internship are completed, they graduate at their entering college.

**Career Opportunities:** An occupational therapy assistant (OTA) provides services to persons of all ages who have functional loss due to physical, neurological, social/emotional, cognitive, or developmental disabilities.



**OFFICE ASSISTANT  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 18  
Major Code: 1.2 520204K

**FALL SEMESTER**

<b>Dept. No.</b>		<b>Hrs.</b>	<b>Gr.</b>
BUS 116	Keyboarding I	3	___
BUS 127	Electronic Calculating	1	___
CIS 101	Introduction to Computers	<u>3</u>	___
		7	

**SPRING SEMESTER**

<b>Dept. No.</b>		<b>Hrs.</b>	<b>Gr.</b>
BUS 111	Business Mathematics	3	___
BUS 135	Office Language Skills	3	___
BUS 138	Employment Strategy	1	___
BUS 236	Records Management	1	___
SPE 116	Interpersonal Communication	<u>3</u>	___
		11	

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**Effective Date: Spring, 2006**





**OFFICE SUPERVISION AND MANAGEMENT  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 69  
Major Code: 1.2 520204C

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 111 Business Mathematics	3	___
BUS 116 Keyboarding I	3	___
BUS 127 Electronic Calculating	1	___
BUS 135 Office Language Skills	3	___
BUS 236 Records Management	1	___
PSY 132 General Psychology	3	___
Accounting Elective	3	___
	17	

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 235 Business Correspondence	3	___
CIS 104 Spreadsheet Design	3	___
CIS 120 Database Management	3	___
CIS 210 Presentation Graphics	2	___
SPE 115 Speech	3	___
Elective	3	___
	17	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 105 Payroll Accounting	3	___
BUS 117 Keyboarding II	3	___
BUS 128 Machine Transcription	3	___
BUS 205 Word Processing	3	___
BUS 222 Legal and Social Environment of Business	3	___
PSC 131 American Government OR	3	___
HIS 201 United States History I OR	18	___
HIS 202 United States History II		

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 225 Integrated Accounting on Computers	3	___
ALH 101 Cardiopulmonary Resuscitation	1	___
BUS 138 Employment Strategy	1	___
BUS 237 Office Procedures	3	___
CIS 230 Operating Systems	3	___
MGT 240 Office Management	3	___
Elective	3	___
	17	

**Courses offered one semester only**

Spring	Fall
BUS 237	BUS 118
MT 240	BUS 127

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**Effective Date: November 14, 2006**

**Additional Information:**

**The following is a list of electives for the Office Supervision and Management curriculum:**

ACC 100 Business Accounting	3	CIS 102 Programming I	3
ACC 200 Financial Accounting I	3	CIS 220 Advanced Spreadsheet Design	3
BUS 215 Medical Terminology I	3	MGT 112 Principles of Management	3
BUS 216 Medical Terminology II	3	MKT 113 Principles of Marketing	3
BUS 282 Legal Terminology I	3	MKT 224 Advertising (spring only)	3
BUS 283 Legal Document Processing	3		

Proficiency exams are available for BUS 116 (requiring 40 wpm with no more than three errors on a three-minute straight copy timing) and BUS 117 (requiring 55 wpm with no more than three errors on a three-minute straight copy timing) for those students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Department for information.

**Career Opportunities:** Students successfully completing this program will receive an Associate in Applied Science degree. This is a two-year curriculum designed to provide specialized training for the office support person who aspires to be eligible for a management position in the office environment.



**PAINT AND METAL TECHNICIAN  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 18  
Major Code: 1.2 470603K

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Dept.	No.		Hrs.	Gr.
ACT	190	Auto Body Repair I	2	___
ACT	191	Metal Finishing and Painting	2	___
ACT	192	Frame and Body Alignment	2	___
ACT	193	Advanced Auto Body Repair	1	___
ACT	194	Body Shop Management	1	___
ACT	196	Auto Body Lab	5	___
ACT	197	Auto Body Repair and Paint Lab II	5	___
			<u>18</u>	

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**Effective Date: Spring, 2006**



**PARAPROFESSIONAL  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 36  
Major Code: 1.2 131501J

**FALL SEMESTER**

Dept. No.	Hrs.	Gr.
CPS 111 Introduction to Technology for Educators	3	___
EDC 200 Introduction to Education	3	___
LIT 264 Literature for Children	3	___
MAT 113 Introduction to Contemporary Mathematics	3	___
PSY 132 General Psychology	3	___
	15	___

**SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
CCT 272 Language and Literacy Development	3	___
EDC 202 Human Growth, Development, and Learning	3	___
EDC 210 Regular Education Observation	1	___
ENG 101 English Composition I <sup>1</sup>	3	___
HTH 110 Health Education	2	___
PSY 262 Child Psychology	3	___
	15	___

**SUMMER SEMESTER**

Dept. No.	Hrs.	Gr.
EDC 212 Paraprofessional Practicum	3	___
PSY 265 Introduction to Special Education	3	___
	6	___

<sup>1</sup> Requires a grade of "C" or higher.

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**Effective Date: Spring, 2006**



**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
CPS 111 Introduction to Technology for Educators	3	___
EDC 200 Introduction to Education	3	___
ENG 101 English Composition I <sup>1</sup>	3	___
PSY 132 General Psychology	3	___
Elective	3	___
	15	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
EDC 202 Human Growth, Development and Learning	3	___
EDC 210 Regular Education Observation	1	___
ENG 102 English Composition II <sup>1</sup>	3	___
MUS 105 Music Appreciation	3	___
PHS 101 Environmental Technology	3	___
PSY 262 Child Psychology	3	___
	16	

<sup>1</sup>Requires a grade of "C" or higher.

Electives:

- CCT 155 The Early Childhood Profession
- CRJ 223 Juvenile Justice
- EDC 212 Paraprofessional Practicum
- PHS 105 Physics for Non-Science Majors
- PSY 270 Abnormal Psychology
- SOC 215 Diversity in American Life
- SOC 263 Marriage and Family

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
CCT 272 Language and Literacy Development	3	___
MAT 113 Introduction to Contemporary Math	3	___
SPE 115 Speech	3	___
Elective	3	___
Elective	3	___
	15	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
HTH 110 Health Education	2	___
LIT 264 Literature for Children	3	___
PSY 265 Introduction to Special Education	3	___
Elective	3	___
Elective	3	___
Elective	3	___
	17	

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**Effective Date: Spring, 2006**



**PHYSICAL EDUCATION\***  
**Toward a Bachelor of Science Degree**

Transfer Curriculum  
 Associate in Science  
 Minimum Hrs. 64  
 Major Code: 1.1 131314B

**TRANSFER CURRICULUM:** This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree in this Catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 100	Biology for Non-Science Majors	3	___
ENG 101	English Composition I <sup>1</sup>	3	___
HIS 213	Eastern Civilizations	3	___
HTH 110	Health Education	2	___
PED 191	Introduction to Physical Education PED Elective	2 2	___ ___
		<u>15</u>	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 206	Human Anatomy and Physiology II	4	___
EDC 202	Human Growth, Development, and Learning	3	___
MAT 120	Elementary Statistics	3	___
PSC 131	American Government	3	___
SPE 115	Speech PED Elective	3 1	___ ___
		<u>17</u>	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 205	Human Anatomy and Physiology I	4	___
ENG 102	English Composition II <sup>1</sup>	3	___
LIT 280	Introduction to Literature	3	___
MAT 108	College Algebra	3	___
PSY 132	General Psychology PED Elective	3 1	___ ___
		<u>17</u>	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
EDC 203	School and Society	2	___
HIS 101	Western Civilization I	3	___
MUS 105	Music Appreciation	3	___
PHS 105	Physics for Non-Science Majors	3	___
SOC 263	Marriage and the Family PED Elective	3 1	___ ___
		<u>15</u>	

\* Students should become aware of specific requirements at their transfer school of choice, e.g., Southern Illinois University presently requires an ACT of 18 for admission into the Education Department.

It is recommended that all education majors take CPS 111 Introduction to Technology for Educators. All education majors must demonstrate proficiency in technology prior to admission to most university teacher education programs. This course or a proficiency exam will be necessary.

Prior to admission to college and university teacher education programs, all transfer students must demonstrate proficiency on the Enhanced Basic Skills Test.

<sup>1</sup> Requires a grade of "C" or higher.

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**Effective Date: Spring, 2006**

**Career Opportunities:** Physical education teacher (Illinois certification K-12 or 6-12).

**Major Employers:** Public schools, private schools.



**PHYSICS\***  
**Toward a Bachelor of Science Degree**

Transfer Curriculum  
 Associate in Science  
 Minimum Hrs. 64  
 Major Code: 1.1 400801B

**TRANSFER CURRICULUM:** This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science in this Catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ENG 101 English Composition I <sup>1</sup>	3	___
MAT 131 Calculus I	5	___
PHY 205 University Physics I	5	___
Social Science Elective <sup>2</sup>	3	___
	16	

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
CHM 151 Chemical Principles	5	___
MAT 202 Calculus III	3	___
PHY 201 Statics	3	___
Humanities Elective <sup>2</sup>	3	___
Life Science Elective <sup>2</sup>	3	___
	17	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ENG 102 English Composition II <sup>1</sup>	3	___
MAT 201 Calculus II	5	___
PHY 206 University Physics II	5	___
PSY 132 General Psychology	3	___
	16	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
MAT 205 Differential Equations	3	___
PSC 131 American Government OR	3	___
HIS 201 United States History I OR		
HIS 202 United States History II		
SPE 115 Speech	3	___
Fine Arts Elective <sup>2</sup>	3	___
Humanities Elective <sup>2</sup>	3	___
	15	

\* Students may wish to complete additional courses, such as PHY 202, PHY 212, PHY 215, or CHM 152, CPS203, for transfer into a bachelor's degree program by attending summer sessions or taking an additional course during fall or spring semesters. See advisor for possible courses for specific transfer institutions.

<sup>1</sup> Requires a grade of "C" or higher.

<sup>2</sup> At least one elective course should be selected from Group VII, Integrative Skills, for the A. S. degree.

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**Effective Date: Spring, 2006**

**Career Opportunities:** Positions are available in such specialties as experimental, electronic, molecular, fluids, solid state, theoretical, biophysics, chemical, mechanical, materials science, acoustics, astronomy, electricity and magnetism, light and optics, plasma, thermodynamics, geophysics, engineering, instrumentation, aerospace, education, technical writing, sales.

**Major Employers:** Chemical, electrical equipment, aircraft, automobile, computer hardware and software manufacturers, independent research centers and laboratories, colleges and universities, schools, government agencies including U. S. Departments of Defense, Commerce, and National Aeronautics Space Administration.



**POLITICAL SCIENCE**  
**Toward a Bachelor of Arts Degree**

Transfer Curriculum  
 Associate in Arts  
 Minimum Hrs. 64  
 Major Code: 1.1 451001A

**TRANSFER CURRICULUM:** This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Arts degree in this Catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ENG 101 English Composition I <sup>1</sup>	3	___
HIS 213 Eastern Civilizations	3	___
MAT 120 Elementary Statistics	3	___
PSC 131 American Government	3	___
Fine Arts Elective	3	___
	15	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ECO 201 Introduction to Macroeconomics	3	___
PHS 103 Earth Science OR PHS105 Physics for Non-Science Majors	3	___
PSC 212 Introduction to International Relations	3	___
Foreign Language I	4	___
Humanities Elective	3	___
	16	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
BIO 100 Biology for Non-Science Majors	3	___
ENG 102 English Composition II <sup>1</sup>	3	___
HTH 110 Health Education	2	___
PSC 211 State and Local Government	3	___
SPE 115 Speech	3	___
Social Studies Elective	3	___
	17	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
PSC 220 The Law and Society	3	___
PSY 132 General Psychology	3	___
Foreign Language II	4	___
Supportive Skills <sup>2</sup>	3	___
Science Elective	3	___
	16	___

<sup>1</sup> Requires a grade of "C" or higher.

<sup>2</sup> Choose from CPS 102, CPS 176, CPS 206, BUS 121 or Math Elective.

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**Effective Date: Spring, 2006**

**Career Opportunities:** Positions are available in such specialties as government, legal services, criminal justice, education, community/regional planning, foreign service, international relations, community relations, budget analysis, publishing, public opinion research, labor/industrial relations, social services, consumer affairs, public relations, market research, grant writing, grant/contract administration, program planning, human resources, legislative assistance, political campaigning, and fundraising.

**Major Employers:** Federal, state and local government agencies including law enforcement, public health, human resources, economic and community planning and developing, revenue, budget, recreation, transportation and public information, regional planning commissions, colleges and universities, businesses and industries, citizens groups, public opinion survey firms, community organizations including legal and social services.



**POWERTRAIN REPAIR  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 14  
Major Code: 1.2 470604R

**FIRST SEMESTER – FALL**

<b>Dept. No.</b>		<b>Hrs.</b>	<b>Gr.</b>
AST 170	Engine Repair	4	—
AST 172	Introduction to Automotive Services	<u>2</u>	—
		6	

**SECOND SEMESTER – SPRING**

<b>Dept. No.</b>		<b>Hrs.</b>	<b>Gr.</b>
AST 270	Manual Drive Trains and Axles	4	—
AST 271	Automatic Transmissions/Transaxles	<u>4</u>	—
		8	

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**Effective Date: Spring, 2006**





**PRACTICAL NURSING  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 44  
Major Code: 1.2 511613J

**FIRST SEMESTER – FALL**

Dept. No.	Hrs.	Gr.
ALH 101 CPR*	.5-1.0	___
BIO 205 Human Anatomy and Physiology **	4	___
PNE 100 Nutrition	3	___
PNE 101 Fundamentals of Nursing	3	___
PNE 102A Nursing Procedures I	1.5	___
PNE 102B Nursing Procedures II	1.5	___
PNE 103 Clinical Nursing	3	___
PNE 105 Nursing throughout the Life Cycle	2	___
PNE 161 Pharmacology in Nursing I	2	___
	20.5-21.0	

**THIRD SEMESTER – SUMMER**

Dept. No.	Hrs.	Gr.
ENG 101 English Composition I	3	___
PNE 206 Adult Nursing II	2	___
PNE 207 Medical/Surgical Clinic II	2	___
PNE 208 Mental Health Nursing	1	___
PNE 209 I.V. Therapy	.5	___
	8.5	

**SECOND SEMESTER – SPRING**

Dept. No.	Hrs.	Gr.
PNE 171 Pharmacology in Nursing II	2	___
PNE 183 Maternal and Newborn Health	2	___
PNE 184 Obstetrics Clinical	1	___
PNE 193 Pediatric Nursing	2	___
PNE 194 Community Nursing Clinical	1	___
PNE 204 Adult Nursing I	2	___
PNE 205 Medical/Surgical Clinic I	2	___
PSY 132 General Psychology	3	___
	15	

Students must maintain a "C" or higher in all courses.

\* Students must be certified in CPR annually before starting clinical rotation.

\*\* BIO 205 must be completed by the end of first semester or before.

\*\*\* It is strongly recommended that students without a high school or college background in biology take BIO 100 or 101 or 105 prior to BIO 205.

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**Effective Date: Spring, 2006**

**Additional Information:**

The Practical Nursing Program is designed to provide an individual with the knowledge and skills to function as a safe and effective member of the health care team in the role of the practical nurse. Classroom theory, laboratory practice, and clinical experience are included in this three-semester certificate program. This program is accredited by the North Central Association of Colleges and Schools and approved by the Illinois Department of Professional Regulations, and the ICCB. The accreditation and approval of these agencies allow a graduate of the program to do the following:

1. Write the CAT-NCLEX-PN Examination. (This is the licensing examination that a graduate of any nursing program must pass in order to be employed as a practical nurse.)
2. Be employed as a practical nurse in any health care setting of choice, including state and federal institutions.
3. Be employed in any state in the nation.

Some agencies and the military may have additional requirements for employment.

The applicant should contact the Assessment Office at the College and request an admissions packet to the Practical Nursing Program. The steps to be followed are specified in the packet.

In addition to completing a College application, the applicant must be able to do the following: provide proof of graduation from an accredited high school, or possess a G.E.D. certificate; successfully complete the practical nursing pre-entrance examination, including mathematics and communication, ASSET Test or COMPASS Test, and provide proof of sound health to practice nursing.

The selection procedures are listed in the admission packet.

The graduate of the John A. Logan College Practical Nursing Program will be able to do the following:

1. The graduate will have satisfactory knowledge of nursing theory and skill in all areas of the developed curriculum to produce a satisfactory score on the CAT-NCLEX-PN.
2. The graduate will have sufficient competencies needed by individuals preparing for gainful employment in the vocation of practical nursing to be recognized as a safe and effective beginning practitioner.
3. The graduate will be able to relate effectively with people in daily endeavors through verbal and nonverbal communication.
4. The graduate will be able to utilize the nursing process in problem solving.
5. The graduate will be able to assist in planning and implementing a health care/teaching plan designed to meet the identified needs of the client.
6. Each graduate will accept responsibility for his/her own attitudes and actions.
7. The graduate will recognize his/her individual capabilities and limitations when functioning as a member of a health care team in a variety of settings.
8. The graduate will recognize the importance of integrity and self-imposed high standards of performance as a means of perpetuating regard for the vocation of practical nursing.
9. To maintain faculty, physical facilities, equipment, and clinical agency contracts conducive to a positive learning environment.
10. To serve as a resource to nursing professionals in the area.
11. To support and encourage professional continuing education.
12. To actively maintain and pursue articulation with ADN-level nursing programs.



**PRACTICAL NURSING**  
**5-Semester, Part-Time Option**  
**Certificate Program**

Career Curriculum  
 Certificate Program  
 Minimum Hrs. 44  
 Major Code: 1.2 511613J

**REQUIRED GENERAL EDUCATION COURSES**

Dept. No.		Hrs.	Gr.
ALH 101	CPR*	.5-1.0	___
BIO 205	Human Anatomy and Physiology **	4	___
ENG 101	English Composition I	3	___
PNE 100	Nutrition	3	___
PSY 132	General Psychology	3	___
		13.5-14.0	

**FIRST SEMESTER – SPRING**

Dept. No.		Hrs.	Gr.
PNE 101	Fundamentals of Nursing	3	___
PNE 102A	Nursing Procedures I	1.5	___
PNE 102B	Nursing Procedures II	1.5	___
PNE 103	Clinical Nursing	3	___
PNE 161	Pharmacology in Nursing I	2	___
		11	

**SECOND SEMESTER – SUMMER**

Dept. No.		Hrs.	Gr.
PNE 105	Nursing throughout the Life Cycle	2	___
PNE 193	Pediatric Nursing	2	___
PNE 194	Community Nursing Clinical	1	___
		5	

**THIRD SEMESTER – FALL**

Dept. No.		Hrs.	Gr.
PNE 171	Pharmacology in Nursing II	2	___
PNE 204	Adult Nursing I	2	___
PNE 205	Medical/Surgical Clinic I	2	___
		6	

**FOURTH SEMESTER – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
PNE 206	Adult Nursing II	2	___
PNE 207	Medical/Surgical Clinic II	2	___
PNE 208	Mental Health Nursing	1	___
PNE 209	I.V. Therapy	.5	___
		5.5	

**FIFTH SEMESTER – SUMMER**

Dept. No.		Hrs.	Gr.
PNE 183	Maternal and Newborn Health	2	___
PNE 184	Obstetric Clinical	1	___
		3	

Students must maintain a "C" or higher in all courses.

\* Students must be certified in CPR annually before starting clinical rotation.

\*\* BIO 205 must be completed by the end of first semester or before.

\*\*\* It is strongly recommended that students without a high school or college background in biology take BIO 100 or 101 or 105 prior to BIO 205.

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**Effective Date: Spring, 2006**

**Additional Information:**

The Practical Nursing Program is designed to provide an individual with the knowledge and skills to function as a safe and effective member of the health care team in the role of the practical nurse. Classroom theory, laboratory practice, and clinical experience are included in this three-semester certificate program. This program is accredited by the North Central Association of Colleges and Schools and approved by the Illinois Department of Professional Regulations, and the ICCB. The accreditation and approval of these agencies allow a graduate of the program to do the following:

1. Write the CAT-NCLEX-PN Examination. (This is the licensing examination that a graduate of any nursing program must pass in order to be employed as a practical nurse.)
2. Be employed as a practical nurse in any health care setting of choice, including state and federal institutions.
3. Be employed in any state in the nation.

Some agencies and the military may have additional requirements for employment.

The applicant should contact the Assessment Office at the College and request an admissions packet to the Practical Nursing Program. The steps to be followed are specified in the packet.

In addition to completing a College application, the applicant must be able to do the following: provide proof of graduation from an accredited high school, or possess a G.E.D. certificate; successfully complete the practical nursing pre-entrance examination, including mathematics and communication, ASSET Test or COMPASS Test, and provide proof of sound health to practice nursing.

The selection procedures are listed in the admission packet.

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1. The graduate will have satisfactory knowledge of nursing theory and skill in all areas of the developed curriculum to produce a satisfactory score on the CAT-NCLEX-PN.
2. The graduate will have sufficient competencies needed by individuals preparing for gainful employment in the vocation of practical nursing to be recognized as a safe and effective beginning practitioner.
3. The graduate will be able to relate effectively with people in daily endeavors through verbal and nonverbal communication.
4. The graduate will be able to utilize the nursing process in problem solving.
5. The graduate will be able to assist in planning and implementing a health care/teaching plan designed to meet the identified needs of the client.
6. Each graduate will accept responsibility for his/her own attitudes and actions.
7. The graduate will recognize his/her individual capabilities and limitations when functioning as a member of a health care team in a variety of settings.
8. The graduate will recognize the importance of integrity and self-imposed high standards of performance as a means of perpetuating regard for the vocation of practical nursing.
9. To maintain faculty, physical facilities, equipment, and clinical agency contracts conducive to a positive learning environment.
10. To serve as a resource to nursing professionals in the area.
11. To support and encourage professional continuing education.
12. To actively maintain and pursue articulation with ADN-level nursing programs.



**PRE-CHIROPRACTIC\***  
**Toward a Bachelor of Science Degree**

Transfer Curriculum  
 Associate in Science  
 Minimum Hrs. 63  
 Major Code: 1.1 510101B

**PRE-PROFESSIONAL CURRICULUM:** Students desiring to pursue pre-medicine, pre-law, pre-veterinary, pre-chiropractic, or other pre-professional curricula should consult a counselor for help in selecting an appropriate program of study. All pre-professional curricula are based on the individual student's preference of senior institutions.

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
CHM 151	Chemical Principles	5	___
ENG 101	English Composition I <sup>1</sup>	3	___
MAT 131	Calculus I	5	___
	Science Elective <sup>2</sup>	3	___
		<u>16</u>	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
CHM 201	Organic Chemistry I	5	___
PHY 155	College Physics I	5	___
PSC 131	American Government OR HIS 201 United States History I OR HIS 202 United States History II	3	___
	Humanities Electives <sup>2</sup>	3	___
		<u>16</u>	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 105	Anatomy and Physiology	3	___
CHM 152	Chemical Principles with Qualitative Analysis	5	___
ENG 102	English Composition II <sup>1</sup>	3	___
PSY 132	General Psychology	3	___
	Fine Arts Elective	3	___
		<u>17</u>	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
CHM 202	Organic Chemistry II	5	___
SPE 115	Speech	3	___
	Humanities Elective <sup>2</sup>	3	___
	Social Science Elective <sup>2</sup>	3	___
		<u>14</u>	

\* This is a general curriculum guide for students in pre-chiropractic. If the transfer institution is known, follow its curriculum guide and be sure that the requirements for the A. S. degree are met.

<sup>1</sup> Requires a grade of "C" or higher.

<sup>2</sup> At least one elective course should be selected from Group VII, Integrative Skills, for the A. S. degree.

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**Effective Date: Spring, 2006**

**Career Opportunities:** Chiropractor

**Major Employers:** Private practice; clinics; industrial firms.



**PRE-LAW**  
**Toward a Bachelor of Arts Degree**

Transfer Curriculum  
 Associate in Arts  
 Minimum Hrs. 62  
 Major Code: 1.1 450901A

**PRE-PROFESSIONAL CURRICULA:** Students desiring to pursue pre-medicine, pre-law, pre-veterinary, pre-chiropractic, or other pre-professional curricula should consult a counselor for help in selecting an appropriate program of study. All pre-professional curricula are based on the individual student's preference of senior institutions.

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ENG 101	English Composition I <sup>1</sup>	3	___
HIS 213	Eastern Civilizations	3	___
MAT 113	Introduction to Contemporary Mathematics	3	___
PSC 131	American Government	3	___
	Fine Arts Elective	3	___
		<u>15</u>	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ECO 201	Introduction to Macroeconomics	3	___
LIT 231	American Literature: 1492 to 1865	3	___
PHL 121	Introduction to Logic	3	___
PHS 103	Earth Science OR PHS 105 Physics for Non-Science Majors	3	___
PSC 212	Introduction to International Relations	3	___
		<u>15</u>	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 100	Biology for Non-Science Majors	3	___
ENG 102	English Composition II <sup>1</sup>	3	___
HIS 202	United States History II	3	___
HTH 110	Health Education	2	___
SPE 115	Speech	3	___
	Social Studies Elective	3	___
		<u>17</u>	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
PSC 220	The Law and Society	3	___
PSC 289	Introduction to Comparative Governments	3	___
PSY 132	General Psychology	3	___
	Science Elective	3	___
	Supportive Skills <sup>2</sup>	3	___
		<u>15</u>	

<sup>1</sup> Requires a grade of "C" or higher.

<sup>2</sup> Supportive Skills: Choose from CPS 102, CPS 176, CPS 206, BUS 121, or Math Elective.

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**Effective Date: Spring, 2006**

**Career Opportunities:** Lawyer, district attorney, criminal lawyer, insurance attorney, corporation lawyer, patent lawyer, probate lawyer, real estate lawyer, tax attorney, title attorney.

**Major Employers:** Private law firms; federal government agencies, including U. S. Departments of Justice, Treasury, Interior, Health and Human Services, Defense, and general administration; state and local government agencies; public utilities; transportation firms; banks; insurance firms; accounting firms; educational institutions.



**PRE-PHARMACY\***  
**Toward a Bachelor of Science Degree**

Transfer Curriculum  
 Associate in Science  
 Minimum Hrs. 63  
 Major Code: 1.1 511103B

**PRE-PROFESSIONAL CURRICULUM:** Students desiring to pursue pre-medicine, pre-law, pre-veterinary, pre-chiropractic, or other pre-professional curricula should consult a counselor for help in selecting an appropriate program of study. All pre-professional curricula are based on the individual student's preference of senior institutions.

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
CHM 151	Chemical Principles	5	___
ENG 101	English Composition I <sup>3</sup>	3	___
MAT 131	Calculus I	5	___
	Science Elective <sup>2</sup>	3	___
		<u>16</u>	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
CHM 201	Organic Chemistry I	5	___
PHY 155	College Physics I	5	___
PSC 131	American Government OR	3	___
	HIS 201 United States History I OR		
	HIS 202 United States History II		
	Humanities Electives <sup>2</sup>	3	___
		<u>16</u>	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 110	General Botany <sup>1</sup>	3	___
CHM 152	Chemical Principles with Qualitative Analysis	5	___
ENG 102	English Composition II <sup>3</sup>	3	___
PSY 132	General Psychology	3	___
SPE 115	Speech	3	___
		<u>17</u>	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
CHM 202	Organic Chemistry II	5	___
SOC 133	Principles of Sociology	3	___
	Fine Arts Elective	3	___
	Humanities Elective <sup>2</sup>	3	___
		<u>14</u>	

\* This is a general guide for pre-pharmacy students. Variations in pharmacy programs at transfer institutions make it imperative that students have a particular school in mind and be aware of its requirements.

<sup>1</sup> BIO 110 will be offered only in alternating spring semesters.

<sup>2</sup> At least one elective course should be selected from Group VII, Integrative Skills, for the A. S. degree.

<sup>3</sup> Requires a grade of "C" or higher.

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**Effective Date: Spring, 2006**

**Career Opportunities:** Pharmacist.

**Major Employers:** Community drug stores; retail store chains; hospitals; health maintenance organizations; health clinics; residential care facilities; pharmaceutical manufacturers; government agencies, including the Veterans Administration and the U. S. Public Health Service.



**PRE-PROFESSIONAL MEDICINE\***  
**Dental, Medicine, Veterinary**  
**Toward a Bachelor of Science Degree**

Transfer Curriculum  
 Associate in Science  
 Minimum Hrs. 63  
 Major Code: 1.1 511199B

**PRE-PROFESSIONAL CURRICULUM:** Students desiring to pursue pre-medicine, pre-law, pre-veterinary, pre-chiropractic, or other pre-professional curricula should consult a counselor for help in selecting an appropriate program of study. All pre-professional curricula are based on the individual student's preference of senior institutions.

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
CHM 151 Chemical Principles	5	___
ENG 101 English Composition I <sup>4</sup>	3	___
MAT 131 Calculus I	5	___
Science Elective <sup>3</sup>	3	___
	16	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
CHM 201 Organic Chemistry <sup>1</sup>	5	___
PHY 155 College Physics I	5	___
PSC 131 American Government OR HIS 201 United States History OR HIS 202 United States History II	3	___
Humanities Elective <sup>3</sup>	3	___
	16	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
BIO 120 Vertebrate Zoology	3	___
CHM 152 Chemical Principles with Qualitative Analysis	5	___
ENG 102 English Composition II <sup>4</sup>	3	___
PSY 132 General Psychology	3	___
SPE 115 Speech	3	___
	17	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
PHY 156 College Physics II	5	___
Humanities Elective <sup>2,3</sup>	3	___
Fine Arts Elective	3	___
Social Science Elective <sup>3</sup>	3	___
	14	___

\* This is a general guide for pre-professional medicine students. Variations in programs at transfer institutions make it imperative that students have a particular school in mind and be aware of its requirements.

<sup>1</sup> It is strongly suggested that the second semester of organic chemistry be completed before transfer. This may be done by adding it to the suggested schedule above, or by taking some of the required courses during summer semesters.

<sup>2</sup> Some transfer institutions require 8 hours of foreign language. (Fourth semester foreign language courses may be used to satisfy one of the humanities electives.)

<sup>3</sup> At least one elective course should be selected from Group VII, Integrative Skills, for the A. S. degree.

<sup>4</sup> Requires a grade of "C" or higher.

*John A. Logan College reserves the right to modify this curriculum guide as needed.  
 Please verify with your academic advisor the accuracy and time lines of this document.*

**Effective Date: Spring, 2006**

**Career Opportunities:** Specialists include family practice, cardiology, pediatrics, dermatology, internal medicine, anesthesiology, obstetrics and gynecology, psychiatry, radiology, urology, oncology, ophthalmology, gastroenterology, neurology, nuclear medicine, pathology, orthopedics, plastic surgery, emergency medicine, physical medicine and rehabilitation, pulmonary medicine and osteopathic medicine.

**Major Employers:** Clinics, private practice, hospitals, public health agencies, government agencies, colleges and universities.





**PSYCHOLOGY**  
**Toward a Bachelor of Arts Degree**

Transfer Curriculum  
 Associate in Arts Degree  
 Minimum Hrs. 64  
 Major Code: 1.1 420101A

**TRANSFER CURRICULUM:** This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Arts degree in this Catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 100	Biology for Non-Science Majors	3	___
ENG 101	English Composition I <sup>1</sup>	3	___
MAT 108	College Algebra OR MAT 113 Introduction to Contemporary Mathematics	3	___
PSY 132	General Psychology Humanities Elective	3 3	___ ___
		<u>15</u>	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ENG 102	English Composition II <sup>1</sup>	3	___
HIS 201	United States History I OR HIS 202 United States History II OR PSC 131 American Government	3	___
HTH 110	Health Education	2	___
PHS 103	Earth Science OR PHS 105 Physics for Non-Science Majors	3	___
PSY 262	Child Psychology Fine Arts Elective	3 3	___ ___
		<u>17</u>	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
PSY 285	Psychology of Personality	3	___
SPE 115	Speech	3	___
	Foreign Language Elective	4	___
	Science Elective <sup>2</sup>	3	___
	Social Science Elective	3	___
		<u>16</u>	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
MAT 120	Elementary Statistics	3	___
	Foreign Language Elective	4	___
	Humanities/Fine Arts Elective	3	___
	Integrative Studies Elective	3	___
	Psychology Elective	3	___
		<u>16</u>	

<sup>1</sup> Requires a grade of "C" or higher.

<sup>2</sup> BIO 105, Anatomy and Physiology, is recommended.

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**Effective Date: Spring, 2006**

**Career Opportunities:** Caseworker, human resource assistant, mental health clinic technician, psychiatric technician, customer service representative, management trainee; with graduate study, positions are available in counseling: Clinical, educational, experimental, developmental, personality, school, organizational, health, rehabilitation, child and family, social, industrial, community, and environmental.

**Major Employers:** Schools, colleges and universities, state and community health centers, hospitals, health clinics, health maintenance organizations, correctional facilities, rehabilitation centers, research or consulting firms, manufacturers, private practice, and government agencies, including the Veterans Administration, U. S. Department of Defense, and U. S. Public Health Services.



**REALTIME CAPTIONING TECHNOLOGY**  
**Judicial Reporter**  
**Degree Program**

Career Curriculum  
 Associate in Applied Science  
 Minimum Hrs. 70  
 Major Code: 520405-C

**FIRST YEAR – SUMMER SEMESTER**

Dept. No.	Hrs.	Gr.
CIS 101 Introduction to Computers OR CIS 207 Computer Applications	3 <hr style="width: 100%;"/> 3	____ ____

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 282 Legal Terminology	3	____
ENG 101 English Composition I <sup>1</sup>	3	____
PSC 131 American Government OR PSY 132 General Psychology	3	____
RCT 160 RealTime Theory I	3	____
RCT 161 RealTime Theory I Lab	2	____
SPE 115 Speech	3	____
	<hr style="width: 100%;"/> 17	____

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 215 Medical Terminology I	3	____
BUS 222 Legal & Social Environment of Business	3	____
ENG 102 English Composition II <sup>1</sup>	3	____
RCT 250 Grammar and Punctuation for RealTime Reporter	3	____
RCT 260 RealTime Theory II	3	____
RCT 261 RealTime Theory II Lab	2	____
	<hr style="width: 100%;"/> 17	____

**SECOND YEAR – SUMMER SEMESTER**

Dept. No.	Hrs.	Gr.
RCT 100 Skillbuilding Lab	1 <hr style="width: 100%;"/> 1	____ ____

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
RCT 270 RealTime Vocabulary	3	____
RCT 271 RealTime Vocabulary Lab	2	____
RCT 272 Judicial Technology	3	____
RCT 280 RealTime Skill Development	3	____
RCT 281 RealTime Skill Development Lab	2	____
	<hr style="width: 100%;"/> 13	____

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ECO 201 Macroeconomics OR ECO 202 Microeconomics	3	____
RCT 200 Medical Development	1	____
RCT 290 Judicial Procedures	3	____
RCT 291 RealTime Speedbuilding I	5	____
	<hr style="width: 100%;"/> 12	____

**THIRD YEAR – SUMMER SEMESTER**

Dept. No.	Hrs.	Gr.
RCT 293 RealTime Speedbuilding II	5	____
RCT 298 Practicum (Judicial)	2	____
	<hr style="width: 100%;"/> 7	____

<sup>1</sup> Requires a grade of "C" or higher.

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**Effective Date: October 12, 2006**



**REALTIME CAPTIONING TECHNOLOGY**  
**Scopist Reporter**  
**Certificate Program**

Career Curriculum Certificate Program Minimum Hrs. 25 Major Code: 1.2 220303K
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**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BUS 215	Medical Terminology I	3	___
BUS 282	Legal Terminology	3	___
CIS 101	Introduction to Computers OR CIS 207 Computer Applications	3	___
RCT 160	RealTime Theory I	3	___
RCT 161	RealTime Theory I Lab	<u>2</u>	___
		14	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
BUS 222	Legal & Social Environment of Business	3	___
RCT 250	Grammar & Punctuation for RealTime Reporter	3	___
RCT 260	RealTime Theory II	3	___
RCT 261	RealTime Theory II Lab	<u>2</u>	___
		11	

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**Effective Date: June 1, 2006**



**RESIDENTIAL COOLING AND REFRIGERATION  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 19  
Major Code: 1.2 470201T

Dept. No.			Hrs.	Gr.
ELT 102	Industrial Electricity*		4	___
HAC 107	Electrical Controls and Circuitry		3	___
HAC 131	Refrigeration & Air Conditioning I		4	___
HAC 132	Refrigeration & Air Conditioning II		4	___
HAC 142	Commercial Refrigeration		4	___
			<u>19</u>	

\* ELT 102 for HAC Majors.

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**Effective Date: Spring, 2006**



**RETAILING  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 34  
Major Code: 1.2 080705J

**FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 111 Business Mathematics	3	___
BUS 138 Employment Strategy	1	___
ENG 101 English Composition I <sup>1</sup>	3	___
MKT 113 Principles of Marketing	3	___
MKT 130 Sales I	3	___
Elective	3	___
	16	___

**SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 100 Business Accounting	3	___
MGT 112 Principles of Management	3	___
MGT 228 Small Business Management	3	___
MKT 224 Advertising	3	___
PSY 132 General Psychology	3	___
SPE 115 Speech	3	___
	18	___

<sup>1</sup> Requires a grade of "C" or higher.

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**Effective Date: May 25, 2006**

**Additional Information:** This one-year curriculum is designed for students desiring a career in retailing. Upon completion of the program, the graduate will be awarded a Certificate of Achievement.



**SECONDARY EDUCATION\***  
**Toward a Bachelor of Science Degree**

Transfer Curriculum  
 Associate in Science  
 Minimum Hrs. 62  
 Major Code: 1.1 131205B

**TRANSFER CURRICULUM:** This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree in this Catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 100	Biology for Non-Science Majors OR BIO 101 Biological Science for Science Majors <sup>1</sup>	3-4	___
CPS 111	Introduction to Technology for Educators	3	___
EDC 200	Introduction to Education	3	___
ENG 101	English Composition I <sup>2</sup>	3	___
MAT 108	College Algebra OR MAT 113 Introduction to Contemporary Mathematics	<u>3</u> 15-16	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ENG 102	English Composition II <sup>2</sup>	3	___
MAT 120	Elementary Statistics	3	___
PSY 132	General Psychology	3	___
	Fine Arts Elective	3	___
	Physical Science Elective <sup>1</sup>	<u>3</u>	___
		15	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
EDC 202	Human Growth, Development and Learning	3	___
PSC 131	American Government	3	___
SPE 115	Speech	3	___
	Fine Arts or Humanities Elective	3	___
	General Elective <sup>3</sup>	2	___
	Life Science Elective <sup>1</sup>	<u>3</u>	___
		17	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
HIS 213	Eastern Civilizations	3	___
SOC 215	Diversity in American Life	3	___
	General Elective <sup>3</sup>	3	___
	General Elective <sup>3</sup>	3	___
	Science Elective <sup>1</sup>	<u>3</u>	___
		15	

- <sup>1</sup> Students should check with their advisor as to which science courses best meet their chosen science option.
- <sup>2</sup> Requires a grade of "C" or higher. Students may also need a "C" or higher grade in all courses specifically required for the Secondary Education degree at the transfer institution.
- <sup>3</sup> Students should consult with their particular transfer institution to see which electives best meet their transfer requirements.

Prior to admission to college and university teacher education programs, all transfer students must demonstrate proficiency on the Enhanced Basic Skills Test. Students should consult with an advisor regarding any additional requirements specific to their transfer school of choice, e.g., Southern Illinois University requires a GPA of 2.75 (A=4.0) for entry into the Teacher Education Program. EDC 203 may also be recommended. Currently, teacher education programs at colleges and universities throughout the state are based on the Illinois professional education standards. The standards define the knowledge and skills teachers must demonstrate in their coursework and profession.

*John A. Logan College reserves the right to modify this curriculum guide as needed.  
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**Effective Date: May 24, 2006**

**Career Opportunities:** Middle school teacher, high school teacher.  
**Major Employers:** Public school systems, private schools, state government institutions.



**SECONDARY MATHEMATICS\***  
**Associate in Arts in Teaching (AAT)**

Transfer Curriculum  
 Associate in Arts in Teaching  
 Minimum Hrs. 64  
 Major Code: 1.1 131311N

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BIO 101 Biological Science for Science Majors I	4	___
EDC 200 Introduction to Education	3	___
ENG 101 English Composition I <sup>1</sup>	3	___
MAT 131 Calculus I	5	___
	15	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
CPS 111 Introduction to Technology for Educators	3	___
ENG 102 English Composition II <sup>1</sup>	3	___
MAT 201 Calculus II	5	___
PHL 121 Introduction to Logic	3	___
PSY 132 General Psychology	3	___
	17	

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
EDC 202 Human Growth, Development, and Learning	3	___
MAT 202 Calculus III	3	___
PHY 155 College Physics I OR PHY 205 University Physics I <sup>2</sup>	5	___
SPE 115 Speech	3	___
	3	___
	17	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
EDC 210 Regular Education Observation	1	___
HIS 213 Eastern Civilizations	3	___
HTH 110 Health Education	2	___
MAT 221 Introduction to Linear Algebra <sup>3</sup>	3	___
PSC 131 American Government OR HIS 201 United States History I OR HIS 202 United States History II	3	___
	3	___
	15	___

\* Students are required to pass the Enhanced Basic Skills Test in order to be awarded an Associate in Arts in Teaching Secondary Mathematics (AAT); otherwise the student will be awarded an Associate in Arts (AA) upon completion of this program. In addition, students should become aware of specific requirements at their transfer school of choice, e.g., Southern Illinois University requires a GPA of 2.75 (A=4.0) for admission into a Teacher Education Program.

\*\* It is recommended that the student take EDC 203 prior to transferring.

<sup>1</sup> Requires a grade of "C" or higher.

<sup>2</sup> Students should consult with an advisor and/or appropriate transfer institution catalog to determine if College Physics (PHY 155) or University Physics (PHY 205) is needed for their program. It would also be advised that the student check to see if the second course in that sequence (PHY 156 or PHY 206) will be required.

<sup>3</sup> This course is offered in the Spring semester only.

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**Effective Date: Spring, 2006**



**SHEET METAL LAYOUT SPECIALIST  
Certificate Program**

Career Curriculum Certificate Program Minimum Hrs. 11 Major Code: 1.2 470201R
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Dept. No.		Hrs.	Gr.
HAC 105	Basic Sheet Metal Layout	3	___
HAC 106	Advanced Sheet Metal Layout	2	___
MAC 180	Blueprint Reading	3	___
MAT 105	Vocational Mathematics	<u>3</u>	___
		11	

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**Effective Date: Spring, 2006**





**SOCIAL STUDIES EDUCATION**  
**Toward a Bachelor of Science Degree**

Transfer Curriculum  
 Associate in Science  
 Minimum Hrs. 63  
 Major Code: 1.1 131318B

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BIO 100 Biology for Non-Science Majors	3	___
CPS 111 Introduction to Technology for Educators	3	___
EDC 200 Introduction to Education	3	___
ENG 101 English Composition I <sup>1</sup>	3	___
MAT 108 College Algebra OR	3	___
MAT 113 Introduction to Contemporary Mathematics	15	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ANT 111 Anthropology	3	___
GEO 215 Survival of Man	3	___
HIS 102 Western Civilizations II	3	___
PSC 131 American Government	3	___
SPE 115 Speech	3	___
Fine Arts Elective	3	___
	18	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ENG 102 English Composition II <sup>1</sup>	3	___
HIS 101 Western Civilizations I	3	___
MAT 120 Elementary Statistics	3	___
PSY 132 General Psychology	3	___
Life Science Elective	3	___
	15	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ECO 201 Introduction to Macroeconomics	3	___
EDC 202 Human Growth, Development and Learning	3	___
SOC 215 Diversity in American Life	3	___
Physical Science Elective	3	___
Social Science Elective <sup>2</sup>	3	___
	15	___

<sup>1</sup> Requires a grade of "C" or higher. Students may also need a "C" or higher grade in all courses specifically required for the Secondary Education degree at the transfer institution.

<sup>2</sup> Students may choose from HIS 201, HIS 202, GEO 112, PSC 212, or SOC 133.

Prior to admission to college and university teacher education programs, all transfer students must demonstrate proficiency on the Enhanced Basic Skills Test. Students should consult with an advisor regarding any additional requirements specific to their transfer school of choice, e.g., Southern Illinois University requires a GPA of 2.75 (A=4.0) for entry into the Teacher Education Program. EDC 203 may also be required. Currently, teacher education programs at colleges and universities throughout the state are based on the Illinois professional educational standards. The standards define the knowledge and skills teachers must demonstrate in their coursework and profession.

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**Effective Date: May 24, 2006**



**SOCIAL WORK**  
**Toward a Bachelor of Science Degree**

Transfer Curriculum  
 Associate in Science  
 Minimum Hrs. 63  
 Major Code: 1.1 440701B

**TRANSFER CURRICULUM:** This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree in this Catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 100	Biology for Non-Science Majors	3	___
ENG 101	English Composition I <sup>1</sup>	3	___
MAT 108	College Algebra OR MAT 113 Introduction to Contemporary Mathematics	3	___
PSC 131	American Government	3	___
SOC 133	Principles of Sociology	3	___
		<u>15</u>	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 105	Human Anatomy and Physiology	3	___
ENG 102	English Composition II <sup>1</sup>	3	___
MAT 120	Elementary Statistics	3	___
PSY 132	General Psychology	3	___
	Fine Arts Elective	3	___
		<u>15</u>	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
PHS 105	Physics for Non-Science Majors	3	___
PSY 270	Abnormal Psychology	3	___
SOC 215	Diversity in American Life	3	___
SOCW 275	Introduction to Social Work Humanities Elective	3	___
		<u>3</u>	___
		15	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
SOC 263	Marriage and the Family	3	___
SPE 115	Speech	3	___
	Fine Arts Elective OR Humanities Elective <sup>2</sup>	3	___
	General Elective <sup>3</sup>	3	___
	General Elective <sup>3</sup>	2-3	___
	Science Elective	3	___
		<u>3</u>	___
		14-15	___

<sup>1</sup> Requires a grade of "C" or higher.

<sup>2</sup> Select from PHL 111, 121, or 131.

<sup>3</sup> Students should consult their four-year college's transfer guide to verify which electives best meet their program requirements.

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**Effective Date: April 20, 2006**

**Career Opportunities:** Social worker, caseworker, child care foster care worker, counselor, family services administrator, case manager, child welfare specialist, youth services coordinator, family therapist, child adolescent therapist, community worker, probation and parole officer. Graduate study is required for many positions.

**Major Employers:** Community mental health centers; family and youth services centers; federal and state government agencies, including U. S. Departments of Veterans Affairs and Health and Human Services and the Illinois Departments of Children and Family Services, public aid, corrections and mental health development; private non-profit social service agencies; hospitals; rehabilitation services; residential care facilities; child care centers.



**SOCIOLOGY**  
**Toward a Bachelor of Arts Degree**

Transfer Curriculum  
 Associate in Arts  
 Minimum Hrs. 64  
 Major Code: 1.1 451101A

**TRANSFER CURRICULUM:** This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Arts degree in this Catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 100	Biology for Non-Science Majors	3	___
ENG 101	English Composition I <sup>1</sup>	3	___
HUM 152	Death and Dying	3	___
MAT 108	College Algebra	3	___
SOC 133	Principles of Sociology	3	___
		15	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ENG 102	English Composition II <sup>1</sup>	3	___
HTH 110	Health Education	2	___
PHS 105	Physics for Non-Science Majors	3	___
PSC 131	American Government OR HIS 201 United States History I OR HIS 202 United States History II	3	___
SOC 215	Diversity in American Life	3	___
	Humanities Elective	3	___
		17	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
MAT 120	Elementary Statistics OR Elective (MAT or CPS)	3	___
PHL 111	Ethics and Moral Problems	3	___
SOC 263	Marriage and the Family	3	___
SPE 115	Speech	3	___
	Foreign Language	4	___
		16	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
PSY 132	General Psychology	3	___
	Humanities or Social Science elective	3	___
	Fine Arts Elective	3	___
	Foreign Language	4	___
	Science Elective	3	___
		16	___

<sup>1</sup> Requires a grade of "C" or higher.

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**Effective Date: Spring, 2006**

**Career Opportunities:** Human services representative, public relations specialist, caseworker/manager, urban/regional planner, community organizer, community relations manager, industrial sociologist, demographer, family education, gerontologist, criminologist, research assistant, rural/urban sociologist, volunteer services manager.

**Major Employers:** Local, state, and federal government agencies, including Departments of Housing and Urban Development, Transportation and Veterans Administration; American Red Cross, government and private assistant agencies, political organizations, child and foster care agencies, youth centers, residential care facilities, mental and public health service agencies, colleges and universities, social service research centers, human resources departments, public relations firms, hospitality and recreation employers.



**SOLID-STATE ELECTRONICS  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 20  
Major Code: 1.2 150303V

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Dept. No.			Hrs.	Gr.
ELT 100	DC/AC Fundamentals		8	_____
ELT 110	Solid-State Circuits		8	_____
MAT 106	Technical Mathematics		4	_____
			<u>20</u>	

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Please verify with your academic advisor the accuracy and time lines of this document.*

**Effective Date: Spring, 2006**



**SPECIAL EDUCATION\***  
**Toward a Bachelor of Science Degree**

Transfer Curriculum  
 Associate in Science  
 Minimum Hrs. 63  
 Major Code: 1.1 131001B

**TRANSFER CURRICULUM:** This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree in this Catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 100	Biology for Non-Science Majors	3	___
CPS 111	Introduction to Technology for Educators	3	___
EDC 200	Introduction to Education	3	___
ENG 101	English Composition I <sup>1</sup>	3	___
MAT 208	Mathematics for Elementary Teachers I	3	___
		<u>15</u>	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
ART 111	Art Appreciation	3	___
EDC 202	Human Growth, Development, and Learning	3	___
HTH 115	Foundations of Health and Physical Fitness	3	___
PSY 262	Child Psychology	3	___
SCI 210A	Integrated Science I	3	___
SPE 115	Speech	3	___
		<u>18</u>	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ENG 102	English Composition II <sup>1</sup>	3	___
MAT 209	Mathematics for Elementary Teachers II	3	___
MUS 105	Music Appreciation	3	___
PSY 132	General Psychology	3	___
	Science Elective	3	___
		<u>15</u>	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
HIS 201	United States History I OR HIS 202 United States History II OR PSC 131 American Government	3	___
HIS 213	Eastern Civilizations	3	___
PSY 265	Introduction to Special Education	3	___
SCI 210B	Integrated Science II	3	___
SOC 215	Diversity in American Life	3	___
		<u>15</u>	

<sup>1</sup> Requires a grade of "C" or higher.

\* Students may also need a "C" or higher grade in all courses specifically required for the Special Education degree at the transfer institution. Prior to admission to college and university teacher education programs, all transfer students must demonstrate proficiency on the Enhanced Basic Skills Test. Students should consult with an advisor regarding any additional requirements specific to their transfer school of choice, e.g., Southern Illinois University requires a GPA of 2.75 (A=4.0) for entry into the Teacher Education Program. EDC 203 may also be required. Currently, teacher education programs at colleges and universities throughout the state are based on the Illinois professional education standards. The standards define the knowledge and skills teachers must demonstrate in their coursework and profession.

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**Effective Date: May 24, 2006**

**Career Opportunities:** Special education teacher, teacher of hearing impaired, teacher of physically impaired, teacher of visually impaired, teacher of learning disabled.

**Major Employers:** Public school systems, private schools, government institutions.



**SPEECH COMMUNICATION**  
**Toward a Bachelor of Arts Degree**

Transfer Curriculum  
 Associate in Arts  
 Minimum Hrs. 62  
 Major Code: 1.1 231001A

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 100	Biology for Non-Science Majors OR BIO 110 General Botany	3	___
ENG 101	English Composition I <sup>1</sup>	3	___
MAT 120	Elementary Statistics OR MAT 113 Introduction to Contemporary Mathematics OR Higher IAI approved math course	3	___
PSY 132	General Psychology	3	___
SPE 115	Speech <sup>1</sup>	3	___
		<u>15</u>	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ENG 102	English Composition II <sup>1</sup>	3	___
HTH 110	Health Education	2	___
JRN 215	Introduction to Mass Media	3	___
PSC 131	American Government	3	___
SPE 113	Theater Appreciation OR LIT 275 The Art of the Cinema <sup>2</sup>	3	___
SPE 116	Interpersonal Communication <sup>1</sup>	3	___
		<u>17</u>	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
PHS 103	Earth Science OR PHS 105 Physics for Non-Science Majors	3	___
SPE 121	Advanced Public Speaking <sup>1</sup>	3	___
	Fine Arts/Humanities Elective	3	___
	Social Sciences Elective	3	___
	Supportive Skills Elective	3	___
		<u>15</u>	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
PHL 121	Introduction to Logic	3	___
SPE 131	Family Communication <sup>1</sup>	3	___
SPE 200	Small Group Communication <sup>1</sup>	3	___
	Integrative Studies Elective	3	___
	Physical Science OR Life Science Elective	3	___
		<u>15</u>	___

<sup>1</sup> Requires a grade of "C" or higher.

<sup>2</sup> LIT 275 is recommended for students pursuing a bachelors degree in radio and television.

**Career Opportunities:** Communication Specialist, Communication Trainer, Communication Teacher, Communication Consultant, Speech Writer, Lobbyist, Legislative Assistant, Human Resource Specialist, In-House Communication Specialist, Public Relations Coordinator, Public Information Officer, Media Relations Coordinator, Promotion Coordinator, Special Events Coordinator, Advertising Representative, Media/Market Researcher, Customer Service Representative, TV/Radio Production Assistant, Media Specialist/Media Buyer, Editor, Copy Writer, Business Writer, Technical Writer.

**Major Employers:** Schools, Colleges, Universities, Major Corporations, Insurance Companies, Health Corporations, Publishing Firms, Newspapers, TV/Radio Stations, Advertising and Public Relations Firms, Law Firms, Professional and Trade Organizations, Consulting Firms, Business Services, Government Agencies, Events Companies, Major Hotel Chains, Performing Arts Companies, Performing Arts Venues.

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**Effective Date: June 1, 2006**



**SURGICAL TECHNOLOGY  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 38  
Major Code: 1.2 510909J

**FIRST SEMESTER – FALL\***

Dept. No.		Hrs.	Gr.
BIO 206	Human Anatomy and Physiology II**	4	___
STP 121	Introduction to Surgical Technology	3	___
STP 122	Principles and Practices of Surgical Technology	6	___
STP 127	Pharmacology for Health Professions	3	___
		16	

**THIRD SEMESTER – SUMMER**

Dept. No.		Hrs.	Gr.
STP 124	Surgical Procedures II	3	___
STP 126	Clinical Rotation in Surgical Technology II	5	___
		8	

**SECOND SEMESTER – SPRING**

Dept. No.		Hrs.	Gr.
STP 123	Surgical Procedures I	5	___
BIO 226	Microbiology	4	___
STP 125	Clinical Rotation in Surgical Technology I***	5	___
		14	

Students must maintain a “C” or higher in all STP and general education classes.

\* BIO 205 is a prerequisite and must be completed before starting the program.

\*\* BIO 206 must be completed by the end of the second semester.

\*\*\* Students must be certified in CPR before starting clinical rotations.

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**Effective Date: Spring, 2006**

**Additional Information:** The Surgical Technology Certificate is a one-year program offered at the community colleges through the Southern Illinois Collegiate Common Market (SICCM). This program is designed to provide students with the knowledge, skills, and attitudes necessary to practice as certified surgical technologists. Students successfully completing the program will be fully qualified for jobs as scrub surgical technologists and circulating surgical technologists in hospitals, surgical centers, clinics, and physicians’ offices. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), by recommendation of the Accreditation Review Committee on Education in Surgical Technology. Graduates of an accredited Surgical Technology program are eligible to sit for the National Certifying Exam for Surgical Technologists. The exam is given year round by appointment. It is administered by the Liaison Council on Certification for the Surgical Technologist (LCC-ST), which is accredited by the National Commission for Certifying Agencies (NCCA). Successful completion of this exam confers the title of Certified Surgical Technologist (CST). The program is offered off campus in a central laboratory.



**SUSPENSION AND BRAKES  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 8  
Major Code: 1.2 470604Q

**FIRST SEMESTER – FALL**

<b>Dept. No.</b>		<b>Hrs.</b>	<b>Gr.</b>
AST 173	Braking Systems	4	___
AST 281	Suspension and Steering	<u>4</u>	___
		8	

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**Effective Date: Spring, 2006**





**THEATRE**  
**Toward a Bachelor of Arts Degree**

Transfer Curriculum  
 Associate in Arts  
 Minimum Hrs. 63  
 Major Code: 1.1 500501A

**TRANSFER CURRICULUM:** This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Arts degree in this Catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

**FIRST YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
BIO 100	Biology for Non-Science Majors	3	___
ENG 101	English Composition I <sup>1</sup>	3	___
PSC 131	American Government OR HIS 201 United States History I OR HIS 202 United States History II	3	___
SPE 113	Theatre Appreciation	3	___
SPE 124	Fundamentals of Acting I	3	___
SPE 128	Theatre Practicum	1	___
		<u>16</u>	

**SECOND YEAR – FALL SEMESTER**

Dept. No.		Hrs.	Gr.
HTH 110	Health Education	2	___
LIT 275	The Art of the Cinema	3	___
PHS 101	Environmental Technology	3	___
SPE 115	Speech	3	___
SPE 119	Stagecraft I	3	___
SPE 128	Theatre Practicum	1	___
		<u>15</u>	

**SECOND YEAR – SPRING SEMESTER**

**FIRST YEAR – SPRING SEMESTER**

Dept. No.		Hrs.	Gr.
ENG 102	English Composition II <sup>1</sup>	3	___
PSY 132	General Psychology	3	___
PHS 103	Earth Science OR PHS 105 Physics for Non-Science Majors	3	___
SPE 125	Fundamentals of Acting II	3	___
SPE 128	Theatre Practicum	1	___
	Humanities/Fine Art Elective	3	___
		<u>16</u>	

Dept. No.		Hrs.	Gr.
SPE 120	Stagecraft II	3	___
SPE 128	Theatre Practicum	1	___
MAT 113	Introduction to Contemporary Mathematics	3	___
	Humanities Elective	3	___
	Social Science Elective	3	___
	Supportive Skills Elective	3	___
		<u>16</u>	

<sup>1</sup> Requires a grade of "C" or higher.

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**Effective Date: Spring, 2006**

**Career Opportunities:** Theatre manager, performing artist, actor/actress, playwright, scene designer, costume designer, lighting technician, sound effects technician, director, theatre sales, makeup artist, choreographer, publicist, travel coordinator.

**Major Employers:** Theatre and film industries.



**TOOLING MANUFACTURING TECHNOLOGY  
(Tool and Die)  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 71  
Major Code: 480507C

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
DRT 185 Computer Graphics I	2	___
MAC 150 Machine Tool Operations	2	___
MAC 151 Machine Tool Lab	2	___
MAC 152 Machine Tool Lab	2	___
MAC 153 Machine Tool Lab	2	___
MAC 180 Blueprint Reading	3	___
MAT 106 Technical Math OR MAT 107 Technical Math with Applications	4	___
WEL 150 Oxy-Acetylene Fusion Welding	1	___
	18	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
IND 122 CAD/CAM Operations	2	___
MAC 154 Introduction to CNC	2	___
MAC 155 Machine Tool Lab	2	___
MAC 156 Machine Tool Lab	2	___
MAC 157 Machine Tool Lab	2	___
MFT 101 Production Technology	3	___
PSC 131 American Government OR HIS 201 United States History I OR HIS 202 United States History II	3	___
WEL 162 T.I.G. Welding	1	___
	17	

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ENG 113 Professional Technical Writing OR ENG 101 English Composition I <sup>1</sup>	3	___
IDM 210 Hydraulics and Pneumatics	4	___
IND 201 Metallurgy	2	___
MAC 159 CAM Operations	2	___
TDM 201 Tool & Die Lab I	3	___
TDM 201A Tool & Die Lab IA	3	___
	17	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
DRT 282 Tool Design	3	___
MAC 164 Machine Tool Lab	2	___
PHY 121 Technical Physics	3	___
PSY 132 General Psychology* OR PSY 128 Human Relations	2-3	___
SPE 115 Speech OR SPE 116 Interpersonal Communications*	3	___
TDM 202 Tool & Die Lab II	3	___
TDM 202A Tool & Die Lab IIA	3	___
	19-20	

**Optional**

ATI 200 Applied Technologies Internship 1-3

\*Note: Students attending a 4-year university will need PSY 132 and SPE 116.

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**Effective Date: Spring, 2006**



**TOURISM MANAGEMENT  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 62  
Major Code: 1.2 081105C

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 110 Introduction to Business	3	___
BUS 111 Business Mathematics	3	___
BUS 235 Business Correspondence OR ENG 101 English Composition I <sup>1</sup>	3	___
TRT 150 Introduction to Hospitality and Tourism	3	___
TRT 153 Travel Geography	3	___
	15	

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
SPN 101 Elementary Spanish I	4	___
TRT 250 Event Planning and Management	3	___
TRT 251 Site Interpretation	3	___
TRT 254 Business for Not-for-Profit	3	___
TRT 256 Destination Sales and Marketing	3	___
	16	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
CIS 207 Computer Applications	3	___
HUM 101 Introduction to Humanities	3	___
SPE 115 Speech	3	___
TRT 145 Cultural Heritage	3	___
TRT 151 Visitor and Customer Service	3	___
	15	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
PSY 132 General Psychology OR SOC 133 Sociology	3	___
TRT 252 Destination Leadership	3	___
TRT 257 Financial Not-for-Profit	3	___
TRT 258 Destination Management	3	___
TRT 260 Internship	4	___
	16	

<sup>1</sup> Requires a grade of "C" or higher.

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**Effective Date: Spring, 2006**

**Additional Information:** The Tourism Management Program is a two-year program designed to provide you with the knowledge and skills necessary to be successful in the tourism industry, whether you choose to stay in southern Illinois, or start a career in another part of the world. The curriculum examines a variety of facets of the tourism industry, including sales and marketing, financial and business management for non-profit organizations, historic and cultural site interpretation, cultural heritage, destination management, and event planning. In addition, students will have opportunities to expand their knowledge in a variety of fields, including business communications, computer applications, customer service, and the humanities.

The entire AAS curriculum is articulated with SIU-C's Bachelor of Science Degree in Food and Nutrition with a specialization in Hospitality and Tourism Management. An additional 2 years at SIU-C completes the Bachelor's degree.

The United States Department of Labor estimates that the tourism industry will grow 18% by the year 2012. This means over 2 million new jobs will be created as a result of tourism in the United States! Whether you want to manage a four-star hotel, plan special events, manage historic attractions, create advertising campaigns for your favorite city, or work for a sports marketing firm, your education in tourism management starts here.

**Career Opportunities:** Tour operator, tourism site interpreter, golf course manager, resort manager, guest relations, concierge, customer service account executive, sales training specialist, instructor, retail store manager, boutique owner, hotel and restaurant manager, staff catering manager, staff public relations specialist, special events promoter, meeting and conventions specialist, meeting planner, event sales manager, tradeshow planner/manager, convention and visitors bureau director/sales, chamber of commerce director, museum/zoo/aquarium promotions, bed and breakfast owner/manager, travel writer.



**UNIBODY REPAIR TECHNICIAN  
Certificate Program**

Career Curriculum  
Certificate  
Minimum Hrs. 9  
Major Code: 1.2470603R

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Dept.	No.		Hrs.	Gr.
ACT	293	Structural Damage Repair	1	___
ACT	296	Structural Damage Repair Lab	4	___
WEL	150	Oxy-Acetylene Fusion Welding I	1	___
WEL	160	M.I.G. Welding	2	___
WEL	196	M.I.G. Welding -- Aluminum	<u>1</u>	___
			9	

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**Effective Date: Spring, 2006**



**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BIO 205 Anatomy and Physiology I	4	—
CIS 207 Computer Applications	3	—
VET 110 Small Animal Nursing I	2	—
VET 116 Large Animal Nursing	4	—
VET 118 Veterinary Practice Management	3	—
	16	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
BIO 206 Anatomy and Physiology II	4	—
BIO 226 Microbiology	4	—
VET 111 Small Animal Nursing II	2	—
VET 117 Animal Radiography	2	—
VET 119 Animal Clinical Lab I	2	—
VET 133 Animal Surgical Technology I	2	—
VET 138 Animal Pharmacology I	2	—
	18	

**FIRST YEAR – SUMMER SEMESTER**

Dept. No.	Hrs.	Gr.
VET 231 Animal Clinical Rotation I	6	—
	6	

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ENG 101 English Composition I <sup>1</sup> OR SPE 115 Speech OR SPE 116 Interpersonal Communications	3	—
VET 219 Animal Clinical Lab II	2	—
VET 233 Animal Surgical Technology II	2	—
VET 235 Laboratory Animals	2	—
VET 238 Animal Pharmacology II	2	—
VET 239 Animal Diseases	2	—
Social Science Elective	3	—
	16	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
VET 236 Animal Management	3	—
VET 237 Zoological Animal Nursing	3	—
VET 232 Animal Clinical Rotation II	7	—
	13	

<sup>1</sup> Requires a grade of “C” or higher.

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**Effective Date: January 29, 2007**

**Selection of Admitted Students**

Students will be required to take the Health Occupations Aptitude Examination – Revised. All five sections of the test will be given, with only the cumulative raw score on the first four sections used for admission ranking. The fifth section will be utilized for research purposes.

The Health Occupations Aptitude Examination – Revised may be taken up to two times within one academic year, with the highest score used for determination of admission. Testing will be cross-checked between campuses. Applications will be considered invalid if the applicant has sat for the exam more than two times within an academic year.

Points may be earned for previously taken courses of:

Anatomy and Physiology I	A – 10 points, B – 8 points, C – 6 points
Anatomy and Physiology II	A – 10 points, B – 8 points, C – 6 points
Microbiology	A – 10 points, B – 8 points, C – 6 points

The remainder are given 3 points for “A”, 2 points for “B”, 1 point for “C”:

Computer Applications  
Fundamentals of Speech OR Interpersonal Communications OR English Communications

Total points achieved will be added to the combined earned raw scores of sections 1 through 4 of the Health Occupations Aptitude Examination – Revised. Rank ordering of students for admission consideration will be made on the basis of total points. Tie breakers will be based upon the highest score achieved on the Health Occupation Aptitude Examination – Revised, Part 1 and Part 3, successively.

Students are required to earn a “C” or better in all program courses. Students withdrawing or failing the Veterinary Technology Program must follow the application procedure outline in the packet provided by each college for re-entry. A student success plan/contract will accompany the readmission to assure student success in the program. Students are allowed to re-enter only if space is available after all new and continuing students from your respective college are admitted for the requested school year.



**WELDING TECHNOLOGY  
Certificate Program**

Career Curriculum  
Certificate Program  
Minimum Hrs. 27  
Major Code: 1.2 480508T

**FIRST YEAR – FALL SEMESTER**

<b>Dept. No.</b>	<b>Hrs.</b>	<b>Gr.</b>
IND 201 Metallurgy	2	___
WEL 150 Oxy-Acetylene Fusion Welding I	1	___
WEL 151 Oxy-Acetylene Fusion Welding II	2	___
WEL 152 Brazing & Soldering	1	___
WEL 153 Oxy-Acetylene Cutting	1	___
WEL 154 Arc Welding I	2	___
WEL 155 Arc Welding II	2	___
WEL 156 Arc Welding III	1	___
WEL 200 Welding Theory	2	___
	<u>14</u>	

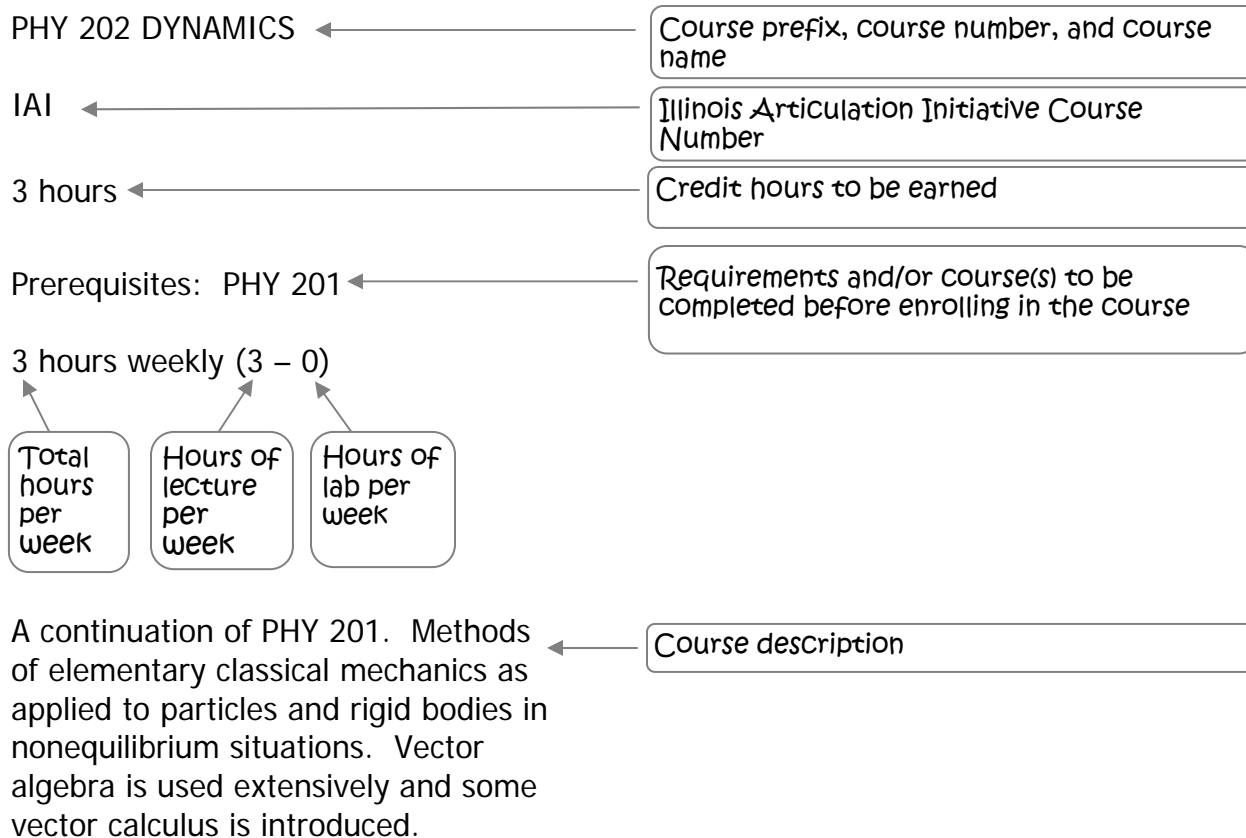
**FIRST YEAR – SPRING SEMESTER**

<b>Dept. No.</b>	<b>Hrs.</b>	<b>Gr.</b>
MAC 180 Blueprint Reading	3	___
WEL 157 Arc Welding IV	1	___
WEL 158 Arc Welding V	1	___
WEL 159 Arc Welding	1	___
WEL 160 M.I.G. Welding	2	___
WEL 161 Cored Wire Welding	2	___
WEL 162 T.I.G. Welding	1	___
WEL 163 Weld Testing & Inspection	2	___
	<u>13</u>	

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**Effective Date: Spring, 2006**

## Explanation of Course Descriptions



## **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 200 or consent of department chair  
3 hours weekly (3-0)

A comprehensive study of the business records needed to meet the requirements of the various federal and state laws such as the following: the Federal Insurance Contributions Act, the federal unemployment law, state unemployment compensation, and the federal and state income tax withholding laws. The course provides a foundation in payroll and personnel records and in the computation of wages and the accounting for wages paid and deductions made.

### **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)

An introduction to the federal income tax structure as related to the individual and to the small business person. Emphasis is on the following areas: individual tax returns, including income inclusions and exclusions, deductions allowable and not allowable; types of returns to be filed, exemptions, and special income and deductions items; basic tax responsibilities of small businesses; reporting requirements involved for a sole proprietorship; and an introduction to an Illinois individual tax return.  
**Taught fall semester only.**

### **ACC 225 Integrated Accounting on Computers**

3 Hours

Prerequisites: ACC 100 or 200 or consent of department chair  
3 hours weekly (3-0)

An introduction to true accounting programs on the computer. Topics covered include these: general ledger, accounts receivable, accounts payable, depreciation, and payroll and financial statements.

## **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.

**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.

### **ADN 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.

### **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 the terminal course of this program. Students will be given an opportunity to apply their knowledge and nursing skills in a practical experience.

### **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 230 Advanced Pharmacology and IV Concepts 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 metabolic, endocrine, gastrointestinal, genital-urinary, orthopedic, dermatologic, obstetric and pediatric 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.

## **AFS**

### **AFS 101 United States Air Force**

2 Hours (Same as AS 101 at SIUC)

Prerequisites: None  
1-hour class with 1.5-hour Leadership Laboratory\* weekly

Evolution of modern aerospace power and concepts on which it was developed. Introduction to aerospace support forces. Includes airlift, research and development, logistics, and education and training. Concurrent enrollment in Leadership Laboratory.

### **AFS 102 Foundation of U. S. Air Force**

2 Hours (Same as AS 102 at SIUC)

Prerequisites: None  
1-hour class with 2-hour Leadership Laboratory\* weekly

Introduction to U. S. general purpose and strategic offensive forces, and the constraints involved in the use of modern weapons. Introduction to concepts, organization, equipment, and procedures involved in the strategic defense of the United States. Concurrent enrollment in Leadership Laboratory.

### **AFS 201 The Development of Air Power I**

2 Hours (Same as AS 201 at SIUC)

Prerequisites: None  
1-hour class with 2-hour Leadership Laboratory\* weekly

History of manned flight from pre-aircraft to the end of WWII. Develops themes of doctrine, technology, and evolution of aircraft and the U. S. Air Force. Concurrent enrollment in Leadership laboratory.

### **AFS 202 Evolution of the USAF Air and Space Power**

2 Hours (Same as AS 202 at SIUC)

Prerequisites: None  
1-hour class with 1.5-hour Leadership Laboratory\* weekly

History of the United States Air Force from separate military department status into the early 1980s. Highlights the versatility of air power and the changing role of machines, people, and tactics in air warfare. Concurrent enrollment in Leadership Laboratory.

#### \*Leadership Laboratory

A supervised laboratory taken concurrently with the AFS courses described above. Students develop leadership potential by participating in practical leadership situations. Emphasis is on customs and courtesies, uniform wear, drill, performance as a unit, and preparation for field training, which is a voluntary experience.

## **AGR**

### **AGR 100 Introductory Animal Science**

**IAI – AG 902**

4 Hours

Prerequisites: None  
5 hours weekly (3-2)

Introduction to domestic animal species and the resulting products that serve the needs of mankind, with examples and discussion concerning genetics, physiology and nutrition principles used to improve animal production and management. The lab

component provides an introduction to the production facilities, livestock species and management and husbandry technique of modern livestock systems used for the production of products and recreation for mankind. (This course is the same as ANS 121 and ANS 122 at Southern Illinois University Carbondale).

**AGR 101 Introductory Economics of Food, Fiber, and Natural Resources**  
**IAI – AG 901**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

The first purpose of this course is to provide the student with an overview of agriculture, especially U. S. agriculture from an economic perspective. This includes consideration of its size; how it fits in with the rest of the economy; how it interacts with the natural resource base; and how it is affected by economic and agricultural policy. A second purpose is to learn basic principles of economics as applied to agriculture. (Same as SIU's ABE 204.)

**AGR 102 Introductory Crop Science**  
**IAI – AG 903**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

Production of important field crops of the world with greatest emphasis on U. S. and midwestern field crops; crop production changes and adjustments; crop distribution over the U. S.; crop groups and classification; special problems; crop enemies, crop ecology, fertilizer and liming practices, tillage, crop improvement through breeding. (Same as SIU's PLSS 200.)

**AGR 103 Introduction to Horticulture**  
**IAI – AG 905**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

General principles of plant propagation, vegetable growing, fruit growing, landscape gardening, and floriculture. (Same as SIU's PLSS 220.)

**AGR 104 Introductory Soil Science**  
**IAI – AG 904**

4 Hours

Prerequisites: CHM 151  
5 hours weekly (3-2)

Basic and applied chemical, physical, and biological concepts in soils; the origin, classification, and distribution of soils and their relationship to humans and to plant growth. (Same as SIU's PLSS 240.)

**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 Cardiopulmonary Resuscitation 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 105 Alzheimer's Disease Training Program**

1 Hour

Prerequisites: None  
1 hour (1-0)

This course is designed to increase the student's understanding of Alzheimer's Disease and related dementia by introducing current etiological theories, the physiological changes that occur in the different forms of dementia, and the common behavioral changes and the techniques used to cope with these changes. Communication strategies along with the care and treatment modalities will be explored.

**ALH 106 Introduction to Athletic Training**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course is designed for students pursuing a career in athletic training. The course provides information about the NATA, job opportunities, incidence or injury, basic injury prevention, recognition and treatment.

**ALH 107 Prevention and Care of Athletic Injuries**  
3 Hours

Prerequisites: None  
3 hours weekly (3-0)

Introduction to the prevention and care of athletic-related injuries.

**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: None  
3 hours weekly (3-0)

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

**ALH 151 A-C School-to-Work Transition Development**  
1 Hour

Prerequisites: None  
1 hour weekly (0-1)

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.)

**AMS**

**AMS 101 Introduction to Military Science**  
1 Hour (Same as AMS 101 at SIUC)

Prerequisites: None  
1 hour weekly (1-0)

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 2**  
1 Hour (Same as AMS 102 at SIUC)

Prerequisites: None  
1 hour weekly

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

**AMS 201 Small Group Dynamics and Leadership**  
3 Hours (Same as AMS 201 at SIUC)

Prerequisites: None  
3 hours weekly (3-0)

This course is built around applied leadership in a group context. We employ 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 are stressed, along with leadership and managerial techniques. Includes a leadership laboratory.

**AMS 202 Basic Leadership Skills 2**  
3 Hours (Same as AMS 202 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 organizational structure. Includes the presentation of

military traits, styles, approaches, managerial techniques, and communication. Includes a leadership lab.

\*Leadership Laboratory

A supervised laboratory taken concurrently with the AMS courses described above. Students develop leadership potential by participating in practical leadership situations. Emphasis is on customs and courtesies, uniform wear, drill, performance as a unit, and preparation for field training, which is a voluntary experience.

**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 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.

**APE**

**APE 100 Adaptive Aquatics I**

.5-2 Hours

Prerequisites: None  
hours weekly (variable)

This course is designed to introduce the student with various or multiple health-related problems to the benefits of warm water resistance to muscles and joints. The buoyancy of the water will ease the movement of ankles, knees, hips, and other joints by reducing the pounding produced by normal walking or running. The course will consist of some components of Ai Chi, unpredictable command techniques, stretching, aqua resistance movements and relaxation techniques. The rehabilitation pool will be used with a water temperature of 90 degrees. The pool depth is from 1” beginning at the steps to 5’ at the deepest end.

**APE 101 Adaptive Aquatics II**

.5-2 Hours

Prerequisites: None  
hours weekly (variable)

This course is a continuation of APE 100. With proper orientation, the student may enroll in this course for the first time without enrollment in the prior course. Taught in rehabilitation pool.

**APE 102 Adaptive Aquatics III**

.5-2 Hours

Prerequisites: None  
hours weekly (variable)

This course is a continuation of APE 101. With proper orientation, the student may enroll in this course for the first time without enrollment in the prior course. Taught in rehabilitation pool.

**APE 103 Adaptive Aquatics IV**

.5-2 Hours

Prerequisites: None  
hours weekly (variable)

This course is designed to provide aquatic activities for students unable to participate in regular aquacise courses. The student will have an opportunity to create an aquatic fitness exercise program adapted to their individual capabilities.

**APE 104 Ai Chi**

.5-2 Hours

Prerequisites: None  
hours weekly (variable)

A combination of deep breathing and slow, deliberate movements using concepts of Tai Chi, Shiatsu, and Qigong in chest-deep water, thus promoting flexibility, range of motion and general mobility as well as increased metabolism, caloric consumption, and blood circulation. Ai Chi decreases stress, insomnia, depression, anger, fatigue and anxiety. Ai Chi is helpful for hypertension, weight control, back pain, arthritis, and fibromyalgia. Taught in rehabilitation pool.

**APE 105 Unpredictable Command Technique**

.5-2 Hours

Prerequisites: None  
hours weekly (variable)

The activities and movements in this course are intended primarily for students with varying states of debilitation from injury, aging, disease or illness, and sedentary lifestyles. The initial emphasis is helping students regain body awareness and reliable, safe voluntary motor control for the trunk and extremities. Achieving that, and based on functional needs, students move into strengthening exercise and increasing endurance. Taught in rehabilitation pool.

**APE 106 Arthritis Aquatics**

.5-2 Hours

Prerequisites: None  
hours weekly (variable)

Arthritis Aquatics will provide the student with the opportunity to exercise affected joints in the rehabilitation pool with 92° water. Range of motion exercises against warm water resistance will be the focus of the course.

**APE 107 MS Aquatics**

.5-2 Hours

Prerequisites: None  
hours weekly (variable)

Aquatic exercises provided to maintain or improve balance and coordination without undue fatigue in 85° water. Ai Chi will be used for warm up and Feldenkrais for stretching techniques. Taught in instructional pool.

**APE 108 Aqua Rehabilitation**

.5-2 Hours

Prerequisites: None  
hours weekly (variable)

This course is designed to provide aquatic exercise for individuals who need therapy and/or rehabilitation for various joints or body parts. Warm water instruction in the rehabilitation pool is provided.

**APE 113 Ai Chi II**

.5-2 Hours

Prerequisites: None  
hours weekly (variable)

A combination of deep breathing and slow, deliberate movements using concepts of Tai Chi, Shiatsu and Qigong in chest deep water thus promoting flexibility, range of motion and general mobility as well as increased metabolism, caloric consumption and blood circulation. Ai Chi decreases stress, insomnia, depression, anger, fatigue and anxiety. Ai Chi is helpful for hypertension, weight control, back pain, arthritis and fibromyalgia. A continuation of APE 104.

**APE 114 Ai Chi III**

.5-2 Hours

Prerequisites: None  
hours weekly (variable)

A combination of deep breathing and slow, deliberate movements using concepts of Tai Chi, Shiatsu and Qigong in chest deep water thus promoting flexibility, range of motion and general mobility as well as increased metabolism, caloric consumption and blood circulation. Ai Chi decreases stress, insomnia, depression, anger, fatigue and anxiety. Ai Chi is helpful for hypertension, weight control, back pain, arthritis and fibromyalgia. A continuation of APE 113.

**APE 115 Ai Chi IV**

.5-2 Hours

Prerequisites: None  
hours weekly (variable)

A combination of deep breathing and slow, deliberate movements using concepts of Tai Chi, Shiatsu and Qigong in chest deep water thus promoting flexibility, range of motion and general mobility as well as increased metabolism, caloric consumption and blood circulation. Ai Chi decreases stress, insomnia, depression, anger, fatigue and anxiety. Ai Chi is helpful for hypertension, weight control, back pain, arthritis and fibromyalgia. A continuation of APE 114.



**APE 116 Arthritis Aquatics II**

.5-2 Hours

Prerequisites: None  
hours weekly (variable)

Arthritis Aquatics will provide the student with the opportunity to exercise affected joints in the therapy pool with 91 degree water. Range of motion exercises against warm water resistance will be the focus of the course. A continuation of APE 106.

**APE 117 Arthritis Aquatics III**

.5-2 Hours

Prerequisites: None  
hours weekly (variable)

Arthritis Aquatics will provide the student with the opportunity to exercise affected joints in the therapy pool with 91 degree water. Range of motion exercises against warm water resistance will be the focus of the course. A continuation of APE 116.

**APE 118 Arthritis Aquatics IV**

.5-2 Hours

Prerequisites: None  
hours weekly (variable)

Arthritis Aquatics will provide the student with the opportunity to exercise affected joints in the therapy pool with 91 degree water. Range of motion exercises against warm water resistance will be the focus of the course. A continuation of APE 117.

**APE 199 Adaptive PE Activities**

.5-2 Hours

Prerequisites: None  
hours weekly (variable)

This course will acquaint students with a variety of adaptive PE activities. Topics may vary each semester.

**APE 200 Block Adaptive Aquacise I**

.5-1 Hour

Prerequisites: None  
hours weekly (variable)

This 8-week course is designed to provide aquatic activities for students unable to participate in regular aquacise courses. The student will have an opportunity to create an aquatic fitness exercise program adapted to their individual capabilities.

**ARC****ARC 100 Architecture Orientation**

2 Hours

Prerequisites: None  
2 hours weekly (2-0)

This course will examine the architectural profession and the various types of jobs and responsibilities found in an architectural firm. The student will study the types of construction jobs and tasks associated with modern construction.

**ARC 140 Architecture Practice and Standards**

2 Hours

Prerequisites: None  
2 hours weekly (2-0)

This course introduces the student to drafting practice and standards used in architectural firms. Individuals will learn document standards, document control, office procedures, and revisions to existing drawings.

**ARC 183 Site and Building Assessment**

2 Hours

Prerequisites: DRT 185 Computer Graphics I  
4 hours weekly (0-4)

This course is designed to give the student experience in creating detail drawings of existing buildings. The student will measure, document, and develop various drawings in an effort to improve an existing building or structure.

**ARC 184 Architecture Documents I**

4 Hours

Prerequisites: DRT 185 Computer Graphics I  
6 hours weekly (2-4)

This course introduces the student to architectural drafting techniques. The student will learn how to develop plans for a residential building. Following are the key topics covered in class: site plan, floor plan, foundation plan, wall sections, elevations, electrical, and plumbing.

**ARC 187 Architecture Design**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

An introduction to the fundamentals of architectural design such as object perception and light. Also covered are figure-ground composition, balance and movement, proportion and rhythm, mass-space organization, multiple viewing positions, one and two point perspective, orthographic projection and freehand drawings.

### **ARC 201 Strength of Materials**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

A study of forces, components, resultants and equilibrants, stress and strain in compression, tension and shear, modulus of elasticity, controls, moments of inertia and section modulus of sections, shearing stress and diagrams, bending moments, and diagrams in beams.

### **ARC 202 Presentation Drawings**

3 Hours

Prerequisites: ARC 184 Architecture Documents I or GRD 110 Graphics Design I  
4 hours weekly (2-2)

Study of design principles of presentation drawings related to the architectural field. The different types of presentation methods including elevations, floor plans, site plans, and sections will be discussed. The various types of common media will be explored. The three different types of perspective drawings will be discussed and evaluated as each relates to presentation drawings. Line types, color, and methods of shading will be used on projects.

### **ARC 281 Architecture Applications 3D**

3 Hours

Prerequisites: DRT 185 Computer Graphics I  
4 hours weekly (2-2)

This course is designed to introduce the student to 3D application in architecture. The student will use 3D solids modeling to generate various architecture plans such as: floor, foundation, elevations, and 3D renderings.

### **ARC 286 Architecture Project**

4 Hours

Prerequisites: ARC 294  
6 hours weekly (2-4)

Students execute a comprehensive design project with required documentation. Students demonstrate the

full array of their knowledge, skill, ingenuity, perseverance, adaptability, and productivity as a manifestation of their preparedness for responsible employment.

### **ARC 294 Architecture Documents II**

4 Hours

Prerequisites: ARC 184  
6 hours weekly (2-4)

This course emphasizes toward commercial structures of masonry, concrete, and steel. The student will complete a floor plan, foundation plan, elevations, and various detail drawings. All drawings are completed using proper codes, product data, and standards.

## **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.

### **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 210 Art for Children**

3 Hours

Prerequisites: None  
5 hours weekly (1-4)

This concerns a study of the creative development of the child from preschool through elementary level,

including participation in methods using various materials that are best suited to particular stages of development. A study of the purposes of arts and crafts as a means of achieving educational goals should help in understanding and appreciating the child through his or her art.

### **ART 220 History of Art I**

**IAI – F2 901, ART 901**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This is a general survey of the history of art from prehistoric times to the Renaissance. Through the study of ancient, Far Eastern, and medieval art, students can obtain a better understanding and appreciation of their own world and the art of earlier times. Slides of tribal masks, Egyptian tombs, Greek temples, Chinese and Japanese paintings, Byzantine mosaics, barbarian finds, and Romanesque and Gothic cathedrals will be a part of the course. History of Art may be used to satisfy 3 to 6 hours of general studies requirements in the humanities area for students who are not in the art program.

### **ART 221 History of Art II**

**IAI – F2 902, ART 902**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This is a general survey of the history of art from the Renaissance to the present. Color slides of Giotto, Leonardo, Michelangelo, Raphael, Titian, Durer, Rubens, Rembrandt (to name a few) will allow the student to explore the great masters as well as modern art. The class includes Renaissance, Baroque, and 19<sup>th</sup> and 20<sup>th</sup> century art. History of Art may be used to satisfy 3 to 6 hours of general studies requirements in the humanities area for students who are not in the art program.

### **ART 250 Ceramics I**

**IAI – ART 912**

3 Hours

Prerequisites: None  
6 hours weekly (0-6)

This is an introduction to fine arts ceramics. Handbuilding 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**

#### **IAI – ART 906**

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 255 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**

#### **IAI – ART 911**

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.

### **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 295 Portfolio**

3 Hours

Prerequisites: Consent of instructor  
6 hours weekly (0-6)

This course is designed to assist art majors in the preparation of individual art portfolios for future use when students transfer to another institution of higher education or seek employment in an art-related occupation. This course may be taken as an elective or, in some cases, as partial substitute for another art course, if approved by the art advisor. Basic health and safety issues will be taught relative to the materials used.

### **ART 296 Photography I**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

An introduction to black and white and color photography as an art medium, including the basics of camera and darkroom techniques and relevant esthetic, historic and critical issues. Students will receive instruction on a variety of photographic subjects and will participate in photographic assignments and critiques. Proper use and care of darkroom chemicals and materials are thoroughly discussed.

## **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 transmissions are also covered.

### **AST 273 Automotive Computer Electronics**

2 Hours

Prerequisites: AST 190A 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.

### **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 transmissions are also covered.

### **AST 273 Automotive Computer Electronics**

2 Hours

Prerequisites: AST 190A 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.

### **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.

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4 Hours

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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  
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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.

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4 Hours

Prerequisites: None  
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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.

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2 Hours

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

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2 Hours

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

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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.

### **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.

### **BIO**

#### **BIO 100 Biology for Non-Science Majors**

**IAI – L1 900L**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

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, and ecology.

#### **BIO 101 Biological Science for Science Majors I**

**IAI – L1 900L, BIO 910, CLS 902**

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 – BIO 910, CLS 901**

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 Anatomy and Physiology**

**IAI – L1 904L**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

An introduction to the study of the human body. The course includes laboratory experience and lecture concepts suited for a beginning anatomy and physiology class. Topics include but are not limited to structure and function of the organ systems, metabolism, biochemistry, cells, and tissues.

#### **BIO 106 Human Body Structure and Function**

4 Hours

Prerequisites: None  
5 hours weekly (3-2)

A comprehensive study of the basic structure and function of the normal human body. The course includes study of the body plan, cells, tissues, and integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Laboratory includes fetal pig dissection and appropriate physiological experiments.

#### **BIO 110 General Botany**

**IAI – L1 901L, CLS 915**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

Fundamental concepts of plant life cycles, structure, function, and divisional survey, with emphasis on higher plants.

#### **BIO 115 Invertebrate Zoology**

**IAI – CLS 916, L1 902L**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

A survey of the major invertebrate phyla from protozoans through echinoderms. The course emphasizes origins and evolutionary history, functional morphology, and natural history. Representative organisms are examined in the laboratory.

**BIO 120 Vertebrate Zoology**  
**IAI – CLS 916, L1 902L**  
3 Hours

Prerequisites: None  
4 hours weekly (2-2)

A survey of the phylum chordata, including cephalochordates and hemichordates as well as the more familiar vertebrates. Emphasis is placed on development, morphology, natural history, and diversity. Representative organisms are examined in the laboratory.

**BIO 125 Horticulture**  
4 Hours

Prerequisites: None  
5 hours weekly (3-2)

Taped lecture aired over public television. Instructor will be available to students by telephone, mail, and on a walk-in basis.

Lab class will consist of learning and demonstrating techniques used by gardeners, nurseries, orchardists, and horticulturists. Laboratory will be offered in conjunction with a telecourse. Successful completion of both the telecourse and the lab will allow the student to satisfy a science elective.

**BIO 205 Human Anatomy and Physiology I**  
**IAI – NUR 903, CLS 903**  
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**  
**IAI – NUR 904, CLS 904**  
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**  
**IAI – CLS 905, NUR 905**  
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.

**BIO 240 Plant and Animal Ecology**  
3 Hours

Prerequisites: None  
3 hours weekly (3-0)

Important abiotic factors as well as population and community and ecosystem ecology, energy, biochemistry, and practical considerations are covered via a textbook of conceptual ecology. A field trip to both tropical and marine ecosystems is an option available to students.

**BIO 241 Introduction to Tropical Ecology**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

A travel-study course providing baccalaureate transfer students an introduction to tropical ecology. Tropical forests, deserts, savannas, freshwater marine habitats, and the human impact on these areas are explored through readings, lectures, videos, and fieldwork in a tropical location. On-campus assignments include a seminar before and after the trip and weekly assignments during the semester.

**BIO 245 Conservation of Natural Resources**

3 Hours

Prerequisites: Consent of the instructor  
3 hours weekly (3-0)

Conservation of natural resources, including both traditional and current approaches with emphasis on recent developments.

**BIO 275 Wild Plants**

3 Hours

Prerequisites: None  
5 hours weekly (1-4)

A course in the identification of common vascular plants, particularly the angiosperms (flowering plants), stressing basic taxonomy, field and herbarium methods, plant uses and plant communities in southern Illinois. Local field trips will offer a diversity of trees, shrubs and wildflowers in season.

**BUS****BUS 035A Pre-Office Language Skills A**

1 Hour

Prerequisites: None  
1 hour weekly (1-0)

This course is designed to review reading, listening, and language skills and to improve the use of the dictionary. This course will help prepare the student for the language skills course and other courses requiring a basic knowledge of grammar.

**BUS 035B Pre-Office Language Skills B**

1 Hour

Prerequisites: None  
1 hour weekly (1-0)

This course is designed to review language skills and to improve recognition of the various parts of a sentence and punctuation of a sentence. This course will help prepare the student for the language skills course and other courses requiring a basic knowledge of grammar.

**BUS 035C Pre-Office Language Skills C**

1 Hour

Prerequisites: None  
1 hour weekly (1-0)

This course is designed to review language skills and to improve the use of the following: spelling, punctuation, various parts of a sentence, proper capitalization, and skills for sentence composition. This course will help prepare the student for the language skills course and other courses requiring a basic knowledge of grammar.

**BUS 045A Business Math Fundamentals A**

1 Hour

Prerequisites: None  
1 hours weekly (1-0)

The first level of a three-level course designed to prepare the student to enter the college-level business math course. In addition to the basic functions of math, the student will learn business terminology and applications.

**BUS 045B Business Math Fundamentals B**

1 Hour

Prerequisites: None  
1 hour weekly (1-0)

The second level of a three-level course designed to prepare the student to enter the college-level business math course. In addition to the basic functions of math, the student will learn business terminology and applications.

**BUS 045C Business Math Fundamentals C**

1 Hour

Prerequisites: None  
1 hour weekly (1-0)

The third level of a three-level course designed to prepare the student to enter the college-level business math course. In addition to the basic functions of math, the student will learn business terminology and applications.

**BUS 110 Introduction to Business****IAI – BUS 911**

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 112 8 Habits of Successful Students**

.5 Hours

Prerequisites: None  
.5 hours weekly (.5-0)

This course is designed to provide students with Franklin Covey's 7 Habits of Highly Effective College Students, which will guide them toward college success. Specific habits for success include being proactive; beginning with the end in mind; putting first things first; thinking win-win; and seeking first to understand.

**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. Assignments may be completed outside of class.

**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-45 wpm; B-40 wpm; C-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-60 wpm; B-55 wpm; C-50 wpm.

**BUS 118 Keyboarding III**

2 Hours

Prerequisites: BUS 117 or consent of department chair  
3 hours weekly (1-2)

Emphasis is on a high degree of accuracy and speed. All practice will be geared toward developing the highest speed possible on straight copy and on digits. The following grade scale is used for 5-minute timings on straight copy: A-70 wpm; B-65 wpm; C-60 wpm; and D-55 wpm.

**BUS 121 Business Statistics****IAI – BUS 901**

3 Hours

Prerequisites: MAT 116  
3 hours weekly (3-0)

An introductory course emphasizing the statistical analysis of business and economic data and how it aids in controlling operations and in making sound business decisions. Included in the course are methods of collection, interpretation, and presentation of economic data. Topics include measures of central tendency, measures of dispersion and skewness,

probability and probability distributions, testing hypotheses, analysis of variance, chi-square analysis, time-series analysis, and linear regression and analysis.

### **BUS 127 Electronic Calculating**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

This course is designed for students to reinforce fundamental business math concepts while developing touch speed and accuracy skill using the 10-key electronic calculator.

### **BUS 128 Machine Transcription**

3 Hours

Prerequisites: BUS 116 or equivalent and BUS 135  
4 hours weekly (2-2)

This course provides training and instruction in the use of transcribing machines and dictation practices. The students receive a review of basic language skills necessary for effective and efficient machine transcription. Through transcription and textbook assignments, emphasis is placed on spelling, punctuation, proofreading, word selection, and document preparation skills.

### **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 138 Employment Strategy**

1 Hour

Prerequisites: None  
1 hour weekly (1-0)

This course is designed to provide students with the skills necessary to secure and maintain employment. Topics covered include organizing the job search, locating job leads and getting interviews, identifying skills, developing interview strategies, completing applications and creating effective resumes. Job survival skills are also covered within the class.

### **BUS 150 (A-D) Case Studies/Procedures in Business and Industry**

1 Hour

Prerequisites: None  
1 hour weekly (1-0)

Application of business/management principles to specific problems through case studies, simulation, special class projects or problem-solving procedures. (Topic to be listed on the student's permanent academic record.)

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

1 Hour

Prerequisites: None  
1 hour weekly (0-1)

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 205 Word Processing**

3 Hours

Prerequisites: BUS 117 or consent of department chair  
6 hours weekly (0-6)

This is a word/information processing course featuring Microsoft Word and WordPerfect, Windows taught on the microcomputer (IBM and IBM-compatible). This course was developed to provide students with the opportunity for increased proficiency in business and personal communications. Through hands-on exercises that have been selected and field tested for use with the entire spectrum of technology together with a text-workbook, students will learn to keyboard, revise, and print documents.

### **BUS 215 Medical Terminology I**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This is an introduction to the correct spelling, pronunciation, and meaning of roots, prefixes, and suffixes of common medical terms that relate to body

systems and pathological conditions. In addition, students will study abbreviations, lab tests and clinical procedures, and analyze medical documents.

### **BUS 216 Medical Terminology II**

3 Hours

Prerequisites: BUS 215

3 hours weekly (3-0)

This is a continuation of the study of the correct spelling, pronunciation, and meaning of roots, prefixes and suffixes of common medical terms that relate to body systems, pathological conditions, pharmacology, radiology, psychiatry, and related areas. In addition, students will study abbreviations, lab tests and clinical procedures, analyze medical documents, and be introduced to medical forms and punctuation used in transcription.

### **BUS 221 Business Law**

#### **IAI – BUS 912**

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Introduction to the legal system as it affects business activity. Areas of concentration include formation and nature of contract, the agency relationships, and the Uniform Commercial Code Law of Sales and Commercial Paper.

### **BUS 222 Legal/Social Environment of Business**

#### **IAI – BUS 913**

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 Correspondence**

3 Hours

Prerequisites: None

3 hours weekly (3-0)

After a brief review of grammar, punctuation, word usage, and letter formats, the principles of letter writing will be presented. Attention is given to the various types of written business correspondence,

interoffice communications, employment communications, and dictation techniques. Two written assignments per week are required. Dictation practice will be provided.

### **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, coding, chargeouts, and color-coding devices as well as the use of microcomputers.

### **BUS 237 Office Procedures**

3 Hours

Prerequisites: BUS 116 or equivalent

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 239 Business Seminar II**

1 Hour

Prerequisites: None

1 hour weekly (1-0)

This course is designed to help students acquire human relations skills and to develop career maturity essential to successful employment.

### **BUS 240 Supervised Executive Secretary Work Experience**

2 Hours

Prerequisites: Consent of Chair of Department of Business

10 hours weekly (0-10)

On-the-job executive secretarial work experience will enable students to apply the skills and knowledge learned in the classroom. Students will work in approved offices in business and industry. The teacher-coordinator and the on-the-job supervisor will work together to evaluate student trainees in order to

help them upgrade their skills and strengthen weaknesses.

### **BUS 241 Supervised Legal Secretary Work Experience**

2 Hours

Prerequisites: Consent of Chair of Department of Business  
10 hours weekly (0-10)

On-the-job legal secretarial work experience will enable students to apply the skills and knowledge learned in the classroom. Students will work in approved offices in business and industry. The teacher-coordinator and the on-the-job supervisor will work together to evaluate student trainees in order to help them upgrade their skills and strengthen weaknesses.

### **BUS 242 Supervised Executive/Legal Secretary Work Experience**

4 Hours

Prerequisites: Consent of Chair of Department of Business  
20 hours weekly (0-20)

On-the-job executive/legal secretarial work experience will enable students to apply the skills and knowledge learned in the classroom. Students will work in approved offices in business and industry. The teacher-coordinator and the on-the-job supervisor will work together to evaluate student trainees in order to help them upgrade their skills and strengthen weaknesses.

### **BUS 249 Medical Transcription I**

3 Hours

Prerequisites: BUS 116, BUS 128, BUS 215 and BUS 216 or consent of department chair  
6 hours weekly (0-6)

This is an introduction to the transcription of health care records and medical documents, incorporating English usage and machine transcription skills, disease process knowledge and proofreading and editing skills and meeting progressively demanding accuracy and speed standards.

### **BUS 250 Medical Transcription II**

3 Hours

Prerequisites: BUS 249 or 249A & B with A, B, or C grade  
6 hours weekly (0-6)

This is a second-semester course of simulated on-the-job medical transcription. It will enable students to apply the skills and knowledge learned in previous medical classes to transcribe health care-related documents similar to those found in hospitals, clinics, and private practices. Students will work in three-hour blocks of time transcribing from tapes dictated by physicians, nurses, and other health care providers.

### **BUS 251 Medical Transcription Internship**

1 Hour

Prerequisites: BUS 250 or concurrent enrollment  
5 hours weekly (0-5)

An internship to give students supervised on-the-job work experience in a medical transcription environment. Students will work in approved health care or independent transcription service work sites for a total of 80 hours. The teacher-coordinator and the on-the-job supervisor will work together to evaluate student trainees to help them upgrade skills and strengthen weaknesses.

### **BUS 261 MRT Transcription**

3 Hours

Prerequisites: BUS 116 and 215 and/or 216 or consent of department chair  
6 hours weekly (0-6)

Development of skills in interpreting, editing, and transcribing physician and professional dictation into well-organized reports using medical terminology, effective language, and reference skills. Actual case histories of patients are transcribed using transcription equipment. Accuracy is placed on the transcription equipment with increasingly higher standards required as the students progress through case studies and other medical material.

### **BUS 270 Medical Office Procedures**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

Basic office procedures and practices. The course is designed to prepare the student for duties that will be performed in medical offices—in a hospital or a physician's private practice. Duties include these: mailing procedures; receiving patients; telephone communications; travel and meeting arrangements; preparing appointments; medical and financial records; and insurance forms.



**BUS 275 Medical Office Coding and Insurance**

3 Hours

Prerequisites: BUS 215 and BUS 216 (or concurrent enrollment in BUS 216) or consent of department chair  
3 hours weekly (3-0)

This course will provide students preparing to work in medical offices with a basic knowledge of national diagnostic (ICD-9-CM) and procedural (CPT-4) coding systems. In addition, students will develop skills in the preparation of insurance claim forms for the major medical insurance programs.

**BUS 280 Computer Applications for the Medical Office**

3 Hours

Prerequisites: BUS 116  
4 hours weekly (2-2)

This course will provide instruction in MEDICAL MANAGER®, a computerized account management software package, to enable students to go into any medical office and perform computerized account management duties within a short period of time. Previous computer knowledge is not required.

**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.

**BUS 283 Legal Document Processing**

3 Hours

Prerequisites: BUS 128 and BUS 205 or concurrent enrollment  
4 hours weekly (2-2)

This course emphasizes the fundamental concepts associated with various specializations of the law and the production of legal documents commonly associated with each specialized area.

**CCT**

**CCT 100 Quality Environments in Family Care**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course introduces principles and applications for creating quality environments in family child care settings. Emphasis is placed on the children, families, and care providers in this environment. The content of this course also includes opportunities for professional growth and development as identified by the task force of Professional Development Advisory Committee (PDAC) in defining the Early Childhood Career Lattice.

**CCT 150 Infancy Development IAI – ECE 912**

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.

**CCT 155 The Early Childhood Profession IAI – ECE 911**

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.

**CCT 160 Development and Care of Children IAI – ECE 912**

4 Hours

Prerequisites: None  
6 hours weekly (3-3)

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 CCT 160 receive practical experience, three hours per week, in Logan's Preschool.

**CCT 260 Parent Involvement  
IAI – ECE 915**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course is designed to enhance students' skills in working with families. Students will be introduced to theories, research, and practices related to promoting positive home, school, and community relationships. Respect for cultural diversity, professional ethics, and responding to the individual needs of families are central themes. Emphasis will be placed on using good communication skills, supporting parent's childrearing efforts, and guiding parent participation in schools.

**CCT 265 Curriculum Development**

3 Hours

Prerequisites: None  
5 hours weekly (2-3)

This course will teach students how to design a preschool and school age classroom, develop lesson plans, and present activities to children. This course will help students generate ideas appropriate for each age group of children. Emphasis is placed on the writing of objectives, classroom management, and the use of positive guidance techniques with children.

**CCT 266 Preschool Administration**

3 Hours

Prerequisites: CCT 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.

**CCT 267 Child Care Laboratory I**

5 Hours

Prerequisites: CCT 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 CCT 267 and 268 will not exceed 22 students.

**CCT 268 Child Care Laboratory II**

5 Hours

Prerequisites: CCT 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.

**CCT 269 Child Care 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.

### **CCT 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.

### **CHM**

#### **CHM 141 General, Organic, and Biochemistry I**

**IAI – P1 904L**

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, home economics, 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**

**IAI – P1 904L**

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, home economics, 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, BIO 906, CHM 911, EGR 961**

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 – P1 902L, BIO 907, CHM 912, EGR 962, NUR 907**

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 – BIO 908, CHM 913, EGR 963, NUR 908**

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 – BIO 909, CHM 914, EGR 964**

5 Hours

Prerequisites: CHM 201  
7 hours weekly (3-4)

This course continues the discussions of CHM 201 topics. Topics discussed include reaction mechanisms, reactions involving specific classes of compounds, and an introduction to NMR theory. In the laboratory, students will use microscale organic techniques involving GC and HPLC separations and IR and UV-Vis spectroscopy, and will be introduced to NRM computer simulations. This course is currently offered only in the spring semester.

## **CIS**

### **CIS 101 Introduction to Computers**

#### **IAI – CS 910**

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, database management, spreadsheet, and presentation graphics along with web browser software.

### **CIS 102 Programming**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

This is an introductory course in Visual Basic designed to concentrate on the fundamentals of computer programming through an object-oriented/event-driven programming language. The techniques used can be applied to the business environment and also aid in problem-solving techniques. The student will obtain the skills and logic techniques needed for a solid programming foundation. The application is in a Windows-based environment. Prospective students for this course must have previous computer skills.

### **CIS 103 Wireless Networks**

3 Hours

Prerequisites: CIS 230 or consent of instructor  
4 hours weekly (2-2)

This course is designed to introduce basic terminology, organization, and understanding of a

networking operating system. The terminology and organization will be incorporated through lecture and practical application. The student will be able to describe a network and its functions, the physical components of a network system, identify network services, and perform login procedures. This course will provide a solid foundation for advancement of network applications along with the basic necessary skills to apply to networking concepts.

### **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. Upon completion of this course, the student will be prepared to sit for the core MOS exam.

### **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 upon completion of the course be prepared to sit for the core MOS exam.

### **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. Upon completion of the course the student will be prepared to sit for the core MOS exam.

### **CIS 200 Network Essentials**

3 Hours

Prerequisites: None  
4 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 technician and software specialist. **Spring semester only.**

### **CIS 206 Managing Network Environments I**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

This course is designed to give the student knowledge and practical experience in administering a Microsoft Server 2003 network. Students will be able to describe the principal features of a network operating system and the networking basics of active directory. 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 and is a prerequisite class of CIS 218. **Fall semester only.**

### **CIS 207 Computer Applications**

**IAI – AG 913, BUS 902**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

This course is designed to provide students with the skills and knowledge necessary to function in a highly automated business environment. The Windows operating system will serve as the framework for developing skills in file management and organization, the use of Internet access, and the application of business computer packages including word processing, database management, spreadsheets, and presentation software.

### **CIS 208 Security Awareness**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course will provide a security awareness overview and emphasize the importance of information security. Security techniques relating to business 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 210 Presentation Graphics**

2 Hours

Prerequisites: None  
3 hours weekly (1-2)

This course is designed to provide the student with skills and concepts to create custom presentations using Microsoft PowerPoint. Students will learn to create presentations, add multimedia effects to presentations, publish presentations on the World Wide Web, and set up and schedule online broadcasts. This course will help the student prepare for the MOS certification test.

### **CIS 212 Technology Skills Development**

3 Hours

Prerequisites: CIS 101  
4 hours weekly (2-2)

This course is designed to provide students with the opportunity to become proficient in three separate but related current business computer applications. This course provides students with hands-on experience using desktop publishing software. Students will learn the basic mechanics and concepts of desktop publishing. This course also provides students with desktop information management skills including the use of e-mail, contact, calendar, task, note, and journal features. In addition, the students will develop the strategies and skills required to use the Internet as a valuable research tool.

### **CIS 218 Managing Network Environments II**

3 Hours

Prerequisites: CIS 206  
4 hours weekly (2-2)

This course is designed to use Microsoft Server 2003 and is a continuance of CIS 206. The student will

continue work with and troubleshoot active directory in the following areas: managing printers, publishing, auditing, and disk resources administering, web resources in Windows Server 2003, administering TCP/IP, administering DNS, monitoring and troubleshooting Windows Server 2003 and administering remote access services. This course will assist the student in preparing for an industry-recognized certification exam. **Spring semester only.**

### **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. Upon completion of this course, the student will be prepared to sit for the specialist MOS 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 will be prepared to sit for the specialist MOS exam.

### **CIS 230 Operating Systems**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

Students will learn important topics about Windows XP Professional, including customizing Windows XP, implementing shortcut strategies, using OLE

technologies, backing up a hard disk, safeguarding your computer, evaluating system performance, installing software, installing and troubleshooting hardware, and exploring the Windows Registry. Students will work toward a preparation of an industry standard certification. This course teaches to a power users level.

### **CIS 235 Current Topics in Information Systems**

2 Hours

Prerequisites: None  
3 hours weekly (1-2)

This course is designed to provide the student an opportunity to see and use various alternative software packages and hardware systems currently available in today's business market. Emphasis will be on current trends and topics in computer hardware, software, operating systems, and the Internet.

### **CIS 240 Web Page Design IAI – MC 923**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

This course is designed to give the student the knowledge needed to develop and maintain a basic web site, discussing the importance of web ethics and legal issues, understanding and modifying HTML code, linking web pages, formatting and enhancing a web site, imbedding multi-media files, creating tables and frames pages, utilizing navigation structures, cascading style sheets and uploading a web site.

### **CIS 245 Advanced Web Design**

3 Hours

Prerequisites: CIS 240 or consent of instructor  
4 hours weekly (2-2)

This course will provide the student with the basic skills needed to create a dynamic, data-driven web site. The student will manipulate the web page with the use of behaviors, layering, forms, and templates. Rich media items will be implemented such as video and sound. Search engine optimizing techniques will be explored. The student will be introduced to the fundamentals of web database interaction.

## **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 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**

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 207 Construction Management**

3 Hours

Prerequisites: CMG 105 and CMG 107  
3 hours weekly (3-0)

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 (3-0)

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  
6 hours weekly (2-4) 8 weeks

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 Administration**

2 Hours

Prerequisites: CMG 105 and CMG 107  
2 hours weekly (2-0)

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

### **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.

## **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 103 Nail Technology Theory**

3 Hours

Prerequisites: Concurrent enrollment in COS 115, 116, and 117  
3 hours weekly (3-0)

This course is a study in salon conduct, professional ethics, and the correct image a nail technician should



project for a successful career. This course also emphasizes the study of bacteria and other agents and utilizing sanitation and disinfection for control over spreading infections. The introduction of nail product chemistry and safety in the salon for proper handling, and use of, and disposal of, hazardous materials are included. A basic introduction to anatomy and physiology, nail and nail disorders, and a study of skin and skin disorders are also included.

### **COS 111 Cosmetology Lab I**

10 Hours

Prerequisites: None  
30 hours weekly (0-30)

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, and 115  
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, 115 and 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 115 Cosmetology-Related Lab**

1 Hour

Prerequisites: Concurrent enrollment with Cosmetology 101 and 111 or enrollment in Nail Technician Program  
3 hours weekly (0-3)

This course is designed for those enrolled in both Cosmetology 111 and nail technology. It will include manicuring, pedicuring, theory of massage, and nail art.

### **COS 116 Cosmetology-Related Lab**

.5 Hours

Prerequisites: COS 115, 117 and 175 clock hours.  
2.5 hours weekly (0-2.5)

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

### **COS 117 Nail Technician**

5 Hours

Prerequisites: Concurrent enrollment in COS 115, 116  
15 hours weekly (0-15)

This course is designed to train the student in concepts, procedures, application, product knowledge, and theory of nail technology. This will prepare students for the state board examination, as well as make them employable.

## **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.

## **CPS**

### **CPS 102 Exploring Computer Technology**

#### **IAI – CS 910**

3 Hours

Prerequisites: MAT 062 or equivalent  
4 hours weekly (2-2)

This course will serve as an introduction to computer systems, including their hardware and software, and their use in problem solving. The course has three major goals: to foster computer literacy and competency, to explore the use of various application packages, and to develop skill in problem solving using computer technology. The focus will be on a conceptual understanding of how computer systems are used to represent, store, manipulate, and communicate information rather than to provide training on any one particular application. This study of the uses and limitations of technology will lead to an informed decision about using computer resources.

### **CPS 111 Introduction to Technology for Educators**

#### **IAI – EDU 904**

3 Hours

Prerequisites: CPS 102, CIS 101, 207  
4 hours weekly (2-2)

This course introduces educators and education majors to the knowledge and skills required to demonstrate their proficiency in the current technology standards. The course focuses on both knowledge and performance, and includes hands-on technology activities. Topics will include use of various hardware such as computers, scanners, and digital cameras to improve instruction as well as software such as word processor, spreadsheet, database management, and multimedia presentation application packages.

### **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 the language, algorithm development, and good programming style guidelines.

Students will be expected to complete a variety of programming projects. The scheduled lab times are designed for students to have access to instructor help while completing these projects. Check the current schedule of classes to determine the programming language currently being utilized for this course.

### **CPS 202 Discrete Structures (Also MAT 125)**

**IAI – CS 915, MI 906**

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. It will lay the groundwork for students interested in computer arithmetic, sets, relations and functions, logic, Boolean algebra, elementary matrix operations, combinations, permutations, and counting techniques, and basic concepts of probability. **This course is offered in the fall semester only.**

### **CPS 203 Introduction to Scientific Programming**

**IAI – EGR 922, MTH 922**

4 Hours

Prerequisites: CPS 176 or consent of instructor and MAT 131  
5 hours weekly (3-2)

A computer programming course using the modern, structured high-level language C + +. This course is intended for math and engineering majors, and will emphasize the use of programming in problem analysis and problem solving with applications in mathematics. Topics will include syntax of the language, data types, control structures, numerical methods, arrays, modular design through functions, object-oriented design, and simulations. Emphasis will be given to problem solving, program design, testing, and documentation.

### **CPS 204 Introduction to PASCAL**

Prerequisites: CPS 176 or consent of instructor  
3 hours weekly (3-0)

A course in the high level, general purpose PASCAL language. Attention will be given to the vocabulary and syntax of the language, problem formulation, and the proper design of a PASCAL program utilizing structured programming techniques.

### **CPS 206 Computer Science I**

**IAI – CS 911, MTH 922**

4 Hours

Prerequisites: CPS 176 or consent of instructor and MAT 111

5 hours weekly (3-2)

This course is the first in a required sequence of courses for majors in computer science and related fields. It provides a study of programming using a modern, object-oriented high-level programming language. Included are discussions of programming constructs (selection, repetition, and sequence) as well as data representation and storage, including arrays, records, objects, and files. Primary emphasis will be given to a disciplined approach to problem solving, algorithm development, program design, testing, and documentation. Check the current class schedule to determine the programming language currently being utilized for this course.

### **CPS 207 Java Programming**

4 Hours

Prerequisites: CPS 176 or consent of instructor  
5 hours weekly (3-2)

An introduction to the Java Programming language with object-oriented design. Students will be introduced to the use of pre-written Java classes and methods as well as building their own classes and applying these to the creation of graphical user interfaces, Web-based programming and multimedia applications. Topics to be covered include Java applications, Java Applets, data storage, sequence, selection and repetition control structures, methods, arrays, classes, and object-oriented programming. Good program style considerations will be emphasized.

### **CPS 208 Assembly Language Programming**

3 Hours

Prerequisites: CPS 204 or 206 or consent of instructor  
3 hours weekly (3-0)

An introduction to the logical basis and basic computer organization of a particular system through the treatment of assembly language. Topics studied include: machine representation of numbers and characters, basic assembly language syntax, machine operations, addressing techniques, as well as machine-level input/output programming.

## **CPS 215 Computer Science II**

### **IAI – CS 912**

4 Hours

Prerequisites: CPS 206 or 207 with a grade of “C” or higher or consent of instructor  
5 hours weekly (3-2)

A continuation of the development of structured and object-oriented programming concepts and their use in program development utilizing a popular, high-level programming language. Topics include abstract data types and data structures: stacks, queues, files, sets, pointers, lists, trees, graphs. Program verification, recursion, and algorithm analysis will be addressed. This is the second course in a required series for computer science and related majors. Check the current class schedule to determine the programming language currently being utilized for this course. **This course is offered in the fall semester only.**

## **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 law enforcement and corrections; delineation of major patterns of practice and organizational structure; and description of major programs and their relationships.

### **CRJ 105 Criminal Behavior**

#### **IAI – CRJ 912**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

An introduction to personality theories and their application to causes of crime with primary emphasis on individual-oriented theories; consideration of the offender and his/her community context as problems for rehabilitation efforts; criticism of typical treatment programs.

### **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 Health and Public Service Associate Dean  
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 3.75 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****IAI – CRJ 913**

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)

This course will examine local confinement facilities, county jails, juvenile facilities, and state and federal prison systems. Emphasis will be placed on correctional administration models, correctional institution designs, and the history of prison systems.

**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 Conservation and the Criminal Justice System**

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.

**DHY**

**DHY 100 Local Anesthesia for Dental Hygiene**  
2 Hours

Prerequisites: DHY 213 and DHY 215  
2 hours weekly (2-0)

A comprehensive course designed for the individual who wishes to use local anesthesia in the practice of dental hygiene as allowed by the Illinois Dental Practice Act. The didactic instruction will include topics such as patient pre-education; pain, nerve physiology, pharmacology of local anesthesia and vasopressors; record keeping, anesthesia armamentarium, topical anesthetics, infiltration techniques, mandibular block technique, potential complications as well as post operative instructions. Practical experience is included. Upon completion of this course, the student will be able to administer local anesthesia.

**DHY 200 Orientation and Pre-Clinic**  
4 Hours

Prerequisites: Admission to the Associate Degree Dental Hygiene Program  
6 hours weekly (2-4)

This course is designed to introduce the student to the methods and procedures employed during the oral prophylaxis appointment, including techniques for instrumentation, removing stains and deposits from

tooth surfaces, instrument care, sterilization and disinfection, along with oral physiotherapy procedures. The course utilizes mannequins, demonstrations, and student practice.

**DHY 201 Dental Nutrition**  
2 Hours

Prerequisites: Acceptance into the Associate Degree Dental Hygiene Program  
2 hours weekly (2-0)

This course is designed to introduce the science of nutrition and its applications on a personal, professional, and community level with emphasis on its application to dentistry. Students are introduced to the analysis of diets, to the evaluation and use of nutritional reference and educational materials, and to patient counseling skills.

**DHY 202 Dental Pharmacology**  
2 Hours

Prerequisites: Admission to the Associate Degree Dental Hygiene Program  
2 hours weekly (2-0)

This course is designed to familiarize students with the medications that patients may be taking. Students learn specific drug actions, routes of administration, common dosages, precautions, contraindications, and side effects of pharmacological agents.

**DHY 204 Periodontology**  
2 Hours

Prerequisites: DHY 200, 201  
2 hours weekly (2-0)

This course is designed to provide the dental hygiene student with an understanding of the anatomy and physiology of the tissue of the periodontium in both health and disease. This course will emphasize methods and procedures of patient treatment and management of the disease processes associated with periodontal disease.

**DHY 206 Oral Pathology**  
1 Hour

Prerequisites: DHY 200  
1 hour weekly (1-0)

This course acquaints the student with oral anomalies manifested by development, metabolic, and disease disturbances. Emphasis will be placed upon the clinical aspects of oral pathology along with the

histological and morphological study of the diseased or anatomically altered oral structures.

### **DHY 207 Community Oral Health**

2 Hours

Prerequisites: DHY 200, 210  
2 hours weekly (2-0)

This course presents concepts of health education and promotion, community dental health, and public health dentistry. Students gain background knowledge in assessment, planning, implementation, and evaluation of community oral health programs. Field experience in selected social settings permits student participation in community health care planning.

### **DHY 210 Dental Hygiene Seminar I**

1 Hour

Prerequisites: DHY 200  
1 hour weekly (1-0)

A continuation of DHY 200 with emphasis on discussion of ancillary procedures, i.e., drug investigation, significance of the oral examination, agents used to desensitize teeth, appointment sequencing, use of topical anesthetics, post-operative instructions, and the use of ultrasonic scaling devices, and air polishing.

### **DHY 211 Dental Hygiene Practice I**

4 Hours

Prerequisites: DHY 200, 201  
16 hours weekly (0-16)

This course is designed to provide the student with experience in application of dental hygiene techniques on a variety of patients within the clinical setting. Continued application of oral prophylaxis techniques, fluoride application, oral physiotherapy, periodontal patient management, desensitization, and appointment planning.

### **DHY 212 Dental Hygiene Seminar II**

.5 Hour

Prerequisites: DHY 200, 204, 211  
.5 hour weekly (.5-0)

A continuation of DHY 210 with emphasis placed on the periodontally involved patient and treatment procedures for patients exhibiting special oral needs such as the oncology patient, the geriatric patient, the pedodontic patient, the mentally handicapped patient and the physical and sensory handicapped patients.

### **DHY 213 Dental Hygiene Practice II**

2 Hours

Prerequisites: DHY 204, 206, 210, 211  
8 hours weekly (0-8)

This course is a continuation of DHY 211. The students will be provided opportunities to refine previously learned skills. Emphasis will be placed on root planing, topical medical application, preparation of study casts, placement of sealants, periodontal charting, and treatment of patients with special oral needs. Planned and supervised clinical experiences are arranged in the dental hygiene clinic and extra-mural rotations.

### **DHY 214 Dental Hygiene Seminar III**

1 Hour

Prerequisites: DHY 207, 210, 212, 213  
1 hour weekly (1-0)

This course is designed to prepare the student for future employment and the responsibilities of the dental hygiene profession. Legal and ethical aspects of practice are emphasized as well as other responsibilities of the hygienist. The student is required to write a personal resume. Classroom discussion and role-playing focus on interviewing techniques and employment decision-making.

### **DHY 215 Dental Hygiene Practice III**

3 Hours

Prerequisites: DHY 207, 212, 213  
12 hours weekly (0-12)

This course incorporates all previous clinical, (DHY 211 and DHY 213), didactic and laboratory information and skills, (DHY 200, DHY 201, DHY 210, DHY 212), for the delivery of dental hygiene care.

## **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 and have a negative two-step TB test (or negative chest x-ray).  
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, 202, 204, 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, 202, 204, 206 and a current CPR certificate and have a negative two-step TB test (or negative chest x-ray)  
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, 224, 226 and a current CPR certificate and have a negative two-step TB test (or negative chest x-ray)  
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  
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.

### **DMS 290 Physics and Instrumentation**

4 Hours

Prerequisites: One year full-time equivalent experience in sonography/ultrasound with letter of verification  
4 hours weekly (4-0)

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. The

matrix of the ARDMS exam for Cardiac Principles and Instrumentation and Vascular Physical Principles and Instrumentation will be followed. All of the vascular matrix will be reviewed. Seventy percent of the cardiac matrix will be reviewed. The remaining 30% of the cardiac matrix will be reviewed in DMS 291, Cardiac Anatomy and Physiology Review.

### **DMS 291 Cardiac Anatomy and Physiology Review**

4 Hours

Prerequisites: 1 year full-time equivalent experience in sonography/ultrasound with letter of verification.  
4 hours weekly (4-0)

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. Thirty percent of the Cardiac Principles and Instrumentation ARDMS matrix and all of the Adult Echocardiography ARDMS matrix are reviewed.

### **DMS 292 Seminar for Cardiac Ultrasound**

2 Hours

Prerequisites: Consent of Department Chair or Program Director  
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.

## **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 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.

## **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 182 Technical Drafting II**

4 Hours

Prerequisites: None  
6 hours weekly (2-4)

A continuation of Technical Drafting 181, with emphasis on precision dimensioning, tolerancing, cams, gears, threads and fasteners, and assembly drawing. Specific problems are undertaken in the drawing and dimensioning of mechanical elements.

**DRT 183 Detail and Assembly****IAI – MTM 931**

2 Hours

Prerequisites: DRT 181

4 hours weekly (0-4)

A laboratory class involved in the study of detail and assembly drawing with emphasis on production drawings and practices. Specific problems are undertaken in detail and assembly drawing, title block construction and production dimensioning. Also, students will learn how to measure parts using calipers and micrometers.

**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 186 Geometric Dimensioning and****Tolerancing****IAI – MTM 932**

2 Hours

Prerequisites: None

2 hours weekly (2-0)

Geometric dimensioning and tolerancing (GD&T) is the accepted language industry uses to communicate with engineering drawings. This course is designed to provide the student with a practical understanding of GD&T. Specific engineering problems are undertaken in the control of manufacturing design and production. Some areas of study include how GD&T is used, datums, flatness, parallelism, perpendicularity, profiles, and position.

**DRT 187 Product Design**

3 Hours

Prerequisites: None

3 hours weekly (3-0)

The course will allow the student to design a functioning product. Used are materials, injection molding, pneumatics, hydraulics, motors, and coatings. Students will design systems based on given requirements.

**DRT 190 Computer Graphics II**

2 Hours

Prerequisites: DRT 185

3 hours weekly (1-2)

This course is a continuation of DRT 185, Computer Graphics I. The student will further his/her knowledge of AutoCAD. The student will learn how to use the following commands and functions: model space, paper space, more on layers, blocks, plotting, and advanced dimensioning, and will write simple LISP programs. The student will gain hands-on experience by creating drawings in lab.

**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.

**DRT 281 Computer Graphics III**

3 Hours

Prerequisites: DRT 185

3 hours weekly (2-2)

Continuation of Technical Drafting DRT 182 with emphasis on weldments, piping drawings, electrical drawings, and machine elements. The use of handbooks, catalogs, and other reference materials is emphasized in the design and drawing of various required-drawing assignments. All drawings will be done with computer-aided drafting.

**DRT 282 Tool Design**

3 Hours

Prerequisites: DRT 281

4 hours weekly (2-2)

A theory-practice course in design related to production tooling devices for tool guiding and work holding. Laboratory assignments include jig and fixture design problems. Current industrial designs and vendors' catalogs provide reference and guidance for practical individual design solutions.

**DRT 283 Advanced Technical Drawing II**

3 Hours

Prerequisites: DRT 181  
5 hours weekly (1-4)

The course will consist of the student selecting a simple part and taking it through the entire industrial process. This includes designing the part, drawing the casting, processing the part, selecting an automatic machine and drawing the tool layout, designing the necessary tooling components, and designing the necessary gauges to check the part.

### **DRT 286 Computer Graphics IV**

3 Hours

Prerequisites: DRT 185  
4 hours weekly (2-2)

The student will study solids modeling, the text editor, developing libraries, script files and attributes. Theory is supplemented by practical hands-on lab experience in actual industrial problems.

## **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.

### **ECO 220 Money and Banking**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course presents the basic economic principles most closely related to the subject of money and banking in a context of topics of interest to present and prospective bank managers. The course stresses the practical application of the economics of money and banking to the individual bank and the banking system. Some of the subjects covered include money; banks and the money supply; cash assets and liquidity management; bank investments, loans, earnings, and capital; the Federal Reserve System and its policies and operation; Treasury Department operations; and the changing international monetary system.

## **EDC**

### **EDC 200 Introduction to Education**

**IAI – EDU 901**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

EDC 200 provides a comprehensive overview of American education and the teaching profession. The course is particularly pertinent to those considering entering the educational fields as professionals or paraprofessionals. Topics include the theoretical and philosophical basis of American education, the structure of schools including governance, curriculum and financing; legal ethical and professional issues in education, and the changing role of schools and teachers. Employment outlook for educators will be evaluated. In addition, at least 25 hours of apprenticeship in an assigned elementary or secondary classroom is required. Students may be required to pass a background check in order to fulfill classroom observation requirements.

### **EDC 202 Human Growth, Development, and Learning**

**IAI – EDU 902, EED 903, SED 903, SPE 913**

3 Hours

Prerequisites: PSY 132  
4 hours weekly (2-2)

This course is a study of growth, development, and learning of the individual through adulthood with an emphasis on social, emotional, cognitive, and physical aspects of growth and behavior related to school settings. Thirty hours of clinical experience are focused on the social, emotional, cognitive, and physical aspects of behavior, preschool through high school, including observations of learners. Students may be required to pass a background check in order to fulfill classroom observation requirements.

**EDC 203 School and Society**  
**IAI – EED 901, SED 901, SPE 911**  
2 Hours

Prerequisites: None  
2 hours weekly (2-0)

An overview of American education as both a professional and a public enterprise. Social, historical, and philosophical foundations give perspective to an examination of current issues, policies, and trends in the field of education, including cultural diversity. May include organization and structure, finance, and curriculum. 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: PSY 132 or consent of instructor  
3 hours weekly (3-0)

This course is designed for preservice teachers and school personnel who serve, directly and indirectly, handicapped children and youth. The course focuses on providing the essential characteristics, information, and skills to appropriately educate the handicapped in a variety of settings. Students may be required to pass a background check in order to fulfill classroom observation requirements.

**EDC 210 Regular Education Observation**  
**IAI – EED 904, SED 905, SPE 914, ECE 914**  
1 Hour

Prerequisites: 30 hours of successful coursework (20 at John A. Logan College); or consent of instructor; comprehensive GPA of 3.75  
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**  
**IAI – ECE 914**  
3 Hours

Prerequisites: 30 hours of successful coursework (20 at John A. Logan College); or consent of instructor; comprehensive GPA of 3.75  
6 hours weekly (0-6)

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 (6-0)

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.

**EGR**

**EGR 101 Engineering Graphics**  
**IAI – EGR 941, MTM 911**  
2 Hours

Prerequisites: None  
3 hours weekly (1-2)

This course is designed primarily for the pre-engineering student. It covers lettering, use of instruments, sketching, geometric construction, orthographic projection, auxiliaries, sections,

dimensioning, threads and fasteners, intersections, and developments and problems in descriptive geometry that relate to prints, lines, planes in space, and curved surfaces.

## **ELT**

### **ELT 100 DC/AC Fundamentals**

8 Hours

Prerequisites: None  
12 hours weekly (4-8)

DC/AC fundamentals will be approached by analyzing the basic series, parallel, and series-parallel circuits. The analysis of AC will be continued with RC, RL, RCL, filters, integrators, and differentiators. Circuit analysis theorems such as Thevenin's and Norton's superposition will be reinforced by appropriate lab experiments.

### **ELT 100S DC/AC Supplemental Instruction**

2 Hours

Prerequisites: Concurrent enrollment in ELT 100  
2 hours weekly (2-0)

This course is designed to provide both group and individual supplemental instruction. The purpose is to provide additional opportunity for student success in the Electronics program.

### **ELT 102 Industrial Electricity**

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 110 Solid State Circuits**

8 Hours

Prerequisites: ELT 100 or consent of instructor  
12 hours weekly (4-8)

This course will introduce students to the use of semiconductor devices and their properties. Diodes, transistors, J-FETS, and operational amplifiers will be analyzed for DC properties and as amplifiers.

### **ELT 111 Digital Electronics**

6 Hours

Prerequisites: None  
8 hours weekly (4-4)

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 115 Introduction to Networking I**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

This course will familiarize students with a variety of networking technologies. Students will develop fundamental concepts covering hardware and software for networking in a P. C. environment.

### **ELT 116 Networking II**

3 Hours

Prerequisites: ELT 115  
4 hours weekly (2-2)

This course will introduce the students to configuring switches, routers, IGRP, access list, and IPX. Students will develop hands-on experience with configuring network components, network cabling, and network plan.

### **ELT 150 Applied Solid State Electronics**

4 Hours

Prerequisites: ELT 100, or ELT 102, or consent of instructor  
6 hours weekly (2-4)

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, logic circuits, thyristors, and timers.

### **ELT 200 Introduction to Microprocessors**

5 Hours

Prerequisites: ELT 100 or consent of instructor  
7 hours weekly (3-4)

The instruction, demonstration, and practice of beginning machine language programming of the Motorola 6806 microprocessor to be followed by an introduction to basic interfacing techniques.

### **ELT 210 A+ Preparation-Hardware Core**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

The intent of this course is to prepare students to become Compt, AA+ certified computer repair technicians. Computing industry specific hardware will be covered from the beginnings of computers and concluding with the latest hardware technologies available. This will allow a student to build, repair, and troubleshoot computers through various hardware components and corrective procedures. Ultimately, the goal is to provide the student with the fundamental skills to distinguish computer hardware and pass the Compt, AA+ certification core hardware exam (220-301).

### **ELT 214 A+ Preparation-Operating Systems Core**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

This course is designed to acquaint the student with various Microsoft operating systems and their relationship to computer servicing. Various operating systems will be covered beginning with DOS 6.2.2 and concluding with Windows 2000/XP. Ultimately, the goal is to provide the student with the fundamental skills to distinguish, isolate, and repair computer operating system software problems and pass the Compt, AA+ certification operating systems technologies exam (220-302).

### **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**

5 Hours

Prerequisites: ELT 110 or consent of instructor  
7 hours weekly (3-4)

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 100, or 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 236 Introduction to Fiber Optics**

3 Hours

Prerequisites: ELT 100, ELT 102, or consent of instructor  
4 hours weekly (2-2)

This course will give students a basic understanding of fiber optic electronics. It will explore the basic principle of light, light sources, and light carrying links. Fiber optic communications systems will be discussed, including optic receivers, optic transmitters, and optic system power losses.

### **ELT 240 FCC General Class License Preparation**

3 Hours

Prerequisites: ELT 110 & 111 or consent of instructor  
3 hours weekly (3-0)

This course is designed to prepare the student to take the General Radio Telephone Operator's Exam administered by the FCC. After successful completion of the course, the student will be eligible to sit for the exam at an FCC testing site.

## **EMS**

### **EMS 250 EMS Intermediate Training I**

10 Hours

Prerequisites: EMT 111 or equivalent, valid CPR card, 6 months EMT-A experience  
14 hours weekly (8-6)

This course expands on the basic EMT level material in the areas of medical, legal, moral, and ethical responsibilities, and human anatomy and physiology. Trauma patient assessment is stressed utilizing BTL standards. The student will be given advanced training in the pathophysiology and management of shock utilizing MAST and intravenous therapy. Respiratory system anatomy and physiology and



diseases, injury, and other dysfunctions will be studied as well as advanced airway management techniques, including use of EOAs, EGTAs, and endotracheal intubation. Students must show evidence of appropriate inoculations.

### **EMS 251 EMS Intermediate Training II**

10 Hours

Prerequisites: EMS 250 or EMT-I certification with successful completion of a written proficiency exam, and a practical plus 64 additional clinical hours in surgery and intubation practice  
14 hours weekly (8-6)

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. Students are also taught the anatomy and physiology of the nervous system and management of soft tissue disorders.

### **EMS 252 Paramedic III**

12 Hours

Prerequisites: EMS 250 and EMS 251, current CPR certification  
20 hours weekly (8-12)

This course is a continuation of EMS 250 and 251 and expands the EMT's knowledge base by including anatomy and physiology, assessment skills, advanced pharmacology and advanced airway skills. The student will be taught clinical decision-making skills as well. The Paramedic III course is offered at JALC in conjunction with Heartland Region EMS System (Heartland Regional Medical Center) and the Southern Illinois Regional EMS System (Memorial Hospital of Carbondale). Clinical experience will be obtained at Memorial Hospital of Carbondale and Jackson County Ambulance Service or Heartland Regional Medical Center, Lake of Egypt Fire Protection District, and Johnson County Ambulance Service. Other clinical sites must be cleared through the course instructor.

### **EMS 253 Paramedic IV**

12 Hours

Prerequisites: EMS 251 or equivalent  
20 hours weekly (8-12)

This course is a continuation of the EMS 252 course, and expands the EMT's knowledge base by including information in cardiology, pulmonology and assessment skills. Advanced pharmacology for the cardiac and pulmonary patient will be taught as well as care for the acute chronic patient, pediatric patient and patient care in gynecology, obstetrics, and neonatology. The Paramedic IV course is provided under the direction of Heartland Regional EMS System (Heartland Regional Medical Center) and the Southern Illinois Regional EMS System (Memorial Hospital of Carbondale). Didactic training is conducted at John A. Logan College. Clinical experience will be obtained at Memorial Hospital of Carbondale and Jackson County Ambulance Service or Heartland Regional Medical Center, Lake of Egypt Fire Protection District, and Johnson County Ambulance Service. Other clinical sites must be cleared through the course instructor.

## **EMT**

### **EMT 100 First Responder Care**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course is developed to provide training in emergency medical care for police and fire personnel, voluntary emergency personnel, school bus drivers, postal employees, or county employees who arrive at an accident scene before trained paramedics and emergency medical technicians.

### **EMT 110 Automated External Defibrillator (AED)**

.5 hours

Prerequisites: Current CPR certification  
.5 hours weekly (.5-0)

The material covered in this course is designed to comply with the American Heart Association Basic Life Support Heartsaver AED program. The successful completion of this course will allow the student to use the automated external defibrillator in the field under situations where patients have suffered a cardiac arrest and are in need of a defibrillating shock or basic life support.

### **EMT 111 Emergency Medical Technician I**

8 Hours

Prerequisites: 18 years of age, H. S. diploma or equivalency  
8 hours weekly (8-0)

A course designed to provide the student with techniques of emergency care and transportation of the sick and injured. Emphasis is also placed upon the legal and ethical responsibilities of the EMT, anatomy and physiology of the human body, cardiopulmonary resuscitation, defibrillation, and techniques of using emergency equipment.

### **EMT 112 Emergency Medical Technician II**

2 Hours

Prerequisites: EMT 111 or equivalent  
2 hours weekly (2-0)

Designed as a refresher course for students who are registered EMT-As with two years' experience. The EMT-As are required to participate in a review and improved-technique session.

### **EMT 113 Emergency Rescue Technician**

3 Hours

Prerequisites: EMT 111 or equivalent  
4 hours weekly (2-2)

The purpose of the course is to upgrade the emergency medical technician's, fireman's, police officer's, and other's skill, knowledge, and ability to establish priorities for removing persons from crashed vehicles. This course will deal with gaining access and disentanglement, plus areas that deal with the victim's and rescuer's safety.

## **ENG**

### **ENG 050 Basic Reading and 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.

### **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.

### **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.

### **ENG 090 Writing Center**

4 Hours

Prerequisites: None  
4 hours weekly (4-0)

The Writing Center offers students assistance with any of the stages of the writing process: discovering (planning), drafting, revising, and editing. Tutors will not write or edit student work, but they will guide student writers to do their own writing well. English instructors are available for one-on-one tutoring each semester during hours posted at the Writing Center in E109.

### **ENG 099 English Skills-Education**

1 Hour

Prerequisites: None  
1 hour weekly (1-0)

This course is to prepare students for the Reading Comprehension and Language Arts domains of the Enhanced Basic Skills test of the Illinois Certification Testing System (ICTS). Candidates seeking an education major for entry into the program are required to take and pass a basic skills test. The skills addressed in this course will prepare students to demonstrate literal, inferential and critical reading skills in a variety of written materials and demonstration of the ability to write effectively at the

college level, with control over the conventions of edited English in the United States, as well as the ability to exercise critical thinking and reflection in written communications.

### **ENG 101 English Composition I**

**IAI – C1 900R**

**(Transfer students should take either 101 or 113.)**

3 Hours

Prerequisites: Asset score of 38 or COMPASS score of 45 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 patterns of development 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 (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 literature-based and includes documented research analysis of at least one of the literary genres (poetry, drama, or fiction).

### **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.

### **ENG 113 Professional Technical Writing**

**IAI – C1 900R**

**(Transfer students should take either 101 or 113.)**

3 Hours

Prerequisites: 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. A special section is reserved for criminal justice majors only.

### **ENG 275 Foundations or Survey of Reading**

3 Hours

Prerequisites: Consent of Instructor  
3 hours weekly (3-0)

This course examines theories and practices that underpin reading instruction. The most influential theories of the reading process and the development of reading in children will be presented. Students will have the opportunity to examine related theories of learning, language, and teaching. This course will also provide the opportunity to develop knowledge of the diversity of language learners. A part of this course includes the consideration of one’s own literacy history and how that aids in understanding what affects learning and appropriate teaching strategies.

### **ENG 276 Diagnosis of Reading Difficulties**

3 Hours

Prerequisites: Consent of Instructor  
3 hours weekly (3-0)

This course is designed to study the causes of reading disabilities, diagnostic procedures, and methods of instruction.

### **ENG 277 Reading Difficulties Practicum**

4 Hours

Prerequisites: Consent of Instructor  
6 hours weekly (2-4)

This course is a continuation of English 276 – Reading Diagnosis. It introduces students/teachers to the best practices of reading diagnosis in a practicum/field environment.

## **FIN**

### **FIN 229 Financial Entrepreneurship**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course is designed to help an individual make better financial decisions for investments and retirement. Special emphasis is placed on learning the basics of the stock market and the securities industries and to expand the student's knowledge base to become financially independent.

### **FIN 230 Financial Entrepreneurship II**

3 Hours

Prerequisites: FIN 229  
3 hours weekly (3-0)

A continuation of FIN 229, this advanced course is designed to better educate the students to become financially independent. Emphasis will be placed on technical analysis, fundamental analysis and information analysis. Students will be introduced to options and futures trading and retirement investing opportunities.

## **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 oral practice of basic conversation and reading of French literature. 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 emphasis on refining conversational skills and rapid reading of representative French prose. Language laboratory is required.

## **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 215 Survival of Humans: Environmental Studies**

**IAI – L1 905**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

An introductory course dealing with the human-land relationship from a geographic viewpoint. Topics to be covered include the development, use, and management of natural resources. Emphasis will be placed upon political, economic, and social factors that influence resource decisions.

### **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 215 Survival of Humans: Environmental Studies**

**IAI – L1 905**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

An introductory course dealing with the human-land relationship from a geographic viewpoint. Topics to be covered include the development, use, and management of natural resources. Emphasis will be placed upon political, economic, and social factors that influence resource decisions.

**GER**

**GER 101 Elementary German I**

4 Hours

Prerequisites: None  
4 hours weekly (4-0)

Emphasis on grammar, vocabulary, pronunciation, and composition. Language laboratory is required.

**GER 102 Elementary German II**

4 Hours

Prerequisites: GER 101 or consent of instructor  
4 hours weekly (4-0)

Continuation of GER 101 with oral practice of basic conversation and reading of German literature. Language laboratory is required.

**GER 201 Intermediate German I**

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 German culture and civilization; required language laboratory assignments.

**GER 202 Intermediate German II**

**IAI – HI 900**

4 Hours

Prerequisites: GER 201 or consent of instructor  
4 hours weekly (4-0)

Continuation of GER 201 with emphasis on refining conversational skills and rapid reading of repre-

sentative German prose. Language laboratory is required.

**GRD**

**GRD 110 Graphics Design I**

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, In Design, 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.

**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 110 Graphics Design I**

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, In Design, 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.

### **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.

## **HAC**

### **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  
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 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: ELT 100 and 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 240 Installation of HVAC Systems**

3 Hours

Prerequisites: HAC 121, HAC 131  
4 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.

## **HIS**

### **HIS 101 Western Civilizations I**

**IAI – H2 901, HST 913**

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 Civilizations II**

**IAI – H2 902, HST 914**

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, HST 915**

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, HST 916**

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 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, HST 911**

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, HST 912**

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 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.

## **HIT**

### **HIT 101 Introduction to Health Information**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

Introduction to Health Information is a course that will initiate the student to the field of medical records technology. It is an overview of the functions and responsibilities of the technologist and orientation to the technical skills held by the technologist, including skills necessary to maintain components of health record systems consistent with the medical administrative, ethical, legal, accreditation, and regulatory requirements of the health care delivery system.

### **HIT 102 Health Records Systems**

3 Hours

Prerequisites: HIT 101 and acceptance into HIT program  
3 hours weekly (3-0)

Study of the content, format, evaluation, and completeness of the medical record; licensing, accrediting, and regulatory agencies; numbering systems; patient index; filing systems; and record retention, storage, and retrieval.

### **HIT 103 Health Records Systems Lab**

1 Hour

Prerequisites: HIT 101 and acceptance into HIT program  
2 hours weekly (0-2)

This course provides the student the laboratory hands-on experience in evaluating content, format, and completeness of actual medical records. Also included in this lab is experience with numbering systems, patient indexes, filing systems and records retention, storage, and retrieval. Computer experience will be utilized as a teaching method.

### **HIT 201 Health Data and Statistics**

2 Hours

Prerequisites: MAT 120 and acceptance into HIT program  
2 hours weekly (2-0)

Study of the sources and uses of health data; computation of rates and percentage; vital records registration, reporting, and display.

### **HIT 202 Clinical Practicum I**

2 Hours

Prerequisites: HIT 101 and acceptance into HIT program  
10 hours weekly (0-10)

Clinical experience in the areas of patient registration; registration procedures in the medical record department; storage and retrieval of medical records; technical analysis of the medical record; coding and indexing; and medical transcription, with related experiences.

### **HIT 203 Management in Health Care**

3 Hours

Prerequisites: HIT 101 and acceptance into HIT program  
3 hours weekly (3-0)

Study of management principles as applied to the medical record department. Includes an introduction to management; the functions of planning; organizing; controlling; actuating/supervising; problem solving; and quality assurance in the medical record department.

### **HIT 204 Coding**

5 Hours

Prerequisites: HIT 215 and BIO 105  
6 hours weekly (4-2)

Study of classifications and nomenclatures, with in-depth coverage of ICD-9-CM indexing.

### **HIT 210 CPT Coding**

3 Hours

Prerequisites: HIT 204  
3 hours weekly (3-0)

This course provides the student with in-depth clinical application knowledge regarding the medical record process. Includes hands-on auditing of lab medical records and automated and electronic data processing, including computer systems, data collection, storage, retrieval, and general application for health care facilities.

### **HIT 211 Medico Legal Aspects**

2 Hours

Prerequisites: HIT 101 and acceptance into HIT program  
2 hours weekly (2-0)

Study of the basic concepts and principles of law and their application to the health care field and specifically to the medical record department; laws dealing with confidentiality and release of information; liability of health care providers and other topics.

### **HIT 212 Quality Management**

3 Hours

Prerequisites: HIT 101 and acceptance into HIT program  
3 hours weekly (3-0)

Study of quality assurance systems. Includes the purpose and philosophy of quality assurance; utilization management quality assessment and risk management in the acute care facility; coordination of quality assurance activities with physician credentialing/reappointment and employee performance evaluation; quality assurance requirements for acute care facilities in specific programs; quality assurance

in non-acute care facilities; confidentiality or quality assurance information; and the expanding quality assurance function.

### **HIT 213 Clinical Practicum II**

2 Hours

Prerequisites: HIT 202  
10 hours weekly (0-10)

Clinical experience in the areas of medical staff; JCAH; quality assurance, utilization review, PRO, Medicare, DRGs; coding reinforcement and health information.

### **HIT 214 Health Information in Non-Traditional Settings**

2 Hours

Prerequisites: HIT 101 and acceptance into HIT program  
2 hours weekly (2-0)

Study of medical record services in health care institutions other than acute care hospitals. Includes regulating agencies, reporting systems, controls, the health record system, and other regulated topics.

### **HIT 215 Fundamentals of Medical Science**

4 Hours

Prerequisites: Acceptance into HIT program  
4 hours weekly (4-0)

Introduction to general principles of disease with emphasis on the etiology, symptoms, signs, diagnostic findings, and treatment.

## **HTH**

### **HTH 110 Health Education**

#### **IAI – ECE 901**

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 115 Foundations of Health and Physical Fitness**

3 Hours

Prerequisites: None

4 hours weekly (2-2)

Emphasis is placed on the physiological aspects of health. An analysis of personal health and physical fitness for efficiency and longevity. Discussion and lab testing of areas of obesity, nutrition, and total physical fitness through balanced living.

### **HTH 116 Elements of Exercise and Conditioning**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

Emphasis is placed on the elements of physical fitness and the nature of physical change through the process of exercise program design, modification, and progression. Discussion includes physiological function, promotion of physical efficiency, exercise safety, and aspects of nutrition influencing program success.

### **HTH 117 Elements of Physical Fitness**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

Emphasis is placed on the safe development and maintenance of a physical fitness program. Discussion includes physiological function, exercise safety, and the recognition of period based program change for long-term program success.

### **HTH 118 Lifelong Health and Physical Fitness**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

Emphasis is placed on the safe development and maintenance of physical fitness and efficiency toward enhancement of the individual goals of daily function, recreational enjoyment, and/or sport performance. Discussion includes physiological function, the establishment of personal fitness benchmarks, and lifelong exercise adherence.

### **HTH 120 Human Sexuality**

**IAI – SW 912**

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 and 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.

## **HUM**

### **HUM 101 Introduction to Humanities**

**IAI – HF 900**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course is designed to give the student a wide and integrated view of the humanities and incorporates four disciplines: art, music, literature, and philosophy. The course is team taught using four modules, one for each of the above disciplines.

### **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.

### **HUM 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.

## **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 210 Hydraulics and Pneumatics**

4 Hours

Prerequisites: None  
6 hours weekly (2-4)

A study of basic industrial fluid power systems common to automated industrial equipment, including hydraulic and pneumatic.

## **IDS**

### **IDS 050 Elements of Science**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This developmental class tutors the high school graduate in science basics so that he/she is better prepared for college-level physical sciences and life science classes. IDS 050 is recommended for freshmen scoring below 15 standard score in natural sciences on the ACT.

## **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**

#### **IAI – MTM 933**

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.

### **IND 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.

## **IPP**

### **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 141 American Sign Language (ASL) I**

5 Hours

Prerequisites: None  
7 hours weekly (3-4)

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.

### **IPP 142 American Sign Language (ASL) II**

4 Hours

Prerequisites: IPP 141 or equivalent  
6 hours weekly (2-4)

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.

### **IPP 143 American Sign Language (ASL) III**

5 Hours

Prerequisites: IPP 142  
7 hours weekly (3-4)

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.

### **IPP 144 ASL Classifiers**

3 Hours

Prerequisites: None  
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**  
3 Hours

Prerequisites: IPP 111, 141  
3 hours weekly (3-0)

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 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 second-year classes.

**IPP 220 ASL for Interpreters**  
1 Hour

Prerequisites: IPP 142  
2 hours weekly (0-2)

This course provides students with additional American Sign Language skills and provides remediation of linguistic deficits prior to starting interpreting courses. Students with ASL deficits measured by earning a grade of "C" or lower in IPP 142 will be required to take this course. Others may take it at their option. This course will provide students with practice using American Sign Language in real world situations by using the scenario approach.

**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 224 Educational Interpreting**

3 Hours

Prerequisites: IPP 250, completion or near completion of an interpreter education program, or paid experience interpreting in the classroom.  
3 hours weekly (3-0)

This course explores educational interpreting in both theory and practice. This course will capitalize on the capability of the Internet to support threaded discussion forums. The students will discuss ethical decision making and dilemmas that often arise in education. They will talk about background information that is needed for successfully interpreting in the classroom. There will be discussion of administration's role in educational interpreting and the interpreter's role as part of the education team. Course materials and discussion will be sequenced from pre-school to adult level. This course is intended for the experienced practitioner.

### **IPP 225 Interpreting in Religious Settings**

3 Hours

Prerequisites: IPP 141, 142, 143 or equivalent experience, or permission of instructor  
5 hours weekly (1-4)

This course is designed as an Internet course for students to begin interpreting or improve their skills in the area of religious interpreting. The students will work with a video text, practicing interpretations for various religious texts. They will also discuss their interpretations and their implications over the world wide web with their instructor. This course is structured from simple to complex, paraphrasing to translation, consecutive interpretation, and finally simultaneous interpretation. There are also model interpretations for the text.

### **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 227 Interpreting Ethics in Action**

3 Hours

Prerequisites: Completion or near completion of an interpreting program and/or work experience as a sign language interpreter  
3 hours weekly

Interpreting Ethics in Action provides a forum for professional development for working interpreters. Students participate in discussions of ethical situations and work toward generating workable solutions to ethical dilemmas. Participants choose an ethical situation to discuss, research possible solutions to the situation, and lead an online discussion on possible resolutions with members of the class.

### **IPP 228 Texts in Translation: ASL to English**

3 Hours

Prerequisites: Completion or near completion of an interpreting program and/or experience working as an interpreter and/or fluency in American Sign Language and English  
3 hours weekly (3-0)

This course explores translation of languages, theories of translation, and how to analyze an ASL text. This is done in the unique forum of the Internet. The students will translate a variety of ASL texts and submit those translations online for review. Course discussion will take place entirely online.

### **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 244 ASL IV – Survey of ASL Literature**

4 Hours

Prerequisites: IPP 143 and 211  
4 hours weekly (4-0)

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.

**IPP 250 Field Experience I**

3 Hours

Prerequisites: IPP 143, 211, 231  
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 participate in a one-hour seminar session per week and ten hours of practicum per week.

**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**

2 Hours

Prerequisites: For students nearing completion of their interpreter program, and working interpreters preparing to take interpreter evaluations.  
2 hours weekly (2-0)

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 278 ASL Vocabulary Building I**

2 Hours

Prerequisites: None  
2 hours weekly (2-0)

This course is intended to supplement American Sign Language vocabulary development. It is structured with individual lessons with targeted vocabulary presented by video clips online. Each lesson has an online quiz over the targeted vocabulary.

**IPP 279 ASL Vocabulary Building II**

2 Hours

Prerequisites: ASL 278 or ASL I  
2 hours weekly (2-0)

This course is intended to supplement an American Sign Language class and provide additional ASL development. It is structured with individual lessons with targeted vocabulary presented by video clips online. Each lesson has an online quiz over the targeted ASL signs.

**IPP 290 Interpreting Stories and Textbooks**

3 Hours

Prerequisites: IPP 224  
3 hours weekly (3-0)

Interpreters are required to interpret textbooks, story books and other written material, often without prior preparation. This course will give the students tools to deal with difficult material and help them learn to mentally map (discourse map) the concepts in the text so that they can structure their interpretation.

**IPP 291 Interpreting Technical Classes**

3 Hours

Prerequisites: IPP 224  
3 hours weekly (3-0)

Interpreters are often required to interpret highly technical information. This course is intended to give students the tools and vocabulary needed to convey technical information to deaf and hard of hearing students.

**IPP 299 Educational Interpreting Internship**

3 Hours

Prerequisites: IPP 224  
11 hours weekly (1-10)

This internship will expose students to interpreting experiences, continued observation of working



interpreters and interaction with deaf and hard of hearing children.

### **IQC**

#### **IQC 110 Statistical Process Control**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

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

### **ITD**

#### **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**

3 Hours

Prerequisites: Consent of instructor  
3 hours weekly (3-0)

This course provides a study of special topics and problems in humanities through readings, discussions, guided research, and field trips. Topics vary from semester to semester and must be approved by

humanities chairperson. 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.

### **JPN**

#### **JPN 101 Elementary Japanese**

4 Hours

Prerequisites: None  
4 hours weekly (4-0)

The course introduces students to elementary Japanese vocabulary, grammar, and usage. The skills of listening comprehension, speaking, reading, and writing are stressed. By the end of the course, students will be able to read and write Hiragana and Katakana (the two phonetic scripts used for Japanese), as well as about 75 kanji ("ideographic" characters). Much classroom time is devoted to students' production of meaningful utterances in small groups or pairs.

#### **JPN 102 Elementary Japanese II**

4 Hours

Prerequisites: JPN 101  
4 hours weekly (4-0)

This language course is combined to include the four language learning skills: listening, speaking, reading, and writing as well as culture/civilization. This course is designed for students interested not only in continuing to learn another language but also for those wishing to stay current in a global and international society. Its emphasis is on familiarizing oneself with the Japanese language and culture in order to do away with the awkwardness sometimes felt in coming into contact with a different culture for the first time.

#### **JPN 150 Conversational Japanese**

2 Hours

Prerequisites: None  
2 hours weekly (2-0)

This course is designed as an introduction to spoken Japanese with particular emphasis on its linguistic and

cultural characteristics. Via a video presentation and in-class language skill drills, the student will be presented with the necessary tools for speaking and understanding everyday conversational Japanese. Civilization and customs will be taught as they pertain to the spoken language. Students will also be introduced to the Japanese reading and writing systems.

## **JRN**

### **JRN 201 Newswriting and Editing I**

**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 coursework may be published in the student newspaper, *The Volunteer*.

### **JRN 202 Newswriting and Editing II**

3 Hours

Prerequisites: JRN 201  
5 hours weekly (1-4)

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

### **JRN 210 Newspaper Production Practicum**

1-3 Hours

Prerequisites: Consent of instructor  
5-15 hours weekly (0-5 or 0-15)

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: news writing, editing, news photography, design, layout, and/or advertising. Students use the resources available in and outside the newsroom to increase their skills.

### **JRN 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.

## **LBR**

### **LBR 111 Orientation to Laborers Craft**

2 Hours

Prerequisites: Admission to Laborers' Apprenticeship Program.  
3 hours weekly (1-2)

Work zone flagger training; sun sense, math review, back injury prevention, construction rigging and knot tying, hazard communication, drug and alcohol awareness.

### **LBR 112 Occupational Safety and Health**

1 Hour

Prerequisites: Admission to Laborer's Apprenticeship Program.  
2 hours weekly (.5-1.5)

Occupational Safety and Health Act 29 CFR 1926, common causes of accidents and fatalities in industry. Students practice applications of standards.

### **LBR 113 Mason Tending**

3 Hours

Prerequisites: Admission to Laborers' Apprenticeship Program; First Aid/CPR Certification.  
4 hours weekly (2-2)

Practices and procedures of mason tending including scaffold erection, stocking techniques, mixing mortar and grout and forklift operation.

### **LBR 114 Concrete Practices and Procedures**

3 Hours

Prerequisites: Admission to Laborers' Apprenticeship Program.  
4 hours weekly (2-2)

Concrete materials and mix proportions, tools and equipment used with concrete, finishing techniques, curing and protection of concrete.

### **LBR 115 Asphalt Technology and Construction**

3 Hours

Prerequisites: Admission to Laborers' Apprenticeship Program.

4 hours weekly (2-2)

Asphalt technology and construction, flagger certification, manual tape application, paint striping operator, carbide asphalt grinder.

### **LBR 116 Apprenticeship I**

3 Hours

Prerequisites: Admission to Laborers' Apprenticeship Program.

24 hours weekly (0-24)

On-the-job component of Laborers' Apprenticeship Program; work related to skills learned in the classroom including mason tending, concrete procedures and asphalt use. All work activities performed under direct supervision of journeyman.

### **LBR 131 Principles of Pipelaying**

3 Hours

Prerequisites: LBR 111, 112, 113, 114, 115, 116, and second-year status in Laborers' Apprenticeship Program.

4 hours weekly (2-2)

Principles of pipelaying, including gravity flow piping systems, batterboards, sewer lasers, utility lines and grades, review of metric system.

### **LBR 133 Asbestos Abatement**

3 Hours

Prerequisites: LBR 111, 112, 113, 114, 115, 116, and second-year status in Laborers' Apprenticeship Program.

4 hours weekly (2-2)

Asbestos abatement principles and practices, approved by Illinois Department of Public Health/E.P.A. Accredited.

### **LBR 136 Apprenticeship II**

3 Hours

Prerequisites: Second-year status in Laborers' Apprenticeship Program.

24 hours weekly (0-24)

On-the-job component of Laborers' Apprenticeship Program; work related to skills learned in the classroom including mason tending, concrete procedures, asphalt use, pipe laying, asbestos

abatement, and blueprint reading. All work activities performed under direct supervision of journeyman.

### **LBR 139 Highway Construction Plan Reading**

3 Hours

Prerequisites: None

3 hours weekly (3-0)

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 blueprint and understanding and interpretation of construction specifications.

### **LBR 150 Basic Construction Surveying**

3 Hours

Prerequisites: None

3 hours weekly (3-0)

The student will perform basic leveling operations necessary for line and grade checking of roadways and excavation projects. Techniques taught will include taping, differential leveling, contour plans, plan reading, grade checking, staking, and laser levels.

### **LBR 152 Bridges**

3 Hours

Prerequisites: LBR 131, 133, 136, LBR 139 and third-year status in the Laborers' Apprenticeship Program.

4 hours weekly (2-2)

Methods of bridge construction, renovation and demolition for the laborer.

### **LBR 153 Hazardous Waste**

4 Hours

Prerequisites: LBR 131, 133, 136, LBR 139 and third-year status in the Laborers' Apprenticeship Program.

6 hours weekly (4-2)

Hazardous waste training for the Laborers' Apprentice.

### **LBR 156 Apprenticeship III**

3 Hours

Prerequisites: Third-year status in Laborers' Apprenticeship Program.

24 hours weekly (0-24)

On-the-job component of Laborers' Apprenticeship Program; work related to skills learned in the classroom including mason tending, concrete procedures, asphalt use, pipe laying, asbestos

abatement, and blueprint reading, surveying, bridge construction and hazardous waste handling. All work activities performed under direct supervision of journeyman.

### **LBR 250 Labor Management Development**

3 Hours

Prerequisites: Journeyman status.  
3 hours weekly (3-0)

Develop skills needed to serve as foreman on construction jobs. Includes leadership, motivation, documents, safety, planning and control, communication and conflict resolution.

### **LBR 251 Special Project I**

3 Hours

Prerequisites: Completion of trade certificate, consent of department chair.  
3 hours weekly (3-0)

Designed by the student and supervisor to develop special skills and talents in the field of choice.

### **LBR 252 Special Project II**

3 Hours

Prerequisites: Completion of trade certificate, recommendation of apprenticeship instructor, consent of department chair.  
3 hours weekly (3-0)

Designed by the student and supervisor to develop special skills and talents in the field of choice.

### **LBR 253 Special Project III**

3 Hours

Prerequisites: Completion of trade certificate, recommendation of union leadership, consent of department chair.  
3 hours weekly (3-0)

Designed by the student and supervisor to develop special skills and talents in the field of choice.

### **LBR 271 Trade Apprenticeship I**

3 Hours

Prerequisites: Approval of department chair and appropriate union management.  
24 hours weekly (0-24)

Supervisory and management projects and activities will be the primary emphasis of the class. On-the-job experience in the selected field. All work activities

under direct supervision of a foreman. Activities will consist of the same as those required of a journeyman. Students may not receive credit for this course and the course in their trade curriculum.

### **LBR 272 Trade Apprenticeship II**

3 Hours

Prerequisites: Approval of department chair and appropriate union management.  
24 hours weekly (0-24)

Supervisory and management projects and activities will be the primary emphasis on the class. On-the-job experience in the selected field. All work activities under direct supervision of a journeyman. Activities will consist of the same as those required of a journeyman. Students may not receive credit for this course and the course in their trade curriculum.

### **LBR 273 Trade Apprenticeship III**

3 Hours

Prerequisites: Approval of department chair and appropriate union management.  
24 hours weekly (0-24)

Supervisory and management projects and activities will be the primary emphasis of the class. On-the-job experience in the selected field. All work activities under direct supervision of a foreman. Activities will consist of the same as those required of a journeyman. Students may not receive credit for this course and the course in their trade curriculum.

### **LBR 274 Trade Apprenticeship IV**

3 Hours

Prerequisites: Approval of department chair and appropriate union management.  
24 hours weekly (0-24)

Supervisory and management projects and activities will be the primary emphasis of the class. On-the-job experience in the selected field. All work activities under direct supervision of a foreman. Activities will consist of the same as those required of a journeyman. Students may not receive credit for this course and the course in their trade curriculum.

## **LEF**

### **LEF 230 911 Telecommunicator I**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course introduces students to techniques of obtaining information from callers, selecting the proper protocol, dispatching proper resources, and giving telephone instructions.

### **LEF 231 911 Telecommunicator II**

3 Hours

Prerequisites: LEF 230  
3 hours weekly (3-0)

This course is a continuation of LEF 230 in training individuals to obtain information from callers, selecting the proper protocol, dispatching proper resources, and giving telephone medical instructions. Students are also introduced to the philosophy and legal concepts important to emergency medical dispatch.

## **LIN**

### **LIN 101 English Composition I for International Students**

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 II for International Students**

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.

## **LIT**

### **LIT 211 English Literature to 1750**

#### **IAI – H3 912**

3 Hours

Prerequisites: ENG 101  
3 hours weekly (3-0)

This is a survey of masterpieces of English literature from Beowulf through the end of the Neo-Classical Age.

### **LIT 212 English Literature: Romanticism to the Present**

#### **IAI – H3 913**

3 Hours

Prerequisites: ENG 101  
3 hours weekly (3-0)

This is a study and analysis of selected works from the Romantic, Victorian, and Modern Eras.

### **LIT 231 American Literature: 1492 to 1865**

#### **IAI – H3 914**

3 Hours

Prerequisites: ENG 101  
3 hours weekly (3-0)

This is a survey of American literature from the late seventeenth century to the mid-nineteenth century. The emphasis is on major writers of the Colonial, Enlightenment, and Romantic Periods. Students will study the extraordinary emergence of American culture as they examine diverse religious, political, economic, and artistic ideas. Readings will include journals, letters, documents, speeches, essays, poetry, and fiction.

### **LIT 232 American Literature: 1865 to the Present**

#### **IAI – H3 915, EGL 912**

3 Hours

Prerequisites: ENG 101  
3 hours weekly (3-0)

This is a survey of American literature from the mid-nineteenth century through the twentieth century. The emphasis is on major writers of the Realistic, Naturalistic, and Modern Periods. Students will study the development of American culture from post-Civil War to contemporary times. Readings will include poetry, drama, essays, fiction, and literary criticism.

**LIT 235 The American Short Story**  
**IAI – H3 901**  
3 Hours

Prerequisites: None  
3 hours weekly (3-0)

An in-depth study of the American short story, the course may be presented as a telecourse with film adaptations of the stories or as a lecture-discussion course.

**LIT 236 Introduction to Drama**  
**(Telecourse)**  
3 Hours

Prerequisites: None  
3 hours weekly (3-0)

A survey of 20<sup>th</sup> century American theater. Students will view a representative selection of non-musical American plays that range from the early decades of the century up through the 1990s. Playwrights represented include Wilder, Williams, O'Neill, Miller, Albee, Hansberry, Henley, Guare, Wasserstein, Simon and others. Students write brief summaries of plays viewed, two essay-length papers, and a research paper. There is a midterm test and a final exam.

**LIT 264 Literature for Children**  
3 Hours

Prerequisites: None  
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.

**LIT 270 Bible as Literature: Old Testament**  
3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course introduces the student to the Old Testament of the Bible viewed strictly as a great literary work. Focusing on the major stories, events, and people of the Old Testament, the course analyzes their literary value with emphasis on literary forms, plot lines, character development, symbolism, and themes. Another important function of the course is to show how the Old Testament has influenced our modern world in such areas as art, music, poetry, and literature.

**LIT 271 Bible as Literature: New Testament**  
3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course examines the New Testament of the Bible and its considerable literary value to our modern world. Emphasizing the four Gospels, the Acts of the Apostles, the Epistles, and the book of Revelation, the course studies each of these from a strictly literary standpoint. The student is expected to become familiar with the major people, events, and writing styles of the New Testament and to appreciate the great influence which this part of the Bible has had on all of Western civilization for the last two thousand years.

**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.

**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.

**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, EGL 918**

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 290 Non-Western World Literature**

**IAI – H3 908N, EGL 919**

3 Hours

Prerequisites: ENG 101

3 hours weekly (3-0)

The purpose of Non-Western Literature is to introduce students to literary masterpieces from a variety of nationalities and epochs. Emphasis will be given to selections of poetry, short stories, memoirs, and drama from the twentieth century.

**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.

**LIT 211 English Literature to 1750**

**IAI – H3 912**

3 Hours

Prerequisites: ENG 101

3 hours weekly (3-0)

This is a survey of masterpieces of English literature from Beowulf through the end of the Neo-Classical Age.

**LIT 212 English Literature: Romanticism to the Present**

**IAI – H3 913**

3 Hours

Prerequisites: ENG 101

3 hours weekly (3-0)

This is a study and analysis of selected works from the Romantic, Victorian, and Modern Eras.

**LIT 231 American Literature: 1492 to 1865**

**IAI – H3 914**

3 Hours

Prerequisites: ENG 101

3 hours weekly (3-0)

This is a survey of American literature from the late seventeenth century to the mid-nineteenth century. The emphasis is on major writers of the Colonial, Enlightenment, and Romantic Periods. Students will study the extraordinary emergence of American culture as they examine diverse religious, political, economic, and artistic ideas. Readings will include journals, letters, documents, speeches, essays, poetry, and fiction.

**LIT 232 American Literature: 1865 to the Present**

**IAI – H3 915, EGL 912**

3 Hours

Prerequisites: ENG 101

3 hours weekly (3-0)

This is a survey of American literature from the mid-nineteenth century through the twentieth century. The emphasis is on major writers of the Realistic, Naturalistic, and Modern Periods. Students will study the development of American culture from post-Civil War to contemporary times. Readings will include poetry, drama, essays, fiction, and literary criticism.

**LIT 235 The American Short Story**  
**IAI – H3 901**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

An in-depth study of the American short story, the course may be presented as a telecourse with film adaptations of the stories or as a lecture-discussion course.

**LIT 236 Introduction to Drama**  
**(Telecourse)**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

A survey of 20<sup>th</sup> century American theater. Students will view a representative selection of non-musical American plays that range from the early decades of the century up through the 1990s. Playwrights represented include Wilder, Williams, O'Neill, Miller, Albee, Hansberry, Henley, Guare, Wasserstein, Simon and others. Students write brief summaries of plays viewed, two essay-length papers, and a research paper. There is a midterm test and a final exam.

**LIT 264 Literature for Children**

3 Hours

Prerequisites: None  
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.

**LIT 270 Bible as Literature: Old Testament**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course introduces the student to the Old Testament of the Bible viewed strictly as a great literary work. Focusing on the major stories, events, and people of the Old Testament, the course analyzes their literary value with emphasis on literary forms, plot lines, character development, symbolism, and themes. Another important function of the course is to show how the Old Testament has influenced our modern world in such areas as art, music, poetry, and literature.

**LIT 271 Bible as Literature: New Testament**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course examines the New Testament of the Bible and its considerable literary value to our modern world. Emphasizing the four Gospels, the Acts of the Apostles, the Epistles, and the book of Revelation, the course studies each of these from a strictly literary standpoint. The student is expected to become familiar with the major people, events, and writing styles of the New Testament and to appreciate the great influence which this part of the Bible has had on all of Western civilization for the last two thousand years.

**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.

**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.

**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, EGL 918**

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 290 Non-Western World Literature**

**IAI – H3 908N, EGL 919**

3 Hours

Prerequisites: ENG 101

3 hours weekly (3-0)

The purpose of Non-Western Literature is to introduce students to literary masterpieces from a variety of nationalities and epochs. Emphasis will be given to selections of poetry, short stories, memoirs, and drama from the twentieth century.

**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.

**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**

**IAI – MTM 921**

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**

**IAI – MTM 922**

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****IAI – MTM 922, MTM 923**

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****IAI – MTM 915**

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****IAI – MTM 923**

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****IAI – MTM 923**

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****IAI – MTM 915**

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.

**MAS**

**MAS 101 Introduction to Massage Therapy**  
3 Hours

Prerequisites: None  
3 hrs. weekly (3-0)

Students are introduced to the fundamentals of massage, including draping, Swedish massage techniques, and appropriate oils and lotions. Areas also emphasized are ethics, importance of insurance, and techniques for beginning client assessments.

**MAS 102 Massage therapy I**  
6 Hours

Prerequisites: None  
9 hours weekly (3-6)

Students will be instructed in the proper techniques of massage of specific muscle groups. As a foundation for massage, the techniques of Swedish massage are taught and practiced.

**MAS 103 Body Anatomy for Massage Therapy**  
3 Hours

Prerequisites: None  
4 hours weekly (2-2)

This course is a detailed study of the muscles, bones, and tissues as they pertain to therapeutic massage.

**MAS 104 Massage Therapy II**  
7 Hours

Prerequisites: CPR Certification  
11 hours weekly (4-7)

Students will be instructed in the proper techniques of massage of muscle groups. As a foundation for massage, the techniques of Swedish massage and deep tissue massage are taught and practiced.

**MAS 105 Advanced Massage Therapy  
Techniques**

5 Hours

Prerequisites: MAS 101, 102, CPR Certification  
8 hours weekly (2-6)

This course is designed to prepare students for more advanced therapeutic massage techniques such as ear candling and reflexology. Students will have hands-on experience during labs.

**MAS 106 Massage Business Management**

3 Hours

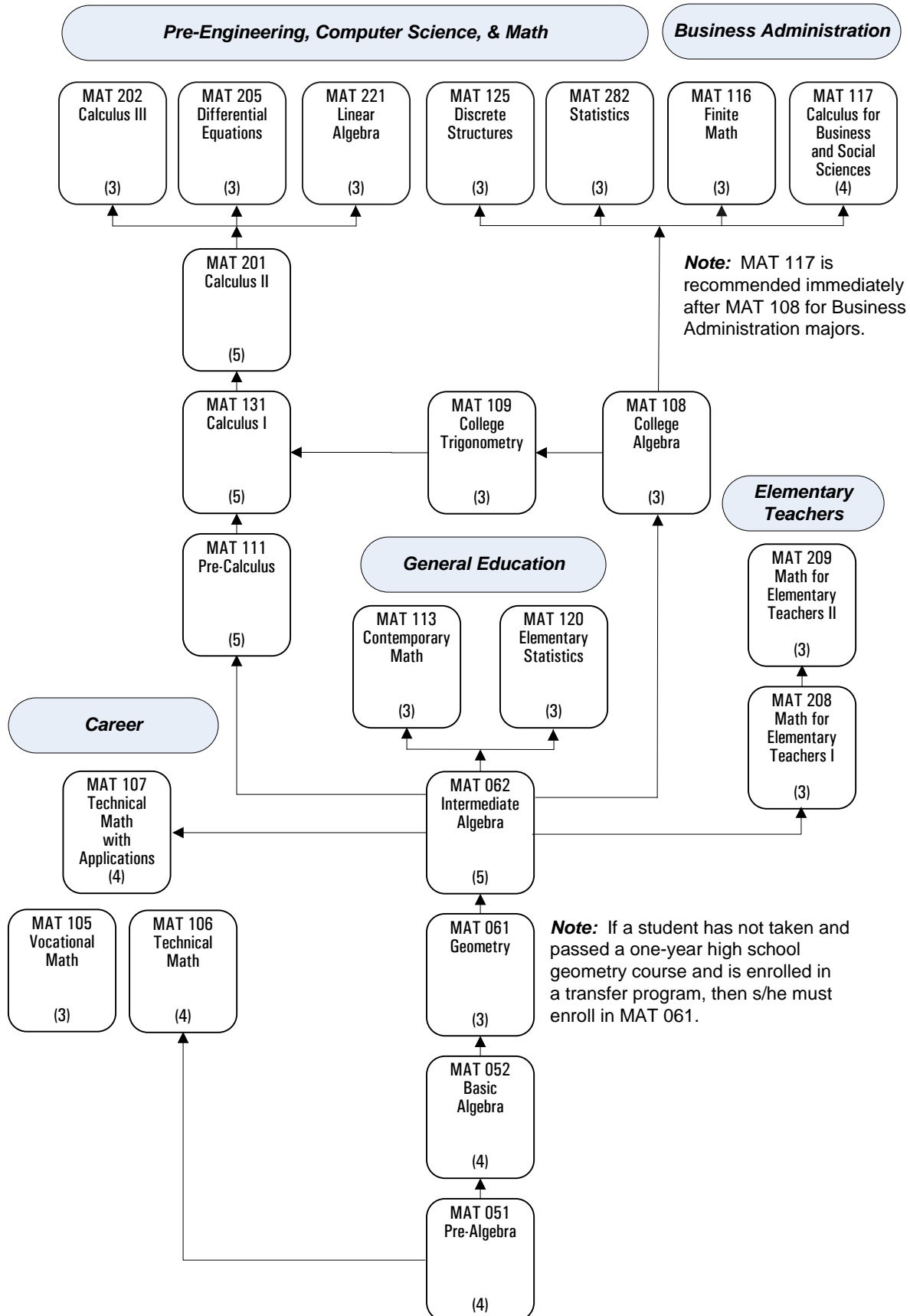
Prerequisites: MAS 101, 102  
3 hours weekly (3-0)

Students are introduced to topics related to developing a successful massage therapy business. Areas included are record keeping strategies, marketing, developing a business plan, and maintaining a positive client-therapist relationship.



# John A. Logan College Mathematics Sequences

Student is counseled to enter at the highest level appropriate to both ability and choice of program.  
Number of semester hours of credit is shown in parenthesis.



## **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 course is not designed for college transfer. 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.

### **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. It is not designed for college transfer. 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.

### **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. This course is not designed for college

transfer. 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, parallel lines, triangle congruency, and similarity theorems, 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.

### **MAT 062 Intermediate Algebra**

5 Hours

Prerequisites: MAT 052 and MAT 061 both 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. It is not accepted for college transfer. 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; slope and equation of lines; systems of equations; exponents; operations with and factoring of polynomials; operations with rational expressions and solving rational equations; operations with radical expressions and solving radical equations; complex numbers; functions and graphs; quadratic equations and graphs; exponential and logarithmic functions. The Texas Instrument TI-83 or TI-84 graphing calculator or a graphing calculator approved by the instructor is recommended for this course.

### **MAT 099 Math Skills—Education**

1 Hour

Prerequisites: None  
1 hour weekly (1-0)

MAT 099 prepares students for the math component of the enhanced Basic Skills Test of the Illinois Certification Testing System (ICTS). Candidates seeking an education major for entry into the program are required to take and pass a basic skills test. The skills addressed in this course will prepare students to demonstrate quantitative literacy at the college level through the application of mathematical methods and reasoning to solutions of real-world problems.

### **MAT 105 Vocational Mathematics**

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 is designed to review and improve mathematical skills necessary for everyday calculations in the two-year technical programs. Starting from very basic mathematics, the course progresses through a minimal introduction to geometry while stressing the metric system and measurements.

### **MAT 106 Technical Mathematics**

4 Hours

Prerequisites: MAT 051 or assessment  
4 hours weekly (4-0)

MAT 106 is designed for students in technical programs who have minimal mathematics backgrounds (pre-algebra arithmetic skills). The course is designed to give the student an understanding of introductory algebra covering topics such as polynomials, linear equations and their solutions, solving systems of linear equations, factoring, and quadratic equations. Also, the metric system, ratio and proportions, geometry, and trigonometry will be emphasized. A large number of applications will be integrated throughout the course.

### **MAT 107 Technical Math with Applications IAI – MTM 901**

4 Hours

Prerequisites: MAT 062 or assessment  
4 hours weekly (4-0)

MAT 107 emphasizes applications of algebra and trigonometry in technical fields. Topics include functions and graphs, systems of linear equations, quadratic equations, higher degree equations and variation, trigonometric functions, laws of sines and cosines, complex numbers, and exponential and logarithmic functions.

### **MAT 108 College Algebra**

3 Hours

Prerequisites: MAT 061 and MAT 062 both with a grade of "C" or higher or assessment  
3 hours weekly (3-0)

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. The Texas Instruments TI-83 or TI-84 graphing calculator or a graphing calculator approved by the instructor is required.

### **MAT 109 College Trigonometry IAI – MTM 901**

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; vectors; conic sections; sequences, series and the binomial theorem. The Texas Instruments TI-83 or TI-84 graphing calculator or a graphing calculator approved by the instructor is required for this course.

### **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)

Students who successfully complete MAT 111 may use it to fulfill part of the 6 hours general education requirement in mathematics for the A. S. degree at John A. Logan College. However, MAT 111 cannot be taken as the only mathematics course for the A. A. degree. Tentatively, topics included in this course are functions, graphs, and transformations; polynomial and rational functions; exponential and logarithmic functions; trigonometric identities, functions, and equations; triangles, vectors, and applications; systems of equations; matrices; conic sections; sequences, series, mathematical induction, and the binomial theorem. The Texas Instruments TI-83 or TI-84 graphing calculator or a graphing calculator approved by the instructor is required for this course.

### **MAT 113 Introduction to Contemporary Mathematics**

IAI – M1 904

3 Hours

Prerequisites: MAT 061 and MAT 062 both 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. Four of the following topics will be studied in depth: linear programming (including functions and graphs), sets and logic, game theory, counting techniques and probability, geometry (additional topics beyond the prerequisite), or 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. The Texas Instruments TI-83 or TI-84 graphing calculator or a graphing calculator approved by the instructor is required for this course.

### **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. The Texas Instruments TI-83 or TI-84 graphing calculator or a

graphing calculator approved by the instructor is required for this course.

### **MAT 120 Elementary Statistics**

**IAI – M1 902**

3 Hours

Prerequisites: MAT 061 and MAT 062 both 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. The Texas Instruments TI-83 or TI-84 graphing calculator or a graphing calculator approved by the instructor is required for this course.

### **MAT 125 Discrete Structures (Also CPS 202)**

**IAI – M1 905, 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. It will lay the groundwork for students interested in computer arithmetic, sets, relations and functions, logic, Boolean algebra, elementary matrix operations, combinations, permutations, counting techniques, and basic concepts of probability. **MAT 125 is offered in the fall semester only.**

### **MAT 131 Calculus I**

**IAI – M1 900-1, EGR 901, 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. Students who successfully complete this course fulfill



the general education mathematics requirement of John A. Logan College. The Texas Instruments TI-83 or TI-84 graphing calculator or a graphing calculator approved by the instructor is required for this course.

### **MAT 201 Calculus II**

**IAI – M1 900-2, EGR 902, 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. The Texas Instruments TI-83 or TI-84 graphing calculator or a graphing calculator approved by the instructor is required for this course.

### **MAT 202 Calculus III**

**IAI – M1 900-3, EGR 903, 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. The Texas Instruments TI-83 or TI-84 graphing calculator or a graphing calculator approved by the instructor is required for this course.

### **MAT 202H Supplemental Study: Calculus III**

1 Hour

Prerequisites: Concurrent enrollment in MAT 202  
1 hour weekly (1-0)

MAT 202H is a supplemental study course designed to be taken concurrently with MAT 202. This course is designed for students who are having or have had difficulties with Calculus III. The focus will be on supplementing the existing MAT 202 class with in-class exercises, demonstrations, and small group activities. The student will receive a pass/fail grade based upon attendance and participation.

### **MAT 205 Differential Equations**

**IAI – EGR 904, 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. The Texas Instruments TI-83 or TI-84 graphing calculator or a calculator approved by the instructor is required for this course. **MAT 205 is offered in the spring semester only.**

### **MAT 205H Supplemental Study: Differential Equations**

1 Hour

Prerequisites: Concurrent enrollment in MAT 205  
1 hour weekly (1-0)

MAT 205H is a supplemental study course designed to be taken concurrently with MAT 205. This course is designed to help students use the computer to aid in the study of differential equations. The focus will be on supplementing the existing MAT 205 class with in-class exercises, demonstrations, and small group activities. The student will receive a pass/fail grade based upon attendance and participation.

### **MAT 208 Mathematics 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, introductory geometry, number theory, and rational numbers.

**MAT 209 Mathematics for Elementary Teachers II**  
**IAI – M1 903**  
3 Hours

Prerequisites: MAT 208  
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 decimals, percent, real numbers, probability, statistics, geometric figures, congruencies, similarities, concepts of measurement (including the metric system), and coordinate geometry.

**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 systems of linear equations, matrices, determinants, vector spaces, inner product spaces, linear transformations, and the eigenvalue problem. 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. The Texas Instruments TI-83 or TI-84 graphing calculator or a calculator approved by the instructor is required for this course. **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. The Texas Instruments TI-83 or

TI-84 graphing calculator or a calculator approved by the instructor is required for this course. **MAT 282 is ordinarily offered in the summer semester only.**

**MED**

**MED 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 MED 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.

**MED 122 Medical Office Procedures**  
3 Hours

Prerequisites: Admission to the Medical Assistant Program or consent of instructor.  
3 hours weekly (3-0)

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.

**MED 124 Medical Terminology and Coding**  
3 Hours

Prerequisites: Admission to the Medical Assistant Program or the instructor’s consent.  
3 hours weekly (3-0)

The basic structure of medical words, including the applications of medical terminology; a general overview of the current diagnostic and procedural CPT/ICD-9 coding protocols and medical practice reimbursements are presented in this course.

**MED 130 Pharmacology**  
2 Hours

Prerequisites: Admission to the Medical Assistant Program or the consent of the instructor.  
2 hours weekly (2-0)

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.

### **MED 132 Medical Clinic Procedures**

2 Hours

Prerequisites: Successful completion of Medical Office Procedures  
2 hours weekly (2-0)

The fundamental tasks and procedures related to the back office 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; specimen collection and preparation for diagnostic testing; oral and injectible medications (excluding IV) administration, electrocardiography, and phlebotomy.

### **MED 134 Externship**

2 Hours

Prerequisites: MED 120, 122, 124, 130, 132  
10 hours weekly (0-10)

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.

## **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  
5 hours weekly (1-4)

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.

## **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. Each of us must learn to manage our lives, careers, and our families. In addition, those who are managers by profession must learn to manage the work of others.

### **MGT 116 Supervisory Techniques of Management**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course is designed to provide preparation in areas such as the functions of organizations, communication, personnel management, leadership, motivational factors, employee appraisal, productivity, and career paths for supervisors.

### **MGT 225, 226 Coordinated Marketing Mid-Management Training**

3 Hours

Prerequisites: Consent of Chair of Department of Business  
15 hours weekly (0-15)

This course is designed to provide students with an opportunity to apply knowledge and skills acquired in the classroom to actual employment applications. Students will work in approved business and industry setting; the instructor-coordinator and the on-the-job supervisor will assist students in determining learning objectives, upgrading skills, and strengthening weaknesses.

### **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.

### **MGT 240 Office Management**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

The principles of management as applied to office situations. Emphasis is placed on the role of the office in business management; office organization; physical facilities and layout of the office; office services, procedures, standards and controls, and supervision.

## **MKT**

### **MKT 113 Principles of Marketing I**

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.

### **MKT 130 Sales I**

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 131 Sales II**

3 Hours

Prerequisites: BUS 130 or equivalent  
3 hours weekly (3-0)

A continuation of MKT 130, consisting of a review on the entire sales presentation, with emphasis placed on building partnerships, formal negotiations, advanced closings, handling objections, and sales management. In addition, emphasis will be placed on professional presentations, and the students will be video taped for professional communication development.

### **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 251 Purchasing**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

The study of various purchasing procedures for small-to-medium sized businesses. Topics include the

purchasing process, types of purchases, purchasing policy and procedures, purchasing as a boundary-spanning function, strategic sourcing, purchasing tools and techniques, strategic cost management, negotiations, managing contracts, and supply chain management.

### **MKT 290 International Marketing**

3 Hours

Prerequisites: MKT 101  
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.

### **MKT 295 Marketing on the Internet**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course is designed to introduce students to electronic commerce, which is a revolution in business practices. The student will study how electronic marketing resources can be integrated into the traditional marketing process to cultivate the ultimate goal of successful electronic commerce systems. Emphasis will be placed on electronic commerce technology; web strategy, attracting and retaining visitors; integrated web communications; the concept of the virtual store for marketing products and services; the tools of electronic marketing resources; segmenting and analyzing the target market; integrating the promotional mix; and using the Internet. **Taught spring semester only.**

## **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  
4 hours weekly (2-2)

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**

3 Hours

Prerequisites: MLT 120  
4 hours weekly (2-2)

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**

1.5 Hours

Prerequisites: Successful completion ("C" or higher) in MLT 120  
2 hours weekly (1-1)

This course will cover 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 techniques, such as the routine venipuncture, dermal punctures, 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 only observe arterial draws in the clinical setting.

### **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 blood banking 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 224 Hematology**

4 Hours

Prerequisites: MLT 121, 122  
5 hours weekly (3-2)

An introduction to the study of clinical hematology. Emphasizes the basic procedures performed in most clinical laboratories and their use in the diagnosis and follow-up of hematological disorders. The role of the laboratory in the diagnosis of anemias, leukemias, myeloproliferative disorders, and other diseases affecting the hematopoietic system is stressed. The collection, handling, and processing of samples are covered in detail.

### **MLT 225 Clinical Chemistry**

4 Hours

Prerequisites: MLT 223, 224, 227  
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 226 Applied Clinical Microbiology**

4 Hours

Prerequisites: MLT 223, 224, 227  
5 hours weekly (3-2)

A study of the normal and pathogenic microflora of mankind with emphasis on the methods used for isolation, recognition, and identification of microorganisms of medical significance. Included are the preparation of media, selection and inoculation of media for initial isolation, descriptive cellular and colonial morphology, stains and staining reactions, drug susceptibility testing, and procedures used for species identification. Emphasis is on host-parasite relationships, medical bacteriology, virology, parasitology, and mycobacteriology.

### **MLT 227 Coagulation**

2 Hours

Prerequisites: MLT 121, 122  
3 hours weekly (1-2) Course meets the first 10½ weeks of the semester.

A study of hemostasis with an in-depth study of coagulation factors and platelets. The laboratory tests include diagnosis and treatment of bleeding and coagulation and monitoring anti-coagulant therapy.

### **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, 224, 227  
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 227, 251

15 clinical hours (0-15)

Supervised clinical experience. Students rotate in clinical chemistry/clinical microscopy, and clinical microbiology/serology.

## **MUS**

### **MUS 101 (A-D) Choral Ensemble**

**IAI – MUS 908**

1-4 Hours

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 21<sup>st</sup> century. Music majors are required to take one faculty-supervised ensemble every semester of enrollment. The course acts as a humanities elective or ensemble credit for music majors and may be taken up to four times for college credit.

### **MUS 102 (A-D) Chamber Ensemble**

**IAI – MUS 908**

1-4 Hours

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. The course acts as a humanities elective or ensemble credit for music majors and may be taken up to four times for college credit.

### **MUS 103 Symphonic Band**

1 Hour

Prerequisites: None

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 21<sup>st</sup> century. It is a humanities elective for music majors.

### **MUS 106 Beginning Class Piano I**

**IAI – MUS 901**

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. Humanities elective for music majors.

### **MUS 108 Aural Skills I**

**IAI – MUS 901**

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**

**IAI – MUS 902**

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. Music Fundamentals or its proficiency is a requirement for anyone in the majors of elementary education, special education, or music. It is a general elective for any baccalaureate student.

### **MUS 111, 112, 113 Applied Music\* IAI – MUS 909, MUS 902 (MUS 111B), MUS 903 (MUS 112B), MUS 904 (MUS 113B)**

1-2 Hours

Prerequisites: Must be taken in sequence  
2 hours weekly (0-2) for 1 credit  
4 hours weekly (0-4) for 2 credits

Private lessons on any classical instrument are available through John A. Logan College. Lessons are given on campus whenever possible or by qualified instructors in a private studio. Lessons incorporate representative solo and study materials and a basic knowledge of appropriate literature. Students will develop basic knowledge through advanced performance skills. A student may take up to six semesters of the same instrument for college credit. Music majors are required to take applied lessons every semester of enrollment. It is a general elective. Students should consult with the Applied Lessons Coordinator to begin lessons.

\*Applied Music Sections:

A	Voice	K	Bassoon
B	Piano	L	Saxophone
C	Organ	M	Percussion
D	Violin	N	French Horn
E	Viola	O	Trumpet
F	Cello	P	Trombone
G	String Bass	Q	Tuba

H	Flute	R	Baritone
I	Oboe	S	Harpsichord
J	Clarinet	T	Guitar
		U-Z	Other

### **MUS 115 Music for Children**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

Music for Children is a requirement for anyone majoring in the Teacher's Aide or Child Care programs at John A. Logan College. It is designed to give the techniques involved in teaching music to the child. It is for non-music concentrations only and is not a baccalaureate transfer course.

### **MUS 118 Community Band**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

An elective course offered for students who participate in community band or community orchestra.

### **MUS 119 Community Orchestra**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

An elective course offered for students who participate in community band or community orchestra.

### **MUS 121 and 122 Theory of Music IAI – MUS 901 (MUS 121); MUS 902 (MUS 122)**

3 Hours Each

Prerequisites: Fundamentals of Music (MUS 110) is required or proficiency must be passed.  
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 17<sup>th</sup> century techniques of writing music. Required for music majors and minors; may also be taken as a humanities elective. 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 instructor  
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 128 Community Band II**

1 Hour

Prerequisites: None  
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 129 Community Orchestra II**

1 Hour

Prerequisites: None  
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 types of musical events as selected and scheduled by the orchestra conductor.

**MUS 208 Aural Skills III**

**IAI – MUS 903**

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**

**IAI – MUS 904**

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, 212, 213 Applied Music\***

**IAI – MUS 909**

1-2 Hours

Prerequisites: Must be taken in sequence  
2 hours weekly (0-2) for 1 credit  
4 hours weekly (0-4) for 2 credits

Private lessons on any classical instrument are available through John A. Logan College. Lessons are given on campus whenever possible or by qualified instructors in a private studio. Lessons incorporate representative solo and study materials and a basic knowledge of appropriate literature. Students will develop basic knowledge through advanced performance skills. A student may take up to six semesters of the same instrument for college credit. Music majors are required to take applied lessons every semester of enrollment. It is a general elective. Students should consult with the Applied Lessons Coordinator to begin lessons.

\*Applied Music Sections:

A	Voice	K	Bassoon
B	Piano	L	Saxophone
C	Organ	M	Percussion
D	Violin	N	French Horn
E	Viola	O	Trumpet
F	Cello	P	Trombone
G	String Bass	Q	Tuba
H	Flute	R	Baritone
I	Oboe	S	Harpsichord
J	Clarinet	T	Guitar
		U-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 IAI – MUS 903 (MUS 221) MUS 904 (MUS 222)**

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 – MUS 905**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

Music Literature/History is a general elective course, providing 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.

## **NAD**

### **NAD 098 Manual Skills Evaluation**

.5 Hours

Prerequisites: Current Illinois RN Licensure  
.5 hours weekly (.5-0)

This course is an evaluator workshop that will qualify participants to test manual skills in the Basic Nursing Assistant Training Program. Participants will be required to demonstrate a teaching style. This course is approved by the Illinois Department of Public Health.

### **NAD 099 Alzheimer's Disease and Disorders**

.5 Hours

Prerequisites: Current Illinois RN Licensure  
.5 hours weekly

This course provides information about the Alzheimer's disease and related disorders. At the completion of the course, the graduate will be able to teach the Alzheimer's portion of the certified nursing assistant course.

### **NAD 101 Nursing Assistant Training**

7 Hours

Prerequisites: None  
9.5 hours weekly (5.5-4)

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.

### **NAD 200 Train the Trainer**

2 Hours

Prerequisites: Current Illinois RN Licensure  
2 hours weekly (2-0)

Successful completion of this course will qualify RNs licensed in Illinois to develop and teach the Basic

Nursing Assistant Training Program, including the Alzheimer's portion of the curriculum. The evaluator workshop is also being conducted. The Evaluator Workshop portion of the program will qualify participants to test manual skills in the Basic Nursing Assistant Training Program. Participants will be required to demonstrate a teaching style. This course is approved by the Illinois Department of Public Health.

## **ORI**

### **ORI 100 Seminars for Success**

.5-4 Hours

Prerequisites: None  
.5-4 hours weekly (.5-4)

Seminars, conferences, special project(s), or professional meetings maximizing one's potential in college, the workplace, or in lifelong learning.

## **OTA**

### **OTA 100 Introduction to Occupational Therapy**

3 Hours

Prerequisites: Admission to the Occupational Therapy Assistant Program  
5 hours weekly (2-3)

Introduction to Occupational Therapy is an overview of the profession with emphasis on its history, philosophy, and organization. The course explores the role of occupational therapy personnel and domain of treatment.

### **OTA 110 Clinical Observation**

2 Hours

Prerequisites: Admission to the Occupational Therapy Assistant Program  
4 hours weekly (1-3)

Clinical Observation I experience provides the student introductory contact with persons of differing ages 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 111 Clinical Observation II**

2 Hours

Prerequisites: OTA 112, 120, 122, 202, and BIO 205  
6 hours weekly (0-6)

Level I fieldwork experience provides the student contact with patients/clients of different ages and disabilities. Students will be placed in an approved agency and continue practice of observation and communication techniques under supervision. They will begin the process of developing potential treatment plans and procedures, adapting equipment and activity. Areas of functional difficulty requiring therapeutic intervention will be explored.

### **OTA 112 Activities of Daily Living**

3 Hours

Prerequisites: OTA 100, 110, 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 100, 110, 210  
5 hours weekly (2-3)

Occupational Therapeutic Media provides theory and practice of selected creative manual arts. It includes learning basic skills; understanding and applying concepts of activity analysis, problem solving, and therapeutic application; and laboratory/equipment maintenance.

### **OTA 122 Occupational Therapy Group Process**

2 Hours

Prerequisites: OTA 100, 110, 120  
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: Admission to Occupational Therapy Assistant Program  
2 hours weekly (2-0)

Introduction to Occupational Therapy is an overview of the profession with emphasis on its history, philosophy, and organization. The course explores the role of occupational therapy personnel and domain of treatment.

**OTA 131 Disease and Impact on Occupation**  
3 Hours

Prerequisites: 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: Admission to the Occupational Therapy Assistant Program  
3 hours weekly (0-3)

Development of Occupational Performance is an overview of movement patterns and movement development required for the participation in occupations. The course explores the general to more specific aspects of movement development for occupational performances.

**OTA 133 Clinical Rotation I**  
1 Hour

Prerequisites: OTA 110, OTA 130, OTA 210  
3 hours weekly (0-3)

This course is designed to build clinical skills with the student. Students will complete in-class laboratory as well as assigned clinical rotations in select outpatient physical disability settings. The course will focus on preparatory, enabling and occupational treatment techniques for all 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 activity. Areas of functional difficulty requiring therapeutic

intervention and the integration of preparatory, enabling and occupational treatments will be explored.

**OTA 134 OT in Physical Disabilities**  
3 Hours

Prerequisites: OTA 110, OTA 130, OTA 210  
5 hours weekly (2-3)

Overview of occupational therapy theory and techniques as they relate to physical medical conditions referred to occupational therapy; coverage of etiology, body systems affected, residual effects and medical management; study of methods of preventing, reducing or alleviating aspects of disease or illness which impede activities and self-care performance.

**OTA 200 Psychosocial Therapy and Practice**  
3 Hours

Prerequisites: OTA 112, 120, 122, 202, BIO 205  
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. Further development of observation skills, communication skills, group leadership and use of self as a therapeutic modality are emphasized.

**OTA 202 Occupational Therapy in Physical Disabilities**  
4 Hours

Prerequisites: OTA 100, 110, 210  
6 hours weekly (3-3)

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 preventing, reducing, or alleviating aspects of disease or illness which impede activities and self-care performance.

**OTA 205 Occupational Therapy in Pediatrics**  
4 Hours

Prerequisites: OTA 112, 120, 122, 202, BIO 205  
6 hours weekly (3-3)

In analysis of occupation 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: Admission to the Occupational Therapy Assistant Program

6 hours weekly (3-3)

Introduction to the fundamental concepts of joint and muscle movement. Methods of data collection and adaptation of therapeutic activities and exercises will be emphasized. The course explores theories of remediation in movement difficulties.

### **OTA 211 Occupational Therapy Theory II**

3 Hours

Prerequisites: OTA 112, 120, 122, 202, BIO 205  
5 hours weekly (2-3)

This course provides a basic knowledge of development and administration of selected tests, theoretical basis for treatment, and treatment principles and techniques across all ages and conditions.

### **OTA 217 Fieldwork Experience I**

4 Hours

Prerequisites: Successful completion of all academic coursework of first three program semesters; successful completion of any portion of Occupational Therapy Administration taught prior to fieldwork in the final semester schedule; valid CPR card

20 hours weekly (0-20)

Development of professional skills through supervised application of treatment principles. Fieldwork is divided into two sections (Experience I and Experience II). Students will spend forty hours a week for eight weeks in each of two different sites (I and II) for a total of sixteen weeks. Fieldwork is designed to provide the opportunity to make the transition from "student to clinician." Within the eight weeks students are expected to perform the functions of a practicing therapist. It is expected that at the end of the eight weeks 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, or 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. Students will additionally spend eight hours in faculty-led full group interaction in each fieldwork experience. Problem solving, ethics in fieldwork, professional interaction and analysis of areas of competency/difficulty will be investigated.

### **OTA 218 Fieldwork Experience II**

4 Hours

Prerequisites: Successful completion of all academic coursework of first three program semesters; successful completion of any portion of Occupational Therapy Administration taught prior to fieldwork in the final semester schedule; valid CPR card.

20 hours weekly (0-20)

Development of professional skills through supervised application of treatment principles. Fieldwork is divided into two sections (Experience I and Experience II). Students will spend forty hours a week for eight weeks in each of two different sites (I and II) for a total of sixteen weeks. Fieldwork is designed to provide the opportunity to make the transition from "student to clinician." Within the eight weeks students are expected to perform the functions of a practicing therapist. It is expected that at the end of the eight weeks 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, or 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. Students will additionally spend eight hours in faculty-led full group interaction in each fieldwork experience. Problem solving, ethics in fieldwork, professional interaction and analysis of areas of competency/difficulty will be investigated.

### **OTA 230 Clinical Rotation II**

2 Hours

Prerequisites: BIO 205, OTA 112, OTA 120, OTA 122, OTA 134

8 hours weekly (2-6)

Level I fieldwork experience provides the student contact with patients/clients of different ages and

disabilities with the emphasis of clinical hours focused in Psychiatry. Students will be placed in an approved agency and practice of observation skills, communication techniques and practice skills, under supervision. They will refine the process of developing treatment plans and procedures, adapting equipment and activity and applying treatment principles. Areas of functional difficulty resulting from psychosocial, developmental or physical disabilities requiring therapeutic intervention will be explored.

### **OTA 231 Occupational Therapy Theory II**

1.5 Hours

Prerequisites: BIO 205, OTA 112, OTA 120, OTA 122, OTA 134  
2.5 hours weekly (1-1.5)

This course provides a basic knowledge of development and administration of selected tests, work and ergonomic principles, impact of culture on client care, theoretical basis for treatment, and advanced level treatment principles and techniques.

### **OTA 232 Aging and Impact on Occupation**

1.5 Hours

Prerequisites: BIO 205, OTA 112, OTA 120, OTA 122, OTA 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 the occupational therapy process of evaluation, planning, implementation, and community programming.

### **OTA 250 Occupational Therapy Administration**

3 Hours

Prerequisites: OTA 111, 200, 205, and 211  
3 hours weekly (3-0)

Introduction to basic management knowledge and skills essential to occupational therapy practice. Topics included are planning, marketing, supervision, communications, quality assurance, supervision issues and techniques of departmental operations, standard setting, developing a resume, practice job interviewing and certification examination review. This course will be taught within a block and web-based instruction format.

## **PED**

### **PED 100 Aerobic and Weight Training I**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

Introduction to and participation in multi-station Aerobic Super Circuit, utilizing sub-maximal weight during multiple repetitions. The student will rotate through a 21-station circuit, going from stationary bike to Universal equipment each 30 seconds.

### **PED 101 Aerobic and Weight Training II**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

Introduction to concepts of aerobic activities and weight training. Demonstrations of differences between body parts conditioning vs. cardiovascular conditioning. Use of Aerobic Super Circuit and Universal weight training equipment.

### **PED 102 Aerobic and Weight Training III**

1 Hour

Prerequisites: None  
1-8 hours weekly (0-1) – (0-8)

This course is designed as a continuation of PED 101; however, with proper orientation it may be started as the first aerobics class. The program consists of an Aerobic Super Circuit, which takes 26 minutes to complete.

### **PED 103 Aerobic and Weight Training IV**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

This course is designed as a continuation of PED 102. 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 28 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-up and strength development areas.

### **PED 104 Physical Fitness**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

This course is designed as a continuation of aerobics and weight training; however, with proper orientation it may be started as a beginning fitness class. The program consists of an Aerobic Super Circuit, which takes 28 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-up and strength development areas.

### **PED 105 Fitness Walking**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

Fitness walking class consists of information on everything you need to know about a successful walking program: the health benefits and physiology of walking; technique for both fitness walking and race walking; special considerations for pregnancy, diabetes, and other medical conditions; motivational tools; sound advice on walking shoes and equipment. The methods of presentation consist of brief professor lectures combined with walking outdoors, indoors, or to a series of video tapes.

### **PED 106 Lifetime Cardio Fitness**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

This course is designed to promote and improve cardiovascular efficiency by methodical exercise bouts relative to strengthening the heart muscle and improving blood flow. Students will exercise in the target heart rate range for 30 minutes 3 times per week.

### **PED 107 Lifetime Strength Fitness**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

This course is designed to improve muscular strength/endurance by methodical exercise bouts relative to various muscles and/or muscle groups. Both weight training machines and free weights will be used.

### **PED 108 Lifetime Total Fitness**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

This course is designed to identify weaknesses in muscular strength and cardiovascular efficiency. Improvement will be made by regular fitness producing exercises relative to both strength and cardiovascular gains. Both aerobic and progressive resistance machines will be utilized.

### **PED 113 Tennis I**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

This class is designed for the student who is attempting to develop the skills necessary for successful and enjoyable participation in tennis and for the player who wishes to raise the standard of play to a higher level. Methodology of administration consists of lectures, demonstrations, and drills with supervision and feedback provided by the instructor. NCAA rules and regulations are applied. Actual play will begin when the student has made satisfactory progress in the basic skills.

### **PED 114 Tennis II**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

This course provides the student with continued instruction on stroke development and strategies of the game. Emphasis is on court awareness and double play. This course is designed to provide an educational situation and atmosphere for students who are beyond the beginning level but do not feel comfortable in an advanced tennis class with students of tennis team quality. Instruction to consist of review of beginning tennis techniques while providing additional supervised practice and individual attention in areas of skill weakness.

### **PED 115 Advanced Tennis**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

Advanced tennis provides advanced students the opportunity to perfect their strokes while competing at a high level of tournament competition.

**PED 116 Badminton I**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

Badminton for beginners is designed for the student who is attempting to develop the skills necessary for successful and enjoyable participation in badminton and for the player who wishes to raise the standard of play to a higher level. The student will receive information about the construction of the game, the events of which the game is composed, the court layout, and information about the equipment needed for the game. Teaching methodology of stroke mechanics consists of lectures, demonstrations, drills, and instructor feedback. Competitive strategies for singles and doubles play as well as class tournaments are included.

**PED 117 Badminton II**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

Intermediate badminton is designed for the student who is attempting to develop the skills necessary for successful and enjoyable participation in badminton and for the player who wishes to raise the standard of play to a higher level. The student will receive information about the rules of the game, the events of which the game is composed, the court layout, and information about the equipment needed for the game. Teaching methodology of stroke mechanics consists of lectures, demonstrations, drills, and instructor feedback. Competitive strategies for singles and doubles play as well as a class tournament are included.

**PED 118 Badminton III**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

Advanced badminton is designed for the student who is attempting to develop advanced skills and strategies necessary for successful and enjoyable participation in badminton and for the player who wishes to raise the standard of play to a higher level. The student will receive information about the rules of the game, the events of which the game is composed, the court layout, and information about the equipment needed for the game. Teaching methodology of stroke mechanics consists of lectures, demonstrations, drills, and instructor feedback. Competitive strategies for

singles and doubles play as well as a class tournament are included.

**PED 122 Individual Physical Education I**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

This course is designed for students who cannot fit a scheduled physical education class into their program. The course allows the student, under the supervision of an instructor, to participate in a variety of fitness-producing and recreational activities. The student will arrange with the instructor to become involved in a particular activity at an off-campus facility.

**PED 123 Individual Physical Education II**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

This course is designed for students who cannot fit a scheduled physical education class into their program. The course allows the student, under the supervision of an instructor, to participate in a variety of fitness-producing and recreational activities. The student will arrange with the instructor to become involved in a particular activity at an off-campus facility.

**PED 124 Individual Physical Education III**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

This program is designed for students who cannot fit a scheduled physical education class into their program. The course allows the student, under the supervision of an instructor, to participate in a variety of fitness-producing and recreational activities. The student will arrange with the instructor to become involved in a particular activity at an off-campus facility.

**PED 125 Individual Physical Education IV**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

This course is designed for students who cannot fit a scheduled physical education class into their program. The course allows the student, under the supervision of an instructor, to participate in a variety of fitness-producing and recreational activities. The student will arrange with the instructor to become involved in a particular activity at an off-campus facility.



**PED 126 Beginning 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 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 and Conditioning**

2 Hours

Prerequisites: None  
4 hours weekly (0-4)

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 130 Strength Training & Conditioning II**

2 Hours

Prerequisites: None  
4 hours weekly (0-4)

This course is designed to provide the student athlete with additional fitness gains such as muscular strength, endurance, flexibility, body composition, agility and cardiorespiratory endurance. The student will have an opportunity to create a daily log to assess gains in fitness components. It is a continuation of PED 129.

**PED 134 Softball I**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

An introduction to the game of softball through the acquisition of knowledge and understanding of the rules, skill techniques, and strategies.

**PED 135 Softball II**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

An intermediate concept of the game of softball through the acquisition of additional knowledge and understanding of the rules, skill techniques, and strategies.

**PED 136 Softball III**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

An advanced concept of the game of softball through the acquisition of knowledge and understanding of the rules, skill techniques, and strategies. Round Robin and tournament play will be emphasized.

**PED 137 Volleyball I**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

This class presents an approach to learning the game of volleyball that will take the learner through the beginning level. The student will receive an introduction to the mechanics of each skill and information about mental preparation, strategies, and game application.

**PED 138 Volleyball II**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

This class presents an approach to learning the game of volleyball that will take the learner to the intermediate level. The student will receive an introduction to the mechanics of each skill and information about mental preparation, strategies, and game application.

### **PED 139 Volleyball III**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

This class presents an approach to learning the game of volleyball that will rapidly take the learner from basic beginner play to the intermediate or advanced levels. The student will receive an introduction to the mechanics of each skill and information about mental preparation, strategies, and game application.

### **PED 140 Advanced Volleyball**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

This class presents an approach to learning the game of volleyball that will rapidly take the learner from basic beginner play to the advanced level. The student will receive an introduction to the mechanics of each skill and information about mental preparation, strategies, and game application.

### **PED 141 Basketball I**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

This class presents an approach to learning the game of basketball that will introduce the beginner to the basic skills of basketball. Methodology of presentations consists of lectures, demonstrations, and drills with supervision and feedback provided by the instructor. The student will receive an introduction to the mechanics of each skill, as well as information about various types of offensive and defensive systems of play, strategies, individual development, and team development. Actual play will begin when the student has made satisfactory progress in the basic skills.

### **PED 142 Basketball II**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

This class presents an approach to learning the game of basketball that will rapidly take the learner from basic play to the intermediate level. Methodology of presentations consists of lectures, demonstrations, and drills with supervision and feedback provided by the instructor. The student will receive an introduction to the mechanics of each skill, as well as information about various types of offensive and defensive systems of play, strategies, individual development, and team development.

### **PED 143 Basketball III**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

This class presents an approach to learning the game of basketball that will rapidly take the learner from intermediate to advanced levels. Methodology of presentations consists of lectures, demonstrations, and drills with supervision and feedback provided by the instructor. The student will receive an introduction to the mechanics of each skill, as well as information about various types of offensive and defensive systems of play, strategies, individual development, and team development.

### **PED 150 Bowling**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

The basic techniques are explained for the new bowler. Experienced bowlers will find many valuable tips about how to improve. Individualized instruction is stressed, and each student is encouraged to develop his or her style at an individual pace. Bowling terms, etiquette, and scoring give students a better understanding of the elements involved in the game and enhance his/her enjoyment and performance.

### **PED 155 Golf I**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

This class is designed for beginning golfers. The full swing will be presented first to allow sufficient time to develop the most difficult skills. The student will receive an introduction to the mechanics of each skill and information about mental preparation, strategies, and game application. The majority of class time will be spent on the driving range. Actual play will begin when the student has made satisfactory progress in the basic skills.

**PED 156 Golf II**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

This class is designed for intermediate golfers. The full swing will be presented first to allow sufficient time to develop the most difficult skills. The student will receive an introduction to the mechanics of each skill and information about mental preparation, strategies, and game application. Class time will be spent on the driving range and the golf course.

**PED 157 Golf III**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

This class is designed for advanced golfers. The full swing will be presented first to allow sufficient time to develop the most difficult skills. The student will receive a review of the mechanics of each skill and information about mental preparation, strategies, and game application. The majority of class time will be spent on the golf course.

**PED 158 Advanced Golf**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

This class is designed for serious, advanced golfers. The full swing will be presented first to allow sufficient time to develop the most difficult skills. The student will receive an introduction to the mechanics of each skill and information about mental preparation, strategies, and game application. Class time will be spent on the golf course. Tournament play will be encouraged.

**PED 159 Beginning Judo**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

A study of Kudokan sport judo, its story, rules, philosophy, and techniques. A demonstrated proficiency in this art form, i.e., standing throws (Tachi waza), falling (Ukemi), and grappling (Katame waza) will lead to an optional belt rank test. Aikido, a system of self-defense based upon judo principle, will also be introduced.

**PED 160 Weight Training and Aquacise I**

4 Hours

Prerequisites: None  
8 hours weekly (0-8)

This course will allow the student to participate in fitness producing and recreational activity in both the Aerobic and Weight Training Center and the Aquatic Center during the designated class times.

**PED 161 Weight Training and Aquacise II**

4 Hours

Prerequisites: None  
8 hours weekly (0-8)

This course will allow the student to use both the Aerobic Center and the Aquatic Center from the first day of the semester until the first day of the following semester during available Aerobics and Aquatic times. A continuation of PED 160.

**PED 162 Weight Training and Aquacise III**

4 Hours

Prerequisites: None  
8 hours weekly (0-8)

This course will allow the student to use both the Aerobic Center and the Aquatic Center from the first day of the semester until the first day of the following semester during available Aerobics and Aquatic times. A continuation of PED 161.

**PED 163 Weight Training and Aquacise IV**

4 Hours

Prerequisites: None  
8 hours weekly (0-8)

This course will allow the student to use both the Aerobic Center and the Aquatic Center from the first day of the semester until the first day of the following semester during available Aerobics and Aquatic times. A continuation of PED 162.

**PED 170 Aquacise I**

.5-2 Hours

Prerequisites: None  
.5-2 hours weekly (variable)

This course is designed to provide instructional pool availability to students at designated times throughout the day. The purpose is to provide lap swimming for fitness, rehabilitation and therapy, individual skills improvement, and relaxation techniques. After registering for the course, the new student selects an Orientation to Aquacise session. These times are listed in the class schedule book each semester. Upon completion of the Orientation to Aquacise session, the

student may use the instructional pool at any designated aquacise time. These times are also listed in the class schedule book each semester. The rehabilitation pool may be used at aquacise scheduled times only if available.

### **PED 171 Aquacise II**

.5-2 Hours

Prerequisites: None  
hours weekly (variable)

This course is designed to provide instructional pool availability to students at designated times throughout the day. The course is a continuation of Aquacise I; however, with proper aquacise orientation, it may be started as the first aquacise course. The purpose is to provide lap swimming for fitness, rehabilitation and therapy, individual skills improvement, and relaxation techniques. After registering for the course, the new student selects an Orientation to Aquacise session. These times are listed in the class schedule book each semester. Upon completion of the Orientation to Aquacise session, the student may use the instructional pool at any designated aquacise time. These times are also listed in the class schedule book each semester. The rehabilitation pool may also be used at aquacise scheduled times only if available.

### **PED 172 Aquacise III**

.5-2 Hours

Prerequisites: None  
hours weekly (variable)

This course is designed to provide instructional pool availability to students at designated times throughout the day. The course is a continuation of Aquacise II; however with proper aquacise orientation, it may be started as the first aquacise course. The purpose is to provide lap swimming for fitness, rehabilitation and therapy, individual skills improvement, and relaxation techniques. After registering for the course, the new student selects an Orientation to Aquacise session. These times are listed in the class schedule book each semester. Upon completion of the Orientation to Aquacise session, the student may use the instructional pool at any designated aquacise time. These times are also listed in the class schedule book each semester. The rehabilitation pool may be used at aquacise scheduled times only if available.

### **PED 173 Aquacise IV**

.5-2 Hours

Prerequisites: None  
hours weekly (variable)

This course is designed to provide instructional pool availability to students at designated times throughout the day. The course is a continuation of Aquacise III; however with proper aquacise orientation, it may be started as the first aquacise course. The purpose is to provide lap swimming for fitness, rehabilitation and therapy, individual skills improvement, and relaxation techniques. After registering for the course, the new student selects an Orientation to Aquacise session. These times are listed in the class schedule book each semester. Upon completion of the Orientation to Aquacise session, the student may use the instructional pool at any designated aquacise time. These times are also listed in the class schedule book each semester. The rehabilitation pool may be used at aquacise scheduled times only if available.

### **PED 174 Beginning Swimming**

.5-2 Hours

Prerequisites: None  
hours weekly (variable)

This course is designed for the non-swimmer and covers the basic swimming strokes, provides instruction in drown-proofing, adjustment skills, basic techniques of safety, survival, and propulsion.

### **PED 175 Intermediate Swimming**

.5-2 Hours

Prerequisites: None  
hours weekly (variable)

This course is designed to improve on the five basic swimming strokes, with an emphasis on moderate endurance. Students will have an opportunity to design individual fitness programs of aquatic activity for themselves.

### **PED 176 Advanced Swimming**

.5-2 Hours

Prerequisites: None  
hours weekly (variable)

This course is designed to provide students with an opportunity to improve upon their basic swimming strokes and skills. Students will create individual aquatic fitness programs unique to their own goals. Instruction in mask, fin and snorkel, and basic pre-scuba diving techniques will be provided.

### **PED 177 Aqua Aerobics**

.5-2 Hours

Prerequisites: None  
hours weekly (variable)

This course is designed to give students a conceptual and practical understanding of aquatic skills to develop physical fitness. Special exercises are designed to take advantage of the water's buoyancy and resistance. Regular participation in water resistance training will be the primary mechanism by which students will improve or sustain desirable levels of fitness. This course also emphasizes the importance of fitness becoming a lifestyle activity, maintaining up-to-date information on overall wellness, and utilizing a variety of water activities.

### **PED 178 Scuba Diving**

2 Hours

Prerequisites: None  
3 hours weekly (1-2)

This course is designed to cover the nationally standardized principles and skills of scuba diving. Upon completion of this course, the student has the option of qualifying for the PADI certification.

### **PED 179 Aquatic Recreational Games**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

This course is designed to give the student instruction in the skills, techniques, and rules of inner tube water polo, water basketball, water volleyball, and underwater hockey. Regular participation in the aquatic recreational games listed will be the primary mechanism by which the student will improve or maintain desired levels of fitness. This course also emphasizes the importance of fitness becoming a lifestyle activity, maintaining up-to-date information on overall wellness, and utilizing a variety of water activities.

### **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 181 Aquatic Toning and Aerobic Activity II**

.5-2 Hours

Prerequisites: None  
hours weekly (variable)

This course is a continuation of PED 180. With proper orientation, the student may enroll in this course for the first time without previous enrollment in the prior course.

### **PED 182 Aquatic Toning and Aerobic Activity III**

.5-2 Hours

Prerequisites: None  
hours weekly (variable)

This course is a continuation of PED 181. With proper orientation, the student may enroll in this course for the first time without previous enrollment in the prior course.

### **PED 183 Aquatic Toning and Aerobic Activity IV**

.5-2 Hours

Prerequisites: None  
hours weekly (variable)

This course is a continuation of PED 182. With proper orientation, the student may enroll in this course for the first time without previous enrollment in the prior course.

### **PED 188 Moms and Tots Swim**

.5-2 Hours

Prerequisites: None  
hours weekly (variable)

The course will provide instruction for young children who are accompanied by their parent. The parent will implement ways to teach the child to swim and be comfortable in the water. Instruction will be in the rehabilitation pool.

### **PED 189 Prenatal Aquatics**

.5-2 Hours

Prerequisites: None  
hours weekly (variable)

This course will provide aquatic exercise for pregnant women who would like to participate in a low-impact physical fitness program.

### **PED 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.

**PED 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.

**PED 199 Physical Education Activities**  
.5-2 Hours

Prerequisites: None  
hours weekly (variable)

This course will acquaint students with various physical education activities. Topics may vary each semester.

**PED 200 Block Total Fitness**  
.5-2 Hours

Prerequisites: None  
hours weekly (variable)

This course is designed as block scheduling. The student must participate in 30 exercise sessions geared to provide basic knowledge of strength and cardiovascular gains. Block scheduling allows students to complete the course in 8 weeks instead of 16 weeks. This course may be taken in either the first or second 8 weeks of the semester as described in the current course schedule. Orientation to Aerobics and Weight Training is required prior to using the Aerobic Center.

**PED 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.

**PED 215 Block Aquatics I**  
1 Hour

Prerequisites: None  
2 hours weekly (0-2)

This 8-week course is designed to provide the swimmer with additional aquatic skills such as the crawl, backstroke, and breast stroke. The student will have an opportunity to create an aquatic fitness exercise program and participate in various physical fitness-producing aquatic exercises.

**PED 218 Block Aqua Aerobics I**  
1 Hour

Prerequisites: None  
2 hours weekly (0-2)

This 8-week course is designed to give students a conceptual and practical understanding of aquatic skills to develop physical fitness. Special exercises are designed to take advantage of the water's buoyancy and resistance. Regular participation in water resistance training will be the primary mechanism by which students will improve or sustain desirable levels of fitness. This course also emphasizes the importance of fitness becoming a lifestyle activity, maintaining updated information on overall wellness, and utilizing a variety of water activities.

**PED 230 Aqua Yoga**  
2 Hours

Prerequisites: None  
2 hours weekly (0-4)

The Aqua Yoga course is a combination of slow deliberate Aqua Yoga movements that are adapted to the 92-degree therapy pool. The class will promote general mobility, range of motion and body stretching. The Aqua Yoga class can decrease stress, anxiety and fatigue plus be helpful for arthritis and other body conditions. The class will stress body balance and mental control with the goal of improving overall individual health and fitness.

**PED 250 Lifeguard Certification**  
1 Hour

Prerequisites: None  
2 hours weekly (0-2)

This course will result in Red Cross Life Guard certification for the student.

## **PHL**

### **PHL 111 Ethics and Moral Problems**

**IAI – H4 904**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

Discussion and analysis of moral problems through a survey of methods proposed for their solution by major philosophers.

### **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)

A general survey of the activities called "philosophy," the course includes a comparison study of philosophy and science, and philosophy and religion. Major and minor areas of philosophy and their problems are discussed.

### **PHL 200 Non-Western Philosophy**

**IAI – H4 903N**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

A study of representative oriental religions, cultures, and philosophies. Includes the role of myth in mystical experiences.

### **PHL 260 World Religions**

**IAI – H5 904N**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

The course will cover the teachings and histories of the world's major religions: Zoroastrianism, Judaism, Christianity, Islam, Hinduism, Buddhism, Taoism, and Confucianism.

## **PHS**

### **PHS 101 Environmental Technology**

**IAI – LP 900**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

A consumer-user course oriented toward the economics and wise use of man's energy and machines; various up-to-the-minute scientific topics will be discussed; scientific versus environmental trade-offs will be analyzed.

### **PHS 102 Astronomy**

**IAI – PI 906**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

A general education course in astronomy. Textbook principles as well as observations of the night sky are brought together in this course. Intense discussions follow such questions as, "Are we alone?"

### **PHS 103 Earth Science**

**IAI – PI 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 104 Contemporary Chemistry for Non-Science Majors**

**IAI – P1 903**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

A general education course introducing basic chemistry together with elementary studies related to the structure of matter from the atomic and nuclear standpoints.

**PHS 105 Physics for Non-Science Majors**  
**IAI – P1 900**

3 Hours

Prerequisites: MAT 051  
3 hours weekly (3-0)

A conceptual introduction to physics for the non-science major. The topics of motion, work, power, energy, waves, and electricity, and magnetism are emphasized.

**PHS 111 Environmental Technology II**  
**IAI – LP 901**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This is an interdisciplinary physical and life science course that focuses on the study of humankind's relationship with other organisms and the nonliving environment, combining information from biology, chemistry, geography, geology, physics, economics, sociology, cultural anthropology, agriculture, engineering, law, politics, and ethics. Water, land, and food resources, biodiversity, hazardous wastes, and regional and global atmospheric changes are some of the topics that are covered in this course.

**PHS 220 Physical Geology**  
**IAI – P1 907L**

4 Hours

Prerequisites: CHM 151 or equivalent  
5 hours weekly (3-2)

Physical Geology is an intensive study of earth materials and processes designed for the beginning geoscience major and others seeking a strong background in earth sciences. Topics will include minerals, rock types, surficial processes, landscape evolution, structural geology, and plate tectonics. One Saturday field trip (date to be arranged) is also required.

**PHY**

**PHY 121 Technical Physics**

**IAI – P1 900** 3 Hours

Prerequisites: None  
4 hours weekly (2-2)

A general study of physics emphasizing applications to the technical field and introducing the topics of 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 and thermodynamics. This course will also introduce the student to the concepts of sound, optics, light, and modern developments in physics as related to the technical field.

**PHY 153 Technical Physics**

4 Hours

Prerequisites: MAT 107  
5 hours weekly (3-2)

A technical course for electronics and industrial maintenance majors. The course, with laboratory, will introduce the fundamental principles of classical physics as they relate to the world of technology. Topics from mechanics, thermodynamics, electricity and magnetism, and optics will be studied.

**PHY 155 College Physics I**

**IAI – P1 900L, BIO 903, PHY 900**

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**

**IAI – BIO 904, PHY 900**

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 and PHY 155 or 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 205 University Physics I**

**IAI – P2 900L, MTH 921, EGR 911, PHY 911**

5 Hours

Prerequisites: MAT 131

6 hours weekly (4-2)

PHY 205 is the first course in a standard two-semester calculus-based physics sequence that is offered at virtually all universities and colleges for engineering majors. PHY 205 covers mechanics, heat, and thermodynamics. Physics background is strongly recommended.

**PHY 206 University Physics II**

**IAI – EGR 912, PHY 212**

5 Hours

Prerequisites: PHY 205, MAT 201, or consent of instructor

5 hours weekly (4-2)

PHY 206 is the second course in a standard two-semester calculus-based physics sequence that is offered at virtually all universities and colleges for engineering majors. PHY 206 covers electricity, magnetism, electromagnetic waves, optics, and an introduction to relativity and quantum physics.

**PHY 212 Thermodynamics**

3 Hours

Prerequisites: PHY 206, MAT 202

3 hours weekly (3-0)

This is a first course in engineering thermodynamics. Topics include basic concepts and definitions, the Zeroth Law of Thermodynamics, the first and second laws of thermodynamics, ideal and real gas behaviors, control-volume energy analysis, entropy, non-reactive ideal gas mixtures and psychrometrics, and cycles.

**PHY 215 Introduction to Circuit Analysis**

**IAI – EGR 931**

4 Hours

Prerequisites: PHY 156 or 206

5 hours weekly (3-2)

Basic principles of circuit analysis, including Kirchhoff's laws, node and mesh equations, equivalent circuits, operational amplifiers, resistor-capacitor-inductor circuits, steady-state analysis, three-phase circuits, Laplace transform, and transfer equations. A programmable calculator is strongly recommended for this course. This course is currently offered only in the spring semester, every other year.

**PHY 225 Statics for Structures**

3 Hours

Prerequisites: None

3 hours weekly (3-0)

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.

**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 100 Nutrition**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

The course focuses on why the human body needs food and what is in the different foods that the body uses. Also, the student develops an awareness for the necessity of careful selection and preparation of food that is to be used in the human body. Special emphasis is placed upon the six basic nutrients, their functions, and diet therapy.

### **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 102A Nursing Procedures I**

1.5 Hours

Prerequisites: Acceptance into the Practical Nursing Program  
3 hours weekly (0-3)

Students will practice and demonstrate basic beginning nursing skills performed by the licensed practical nurse. Emphasis will be placed on safety, use of universal precautions, care of equipment and supplies, maintenance of a therapeutic environment, efficiency, and documentation. Skills will be emphasized during all aspects of the course.

### **PNE 102B Nursing Procedures II**

1.5 Hours

Prerequisites: Acceptance into the Practical Nursing Program and concurrent enrollment in PNE 101, Fundamentals of Nursing. Successful completion of PNE 102A, Nursing Procedures I **or** completion of a Certified Nursing Assistant Program within the past

three years, verification of good standing on the Illinois Nurse Aide Registry, and continued half-time employment evidenced by performance evaluations with appropriate signatures will meet the PNE 102A requirement.

3 hours weekly (0-3)

This course is a continuation of PNE 102A, Nursing Procedures I. PNE 102B introduces selected advanced level technical skills fundamental for nursing practice. The course format consists of demonstration and discussion, student practice, and return demonstration of skills by students.

### **PNE 103 Clinical Nursing**

3 Hours

Prerequisites: Acceptance into Practical Nursing Program  
9 hours weekly (0-9)

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**

2 Hours

Prerequisites: Acceptance into Practical Nursing Program  
2 hours weekly (2-0)

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 contraindications 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 contraindications.

### **PNE 183 Maternal and Newborn Health**

2 Hours

Prerequisites: PNE 101, 102 A/B, 103, 105, 161  
2 hours weekly (2-0)

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**

1 Hour

Prerequisites: Successful completion of first semester  
PNE 101, 102, 103, 105, 161  
3 hours weekly (0-3)

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**

2 Hours

Prerequisites: PNE 101, 102, 103, 161  
2 hours weekly (2-0)

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**

2 Hours

Prerequisites: PNE 101, 102, 103, 105, 161  
6 hours weekly (0-6)

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**

2 Hours

Prerequisites: PNE 161, 171, 204 and 205  
6 hours weekly

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: PNE 161, 171

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.

## **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, PLS 911**

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**

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 – PLS 915, 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 904N, PLS 912**

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.

### **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, PLS 914**

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.

## **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, SPE 912**

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 132S Supplemental Study General Psychology**

1 Hour

Prerequisites: Current enrollment in PSY 132 or consent of instructor  
1 hour weekly (1-0)

Psychology 132S is a supplemental study course designed to be taken concurrently with Psychology 132. The course is designed for students who have had difficulties with Psychology 132 in the past or who are currently having difficulty with the course. The focus will be on supplementing the existing Psychology 132 class with in-class exercises, demonstrations, and small group activities.

### **PSY 200 Social Psychology**

**IAI – S8 900, 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.

### **PSY 203 Adolescent Psychology**

**IAI – S6 904, PSY 902**

3 Hours

Prerequisites: PSY 132  
3 hours weekly (3-0)

Adolescent Psychology examines interrelated biological, 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 205 Theories of Personality**

**IAI – PSY 907**

3 Hours

Prerequisites: PSY 132  
3 hours weekly (3-0)

Psychology 205 is an examination of the major theories of personality and the empirical research relating to these theories. Topics include psychoanalytic and neopsychoanalytic theories, humanistic, cognitive, behavioral/social, and trait theories. Emphasis will also be placed on personality assessment and research methods in the study of personality.

**PSY 262 Child Psychology**  
**IAI – S6 903, EED 902, PSY 901**

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**  
**IAI – SED 904**

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 psychological disorders. Historical, cultural, empirical, and theoretical perspectives are combined to address etiology, treatment, prognosis, and prevention.

**PSY 285 Psychology of Personality**  
3 Hours

Prerequisites: PSY 132  
3 hours weekly (3-0)

A study of the major theories of personality and personality development emphasizing their usefulness in helping us to understand ourselves. Theorists covered include Sigmund Freud, Alfred Adler, Carl Jung, K. Horney, Erich Fromm, H. S. Sullivan, Erik Erikson, B. F. Skinner, A. Maslow, Carl Rogers, and Rollo May.

**RCT**

**RCT 100 Skillbuilding Lab**

1 Hour

Prerequisites: RCT 160, RCT 161, RCT 260, and RCT 261

2 hours weekly (0-2)

Provides students an opportunity to develop shorthand-writing skills, writing endurance, and speedbuilding using a shorthand machine.

**RCT 160 RealTime Theory I**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

Instruction in writing the spoken word with punctuation by means of a conflict-free RealTime reporting theory and principles as approved by NCRA to provide instantaneous translation. Theory instruction shall include the use of online computer-aided technology (RealTime) and teacher interaction. The student will develop speed and accuracy and will receive live practice dictation. The student should be writing at 60 words per minute (WPM) with 95 percent accuracy on a five-minute dictation test by the end of the first semester. Student must be able to type 30 wpm.

**RCT 161 RealTime Theory I Lab**

2 Hours

Prerequisites: Must be taken in conjunction with RCT 160

4 hours weekly (0-4)

This course will enable the student to practice in the lab to increase speed of the shorthand machine. this course must be taken in conjunction with RCT 160 RealTime Theory I.

**RCT 200 RealTime Medical Development**

1 Hour

Prerequisites: BUS 215, RCT 270, RCT 271, or consent of instructor.  
2 hours weekly (0-2)

Provides the student with instruction in writing the spoken word with punctuation by means of a conflict-free RealTime reporting theory as approved by NCRA to provide instantaneous translation. This course further expands the student's knowledge of medical terminology that applies to the court reporting field. This course will provide practice dictation and medical, legal and current events terminologies and testimony. The student will apply medical terminology including prefixes, suffixes, and roots of medical words commonly found in depositions and court transcripts. Upon completion of the course the student can take dictation for five minutes at the appropriate speed level and transcribe with 95 percent accuracy or better.

### **RCT 250 Grammar/Punctuation: Court Reporter**

3 Hours

Prerequisites: RCT 160, RCT 161  
3 hours weekly (3-0)

Upon completion of this course, the RealTime reporting student will be able to apply the rules of grammar and punctuation used in judicial, Captioning and Communication Access RealTime Technology (CART) profession. The student will apply these grammar and punctuation rules and proofreading skills to depositions, trial transcripts, jury charges and literary passages.

### **RCT 260 RealTime Theory II**

3 Hours

Prerequisites: RCT 161 or consent of instructor. Must receive at least a "C" grade in the prerequisite courses.  
3 hours weekly (3-0)

This course continues with instruction in writing the spoken word with punctuation by means of a conflict-free reporting theory and principles as approved by NCRA to provide instantaneous translation. Theory instruction shall include the use of online computer-aided technology (RealTime) teacher interaction. The student will receive dictation to develop speed and accuracy, learn expanded stroking techniques and read aloud from machine shorthand outlines. The student will be writing a minimum of 80 words per minute (WPM) with 95 percent accuracy on a five-minute dictation test by the end of this semester.

### **RCT 261 RealTime Theory II Lab**

2 Hours

Prerequisites: RCT 160 and RCT 161 or consent of instructor. Must be taken in conjunction with RCT 260.  
4 hours weekly (0-4)

This course will enable the student to practice in the lab to increase the user's speed on the shorthand machine. This course must be taken in conjunction with RCT 260 RealTime Theory II.

### **RCT 270 RealTime Vocabulary**

3 Hours

Prerequisites: RCT 260, RCT 261, or consent of instructor. Must pass with at least a "C" grade in the prerequisite courses.  
3 hours weekly (3-0)

This course provides instruction in writing the spoken word with punctuation by means of a conflict-free reporting theory and principles as approved by NCRA to provide instantaneous translation. An in-depth study of vocabulary development and increased knowledge of terminology through dictation will be given. The student will receive instructions on using a computer-aided (RealTime) theory system and teacher interaction. The student should also be able to take dictation at a minimum of 140 words per minute, transcribed with 95 percent accuracy by the end of the semester.

### **RCT 271 RealTime Vocabulary Lab**

2 Hours

Prerequisites: RCT 260, RCT 261, or consent of instructor. Must pass with at least a "C" grade in the prerequisite courses.  
4 hours weekly (0-4)

This course will enable the student to practice RealTime vocabulary writing and increase the user's machine shorthand speed and accuracy.

### **RCT 272 RealTime Captioning Technology**

3 Hours

Prerequisites: RCT 160, RCT 161  
3 hours weekly (3-0)

This course provides students with instruction in writing the spoken word with punctuation by means of a conflict-free reporting theory as approved by NCRA to provide instantaneous translation. Hands-on instruction in operating a computer-aided transcription that shall include: instruction in operating a computer-system, basic care and maintenance of the electronic writer and peripherals, instruction system support (customer service, software support, etc.), under-



standing of computer-aided transcription terminology, and application of computer functions such as: producing a transcript, reading, translating, editing, printing, using parentheticals, and include files. Instruction in dictionary management such as: editing entries, adding new entries, and archival of dictionary files. Instruction in computer operating systems/computer literary, including Disk Operating System (DOS) (DOS Function Card), Windows, creating an ASCII disk, understanding computer terminology, overview of Internet applications. Instruction in operating a RealTime translations system, instruction in setting up and operating RealTime related hardware, the role of the RealTime reporter in proceedings such as: speaker identification, RealTime transcript, composition, and formatting. The student will utilize all available resource material to prepare for writing RealTime. The students will learn the psychology for writing RealTime. The student will receive live practice dictation, instruction in RealTime reporting in the Computer-Integrated Courtroom (CIC) environment which includes: available RealTime and litigation support technology, procedures to train attorneys, paralegals, court personnel, system management, case management (what, where, and why), indexing/conversion software programs, optical scanning of documents, exhibits, building a litigation database, interacting with court computer systems, Lexis, Westlaw, case tracking, word processing, file storage-archival/retrieval computer systems, coordinating activities with court administrators on CIC matters, telecommunications (telephonic video conferencing), public relations and distribution to transcripts, ASCII diskettes, etc. The student will also receive instruction in RealTime reporting in the deposition environment. Captioning/CART environment, the broadcast environment, litigation support, videotaping, and information on related software packages. A computer-aided RealTime transcription workstation with appropriate software will be provided for each student.

**RCT 280 RealTime Skills Development Lab**  
3 Hours

Prerequisites: RCT 270 and RCT 271  
3 hours weekly (3-0)

This course will continue with the basic theory principles presented in RCT 270 and RCT 271. Live practice dictation of 2-voice, multi-voice testimony (including literary, jury charge, current events, and technical materials). The student will receive instruction in writing the spoken word with punctuation as well as speed and accuracy development, by means of a conflict-free computer-aided RealTime theory and teacher interaction. Upon successful completion of this course, students will be able to take oral dictation

at 120 words per minute, transcribed with 95 percent accuracy by the end of this term. This course must be taken in conjunction with RCT 281 RealTime Skills Development.

**RCT 281 RealTime Skills Development Lab**  
3 Hours

Prerequisites: RCT 270 and RCT 271  
4 hours weekly (0-4)

This course will enable the student to practice in the lab to increase speed on the shorthand machine. This course must be taken in conjunction with RCT 280 RealTime Skills Development.

**RCT 290 RealTime Judicial Procedures**  
3 Hours

Prerequisites: RCT 272, RCT 280, and RCT 281, or consent of instructor  
3 hours weekly (3-0)

Provides an opportunity for students to learn the judicial procedures as a judicial reporter. It includes hands-on computer and classroom instruction in the role of the reporter in trials, depositions, and administrative hearings, marking and handling of exhibits, indexing and storage of notes, and reporting techniques on interruption of speaker, obtain spellings of proper names, identifying speakers in a multi-speaker situation, swearing or affirming witnesses, handling discussions off the record, indicating nonverbal actions certifying questions, reporting with an interpreter, sidebar discussions, handling reading and signing of depositions. Also provides instruction in transcript preparation and production, library and reference materials used in transcript production, job opportunities, reporting and transcription of *voir dire*, proofreading skills, ethics (including the distribution of NCRA Code of Professional Ethics), professional associations, professional image and dress, and development of portfolios and/or resumes. The student will develop transcription skills in setting up objections, exhibits, citations, etc. A computerized workstation with appropriate software will be provided for each student.

**RCT 291 RealTime Speedbuilding I**  
5 Hours

Prerequisites: RCT 280, RCT 281, or consent of instructor.  
9 hours weekly (0-9)

This course will continue with instruction in writing the spoken word with punctuation by means of a conflict-free RealTime theory and principles as

approved by NCRA to provide instantaneous translation. Dictation of Q & A will include medical, technical, current events, jury charge and literary materials for building vocabulary and language skills. The student will receive instruction on using a computer-aided (RealTime) theory system and teacher interaction. The student will be able to take dictation at 160 words per minute, transcribed with 95 percent accuracy by the end of this term. Students studying Captioning/CART must pass speed test with 96 percent accuracy.

**RCT 293 RealTime Speedbuilding II**  
5 Hours

Prerequisites: RCT 291 or consent of instructor.  
10 hours weekly (0-10)

This course will continue with instruction in writing the spoken word with punctuation by means of a conflict-free reporting theory and principles as approved by NCRA to provide instantaneous translation and take dictation of 2-voice, and multi-voice testimony including medical, technical, current events, jury charge and literary materials. The student will receive instruction on using a computer-aided (RealTime) theory system and teacher interaction. The student will be able to take dictation at a minimum of 225 words per minute, transcribed with 95 percent accuracy and take a simulated RPR skills test at the following speeds: 225 wpm testimony (2-voice), 200 wpm jury charge, and 180 wpm literary with not more than 3.75 hours of transcription time by the end of this course.

**RCT 298 RealTime Practicum (Judicial)**  
2 Hours

Prerequisites: RCT 291 or consent of instructor.  
10 hours weekly (0-10)

The advanced internship will provide students with the experience in the work-related environment of RealTime Judicial Reporting. Students are placed in a courtroom and/or freelance office setting. A 40-page salable transcript of verbatim testimony must be turned in for evaluation. A 40-page salable transcript of verbatim testimony must be turned in with at least 50 hours of direction under a practicing court reporter, of which, a minimum of 40 hours shall be spent in actual writing time. The transcript produced by the student must not be sold. Records must be maintained to verify the internship experience including (a) internship verification form, (b) narrative report, (c) transcript of internship experience. The student will complete the specific graduation requirements outlined in NCRA General Requirements and Minimum Standards for the following tests: 225 words per minute testimony (two-voice), 200 words

per minute jury charge, and 180 words per minute literary. The student shall complete at least 40 verified hours of actual writing time during internship and give a presentation to an organization or high school on the field of judicial reporting.

**REC**

**REC 100 Special Population Aquatics**  
.5-2 Hours

Prerequisites: None  
hours weekly (variable)

This course will accommodate students interested in various aquatic challenges such as working underwater, EMT rescue, drown proofing, handicapped challenges, and rehabilitation fitness.

**REC 101 Special Population Aquatics II**  
.5-2 Hours

Prerequisites: None  
hours weekly (variable)

This course will accommodate those students interested in various aquatic challenges such as working underwater, EMT rescue, drown proofing, handicapped challenges, and rehabilitation fitness. A continuation of REC 100

**REC 102 Special Population Aquatics III**  
.5-2 Hours

Prerequisites: None  
hours weekly (variable)

This course will accommodate those students interested in various aquatic challenges such as working underwater, EMT rescue, drown proofing, handicapped challenges, and rehabilitation fitness. A continuation of REC 101.

**REC 103 Special Population Aquatics IV**  
.5-2 Hours

Prerequisites: None  
hours weekly (variable)

This course will accommodate those students interested in various aquatic challenges such as working underwater, EMT rescue, drown proofing, handicapped challenges, and rehabilitation fitness. A continuation of REC 102.

**REC 150 Deep Water Running Activities**  
.5-2 Hours

Prerequisites: None  
hours weekly (variable)

This course will provide students the opportunity to cross-train, rehabilitate injuries and obtain an aerobic workout in the impact free environment of the deep water. The class will include instruction in proper warm up and cool down activities and proper form to get the most benefit from the workout. Activities will be developed for each student based upon fitness levels and needs.

## REL

### **REL 101R Public Speaking in a Religious Setting**

2 Hours

Prerequisites: None  
2 hours weekly (2-0)

Public Speaking in a Religious Setting will focus on the biblical and theological centrality of speaking within the church. It will provide practical assistance in the exegesis of scripture and the preparation for effective speaking within the context of worship.

### **REL 102R Introduction to the Old Testament**

2 Hours

Prerequisites: None  
2 hours weekly (2-0)

Introduction to the Old Testament provides a basic understanding of the Old Testament by study of the historical background, content, teaching, and literary structure of the Old Testament books.

### **REL 105R Introduction to the New Testament**

2 Hours

Prerequisites: None  
2 hours weekly (2-0)

Introduction to the New Testament provides a basic understanding of the new Testament by examining the world of the New Testament, and studying the contents, teaching, and literary structure of the New Testament books.

### **REL 106R Introduction to Christian Theology**

2 Hours

Prerequisites: None  
2 hours weekly (2-0)

Introduction to Christian Theology will identify major options in studying theology (thinking about God). It will identify and place in their historical contexts perennial questions concerning religious belief and practice. These will be examined to see how they are relevant to today's church and society.

### **REL 108R Old Testament Prophets**

2 Hours

Prerequisites: None  
2 hours weekly (2-0)

A study of the prophetic movement in Israel and the writings of the canonical prophets.

### **REL 109R Leadership/Mgt in Religious Context**

2 Hours

Prerequisites: None  
2 hours weekly (2-0)

This class will concentrate on providing tools and insights for individuals who want to understand and strengthen their leadership skills and management skills within a religious setting.

### **REL 110R Introduction to Apostle Paul: Life and Letters**

2 Hours

Prerequisites: None  
2 hours weekly (2-0)

This course will identify the life, work, thought, and writings of the Apostle Paul; clearly the most important of early missionaries of the Jesus movement.

## 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 901L**

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 210B will concentrate on the physical sciences.

## **SEM**

### **SEM 200 Topics in Education I: Science**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This class will serve as one of the teacher professional development courses. The course is a catalyst in facilitating application to academic courses. Students will be able not only to apply, but also to evaluate the contextual nature of academic courses. Knowledge of educational strategies that match teaching techniques to student learning styles will be introduced.

### **SEM 201 Topics in Education II: Math**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This class will serve as one of the teacher professional development courses. SCANS (Secretary's Commission on Acquiring Necessary Skills) skills include the higher order thinking skills and attitudes of students and workers. These skills center around the student's ability to use resources, information systems, and interpersonal, and technology skills. How to integrate these skills into a current curriculum will be covered in this course. The course will explore the development and implementation of a system as it applies to performance standards in educational settings. The system will be integrated into current curricula to measure soft skills such as problem-

solving, teamwork, acquiring information, and technology.

### **SEM 202 Topics in Education III: Standards and Assessment**

3 Hours

Prerequisites: MAT 062 or equivalent  
3 hours weekly (3-0)

This class will serve as one of the teacher professional development courses. This course will provide an overview of the graphing calculator features and describe how the TI-83 operates. Participants will engage in various interactive activities and will combine the features of the calculator to problem solving.

### **SEM 203 Topics in Education V: Special Education**

1-4 Hours

Prerequisites: None  
3 hours weekly (3-0)

This class will serve as one of the teacher and education major professional development courses. The course shows how to design an effective Web page. How to organize a Web page and design its links will also be addressed. This course is hands-on, and the goal is for the participants to develop a product applicable to their classroom.

### **SEM 204 Topics in Education IV: Technology**

1-4 Hours

Prerequisites: None  
1-4 hours weekly (1-4-0)

This course is to serve as one of the teacher professional development courses designed to provide educational opportunities for teachers pursuing recertification. Current topics and issues related to elementary and secondary education will be studied. Topics will vary from semester to semester and must be approved by the dean for instruction.

### **SEM 205 Language Arts**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course is to serve as one of the teacher professional development courses designed to provide educational opportunities for teachers pursuing certificate renewal. Current topics and issues related to elementary and secondary education will be

studied. Topics will vary from semester to semester and must be approved by the dean for instruction.

**SEM 210 Issues and Trends in Education**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course focuses on current issues and trends in American education, with special emphasis on those specific trends and issues most relevant to Illinois schools.

**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, SOC 913**

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 263 Marriage and the Family**

**IAI – S7 902, SOC 912**

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, SOC 911**

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.

**SOCW**

**SOCW 275 Introduction to Social Work**

**IAI – SW 911**

3 Hours

Prerequisites: SOC 133 and PSC 131  
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.

**SPE**

**SPE 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.

**SPE 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.

**SPE 115 Speech**  
**IAI – C2 900**  
3 Hours

Prerequisites: None  
3 hours weekly (3-0)

Speech 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 and 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.

**SPE 116 Interpersonal Communication**  
**IAI – SPC 9213** 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.

**SPE 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.

**SPE 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.

**SPE 121 Advanced Public Speaking**  
**IAI – SPC 911**  
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.

**SPE 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.

**SPE 125 Fundamentals of Acting II**  
**IAI – TA 915**  
3 Hours

Prerequisites: SPE 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.

**SPE 128 A, B, C, D Theater Practicum**  
**IAI – TA 918**  
1 Hour Each

Prerequisites: Permission of the director. Students will not be permitted to register for SPE 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 performing 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.

### **SPE 131 Family Communication**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course provides a framework for analyzing the family as a communication system. It examines the ways in which members of family systems interact to develop, maintain, enrich, or limit family relationships.

### **SPE 200 Small Group Communication**

#### **IAI SPC 920**

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.

## **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.

### **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.

### **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.

### **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.

## **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.

## **STP**

### **STP 121 Introduction to Surgical Technology**

3 Hours

Prerequisites: Acceptance into the Surgical Technology Program, BIO 205 or 206  
3 hours weekly (3-0)

This course introduces the student to the broad field of surgical technology. This course has four (4) basic sections: (1) Orientation to Surgical Technology, (2) Safety, (3) Microbiology, and (4) Biomedical Science.

### **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 hrs. 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.

## **TDM**

### **TDM 201 Tool & Die Laboratory I**

3 Hours

Prerequisites: None  
6 hours weekly (0-6)

The student will be introduced to the concepts and principles involved in basic die construction. Students will be required to demonstrate their ability to generate CNC programs and to operate conventional as well as CNC machine tools in the manufacturing of die components. Precision grinding applications will be emphasized in the construction of tool and die components.

### **TDM 201A Tool & Die Laboratory IA**

3 Hours

Prerequisites: None  
6 hours weekly (0-6)

The student will be introduced to the concepts and principles involved in basic die construction. Students will be required to demonstrate their ability to generate CNC programs and to operate conventional as well as CNC machine tools in the manufacturing of die components. Precision grinding applications will be emphasized in the construction of tool and die components.



### **TDM 202 Tool & Die Laboratory II**

3 Hours

Prerequisites: MAC 154, 156, 157 or consent of instructor

6 hours weekly (0-6)

Students will be required to demonstrate their ability to generate CNC programs and to operate conventional as well as CNC machine tools in the manufacturing of die design and components in relationship to blanking, progressive, or forming dies, precision die grinding applications, and precision measuring and inspection.

### **TDM 202A Tool & Die Laboratory IIA**

3 Hours

Prerequisites: MAC 154, 156, 157 or consent of instructor

6 hours weekly (0-6)

Students will be required to demonstrate their ability to generate CNC programs and to operate conventional as well as CNC machine tools in the manufacturing of die design and components in relationship to blanking, progressive, or forming dies, precision die grinding applications, and precision measuring and inspection.

### **TDM 203 Nontraditional Machining**

3 Hours

Prerequisites: MAC 159, 161 or consent of instructor

4 hours weekly (2-2)

This course will introduce the student to the machining methods that are currently being used and/or developed for manufacturers. Topics to be discussed will include EDM processes, chemical machining, lasers, and rapid prototyping production. The lab will allow the student to receive hands-on training in programming, set-up, and machining with a wire EDM.

## **TRT**

### **TRT 130 Tourism Careers**

1 Hour

Prerequisites: None

2 hours weekly (0-2)

Students will be able to expand tourism knowledge base through job shadowing and/or other tourism activities.

### **TRT 145 Cultural Heritage**

3 Hours

Prerequisites: TRT 150

3 hours weekly (3-0)

This class will promote the understanding and continuity of contemporary grassroots cultures in the United States. Students will examine traditions, folklore, and customs from various cultures across the nation as they relate to the tourism industry.

### **TRT 150 Introduction to Hospitality and Tourism**

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course is an introduction to the diverse aspects of the hospitality and tourism industries and the relationships between them. Students will examine the economic, social, cultural, and environmental impacts of each industry.

### **TRT 151 Visitor and Customer Services**

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course will provide an in-depth look at both internal and external customers, their needs and wants, and how to satisfy those needs and wants. Students will also examine strategies for dealing with various customer situations, as well as the value and importance of a repeat customer.

### **TRT 152 Safety and 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.

### **TRT 153 Travel Geography**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

Students will examine America's major geographic patterns, diversity of environments, cultures, and economic activities within different parts of the nation.

### **TRT 170 Lodging Management**

6 Hours

Prerequisites: TRT 150  
8 hours weekly

This course will provide a working knowledge of daily functions within a hotel or motel. Emphasis is placed on the various departments within a hotel and the fundamental aspects of each department.

### **TRT 171 Lodging Sales and Marketing**

3 Hours

Prerequisites: TRT 150  
3 hours weekly (3-0)

This course is an introduction to the sales and marketing functions within the lodging industry.

### **TRT 172 Hospitality Law**

3 Hours

Prerequisites: TRT 150  
3 hours weekly (3-0)

This course will examine laws and cases applicable to business within the hospitality industry, with an emphasis on potential legal problems and how important legal considerations can affect a lodging facility.

### **TRT 173 Bed and Breakfast Management**

3 Hours

Prerequisites: TRT 150, 170  
3 hours weekly (3-0)

From site selection to grand opening, this course will provide the framework needed to manage your own bed and breakfast.

### **TRT 174 Practicum**

4 Hours

Prerequisites: TRT 150, 170  
20 hours weekly (0-20)

Students enrolled in the Lodging Management Certificate Program are required to complete a minimum of 320 hours work experience in the

lodging industry prior to receiving the certification. Positions can be paid or unpaid. Properties include hotels, motels, campgrounds, and bed and breakfasts.

### **TRT 175 Security and Loss Prevention**

3 Hours

Prerequisites: TRT 150, 170  
3 hours weekly (3-0)

This course will provide a basic knowledge of security issues, concerns, and practices that affect lodging properties every day. Students will examine general areas that a security-and-loss prevention program should include, as well as legal requirements associated with protecting guests and employees.

### **TRT 176 Food and Beverage Management**

3 Hours

Prerequisites: TRT 150, 170  
3 hours weekly (3-0)

This course will examine planning, organizing, staffing, and directing the management of food service operations specifically within a hotel property.

### **TRT 177 Lodging Financial Management**

3 Hours

Prerequisites: TRT 150, 170  
3 hours weekly (3-0)

This course provides a basis for understanding financial management concepts and procedures within the hospitality industry. Students will examine financial statements and the accounting principles involved in managing the finances of a hotel property.

### **TRT 250 Event Planning and Management**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course examines the planning process and provides the tools and strategies necessary to effectively organize, implement, and monitor all the products, services, service providers, and vendors that bring life to an event.

### **TRT 251 Site Interpretation**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course introduces students to historical and cultural attractions, including museums, monuments, military sites, and cultural/heritage landscapes. Students will examine various aspects of site interpretation for the public with an emphasis on appreciating the significance of tourism attractions and destinations.

### **TRT 252 Destination Leadership**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course will examine the various leadership principles and paradigms being utilized in today's business world as they relate to the tourism destination. Students will gain an understanding of organizational effectiveness, team building, and teamwork. Students will also become familiar with their own leadership styles.

### **TRT 254 Business for Not-for-Profits**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course will focus on common business practices for non-profit organizations specifically within the tourism industry. Students will examine organization missions, leadership strategies, resources, marketing goals, people development, and decision making.

### **TRT 256 Destination Sales and Marketing**

3 Hours

Prerequisites: TRT 150  
3 hours weekly (3-0)

This course will focus on the sales and marketing efforts within a given destination, with emphasis on the various techniques utilized to develop a destination and make it attractive to visitors.

### **TRT 257 Financial—Not-for-Profit**

3 Hours

Prerequisites: BUS 110, BUS 111, TRT 150  
3 hours weekly (3-0)

This course will examine accounting principles and practices for non-profit organizations specifically within the tourism industry. Students will also examine grant writing and its role in a non-profit agency.

### **TRT 258 Destination Management**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course is a comprehensive look at the tourism destination. Students will gain an understanding of what a destination has to offer, what factors make a destination attractive to visitors, and what roles different businesses and organizations play within the destination.

### **TRT 260 Internship**

4 Hours

Prerequisites: TRT 150, BUS 110  
20 hours weekly (0-20)

The goal of the internship is to provide practical experience by exposing students to systems of operations and management, as well as the philosophies and aims of a particular tourism agency. An internship is a training period as an employee in a business establishment. It is a period of observing, learning, and practicing.

## **VET**

### **VET 110 Small Animal Nursing I**

2 Hours

Prerequisites: Admission to program.  
4 hours weekly (1-3)

Skill development in handling, restraint, and nursing techniques in dogs and cats. Emphasis on obtaining medical history, record keeping, bathing, administering medicine. Obtaining blood, urine, and fecal specimens, providing client information and preventive health.

### **VET 111 Small Animal Nursing II**

2 Hours

Prerequisites: VET 110 or simultaneous enrollment.  
4 hours weekly (1-3)

A continuation of VET 110 with emphasis on bandaging, venipuncture, dentistry and urinary diseases.

### **VET 116 Large Animal Nursing**

4 Hours

Prerequisites: Admission to the program.  
6 hours weekly (3-3)

Handling, restraint, and nursing techniques in horses, cows, and sheep. Fundamentals of selection, genetics, nutrition, and physiology of farm animals.

### **VET 117 Animal Radiography**

2 Hours

Prerequisites: Admission to program.

4 hours weekly (1-3)

Utilization of radiographic equipment on animal and positioning for various anatomical exposures. Emphasis on radiation safety and methods of obtaining high quality diagnostic pictures.

### **VET 118 Veterinary Practice Management**

3 Hours

Prerequisites: Admission to program.

3 hours weekly (3-0)

Office practices used in a veterinary hospital including OSHA regulations, grief management and customer relations.

### **VET 119 Animal Clinical Lab I**

2 Hours

Prerequisites: Admission to program.

4 hours weekly (1-3)

This course introduces students to routine laboratory tests with an emphasis on hematology, urinalysis, and fecal examination.

### **VET 133 Animal Surgical Technology I**

2 Hours

Prerequisites: Admission to program.

4 hours weekly (1-3)

Methods of surgery preparation with emphasis on surgery packs, instruments, autoclaves, sterile technique, surgical preps, and suture material. An introduction to intubation and anesthesia.

### **VET 138 Animal Pharmacology I**

2 Hours

Prerequisites: Admission to program.

2 hours weekly (2-0)

A discussion of dosage and solution problems, dispensing procedures, client education, and administration of drugs.

### **VET 219 Animal Clinical Lab II**

2 Hours

Prerequisites: VET 119

4 hours weekly (1-3)

Continuation of VET 119 – Emphasis on blood chemistry, internal parasites, and CBCs.

### **VET 231 Animal Clinical Rotation I**

6 Hours

Prerequisites: Completion of first year of program.

18 hours weekly (0-18)

Skill and proficiency development through participation in clinical rotations at Humane Societies, clinical practices, animal disease lab and other clinical sites. Rotations include: equine, food animal, surgery, small animal radiology, necropsy, clinical pathology, wildlife, and exotic animals.

### **VET 232 Animal Clinical Rotation II**

7 Hours

Prerequisites: Completion of the first three semesters in the program.

21 hours weekly (0-21)

Continuation of VET 231. Skill and proficiency development through participation in clinical rotations at Humane Societies, clinical practices, animal disease lab and other clinical sites. Rotations include: equine, food animal, surgery, small animal radiology, necropsy, clinical pathology, wildlife and exotic animals.

### **VET 233 Animal Surgical Technology II**

2 Hours

Prerequisites: VET 133

4 hours weekly (1-3)

Continuation of Surgical Technology I with emphasis on anesthesia and surgical assisting.

### **VET 235 Laboratory Animals**

2 Hours

Prerequisites: Admission to program

3 hours weekly (1-2)

Introduction to care and use of laboratory animals with discussion of sanitary procedure, clinical pathology, and common lab animal disease.

### **VET 236 Animal Management**

3 Hours

Prerequisites: Admission to program.  
5 hours weekly (2-3)

Principals of animal and business management to include nutrition, reproduction, pharmacology, vaccinations, diseases, and laboratory tests.

### **VET 237 Zoological Animal Nursing**

3 Hours

Prerequisites: Admission to program  
5 hours weekly (2-3)

Handling, restraint, and nursing techniques in zoological animals.

### **VET 238 Animal Pharmacology II**

2 Hours

Prerequisites: VET 138  
2 hours weekly (2-0)  
A continuation of VET 138 with emphasis on drugs currently used in veterinary practice.

### **VET 239 Animal Diseases**

2 Hours

Prerequisites: Admission to program.  
2 hours weekly (2-0)

This course introduces students to the causes, symptoms, diagnosis and treatment of selected diseases of large, small, laboratory and exotic animals.

## **VOL**

### **VOL 101 Volunteerism**

1-3 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.

This course will meet legislative guidelines and will give the student the opportunity to provide service to his/her community. The student will be assigned to an agency, community action group, or educational facility based upon his/her skills, knowledge, and general interests. Some opportunities may involve tutoring, animal shelters, elderly care, neighborhood improvement, hospitals, etc.

## **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 183 Intermediate Arc Welding**

1 Hour

Prerequisites: WEL 182  
2 hours weekly (0-2)

A study of electrode classification, butt joints in the flat position with 100% penetration, fillet welds in the horizontal and vertical positions, and butt joints in the vertical 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 A, B, C, D Special Problems in Welding**  
1-4 Hours

Prerequisites: Six credit hours of welding prior to enrollment  
2-8 hours weekly (0-2-8)

Student 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 the student to use the 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 the student 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 the student 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 and 201 A&B Industrial Maintenance Welding Lab IAI – MTM 936**  
3-6 Hours

Prerequisites: None  
6-12 hours weekly (0-6-12)

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.



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