

2006-2007

CERTIFICATE CURRICULA
DRAFTING AND DESIGN TECHNOLOGY

Associate in Applied Science
Drafting and Design Technology

Area I- Written Composition

ENG 101 English Composition I.....3 hours
or
ENG 130 Technical Report Writing.....3 hours

Total I.....3hours

Area II- Humanities and Fine Arts

SPH 107 Fundamentals of Public Speaking.....3 hours
Arts and Humanities Elective:3 hours
Choose from: ART 100, 203, 204; MUS 101; PHL 206; REL
151,152; SPA 101, 102, 201,202; THR 120, 126.

Total Area II.....6 hours

Area III- Natural Science and Math

MTH 116 Mathematical Applications.....3 hours
or other 100 level Math

Electives in the following disciplines: Math (100 level or higher)
Computer science, Geography, earth science, physics, or physical
science6 hours

Total Area III.....9 hours

Area IV- History, Social & Behavioral Humanities and Fine Arts

Electives in the following disciplines:3 hours
Economics, geography, history, political science, psychology, or
sociology

Total Area IV.....3 hours

Total Areas I-IV.....21 hours

Area V- Technical Core

Required: 17 DDT Core hours

DDT 104 Basic Computer Aided Drafting and Design.....3 hours
DDT 111 Fundamentals of Drafting and Design Tech.....3 hours
DDT 124 Technical Drawing I.....3 hours
DDT 128 Technical Drawing II.....3 hours
DDT 127 Intermediated Computer Aided Drafting.....3 hours
WKO 106 Workplace Skills Development3 hours

Total DDT Core.....18 hours

Technical Electives (by advisement)

*DDT Electives (by advisement).....15-24 hours

*General Electives (by advisement).....0-9 hours

***Electives must total 24 hours.**

Total DDT Core and Electives.....42 hours

Total Hours Required for Degree.....63 hours

2006-2007

Approved Electives

DRAFTING AND DESIGN TECHNOLOGY

DDT Technical Electives (by advisement)

DDT 114 Industrial Blueprint Reading3 hours
DDT 115 Blueprint Reading for Machinists.....3 hours
DDT 116 Blueprint Reading for Construction.....3 hours
DDT 118 Basic Electrical Drafting3 hours
DDT 122 Technical Drafting III.....3 hours
DDT 133 Basic Surveying.....3 hours
DDT 132 Architectural Drafting3 hours
DDT 212 Intermediate Architectural.....3 hours
DDT 213 Civil Drafting3 hours
DDT 222 Advanced Architectural Drafting.....3 hours
DDT 225 Structural Drafting.....3 hours
DDT 231 Advanced CAD.....3 hours
DDT 233 Solid Modeling.....3 hours
DDT 239 Independent Studies: *Math for Drafters*.....3 hours
DDT 191 Drafting Internship I.....1 hour
DDT 192 Drafting Internship II.....2 hours
DDT 193 Drafting Internship III.....3 hours

General Electives (by advisement)0-9 hours

(Choose from approved CIS, OAD, ILT, EMS, IDS courses)

**INDUSTRIAL ELECTRONICS
TECHNOLOGY (ILT)**

Short-Term Certificate in

Industrial Electronics Technology - General

ILT 106 Concepts of Direct Current	5 hours
ILT 107 Concepts of Alternating Current	5 hours
ILT Electives (by advisement)	15-16 hours
Total	25-26 hours

Short Term Certificate in

Industrial Electronics Technology - Basic Electrical

ILT 100 Applied Electronics Computation or Any 100-level math course.	3 hours
ILT 106 Concepts of Direct Current	5 hours
ILT 107 Concepts of Alternating Current	5 hours
ILT 109 Electrical Blueprint Reading	3 hours
ELT 114 Residential Wiring I or ILT 117 Principles of Construction Wiring	3 hours
ELT 115 Residential Wiring II or ILT 118 Construction Wiring NEC	3 hours
ILT 231 National Electric Code	3 hours
Total	25 hours

Short Term Certificate in

Industrial Electronics Technology -

Industrial Electrical Technician

ILT 100 Applied Electronics Computation or Any 100-level math course.	3 hours
ILT 106 Concepts of Direct Current	5 hours
ILT 107 Concepts of Alternating Current	5 hours
ELT 114 Residential Wiring I or ILT 117 Principles of Construction Wiring	3 hours
ILT 166 Motors and Transformers	3 hours
ILT 167 AC/DC Machinery and Controls I	3 hours
ILT 197 Motor Controls I	3 hours
Total	25 hours

Long Term Certificate in

Industrial Electronics Technology - General

Area I ENG 101 English Composition I	3 hours
Area I Total	3 hours
Area II SPH 107 Fundamentals of Public Speaking	3 hours
Area II Total	3 hours
Area III MTH Any 100-level math course	3 hours
Math, Science or Computer Science Elective	3 hours
Area III Total	6 hours
Area I-IV Total	12 hours
Area V Technical Requirements	
ILT 106 Concepts of Direct Current	5 hours
ILT 107 Concepts of Alternating Current	5 hours
ILT electives by advisement	22 hours
Area V Total	32 hours
Total for Certificate	44 hours

**Long Certificate in
Industrial Electronics Technology -
Industrial Control Technician**

Area I	
ENG 101 English Composition I	3 hours
Area I Total	3 hours
Area II	
SPH 107 Fundamentals of Public Speaking	3 hours
Area II Total	3 hours
Area III	
MTH Any 100-level math course	3 hours
Math, Science or Computer Science Elective	3 hours
Area III Total	6 hours
Area I-IV Total	12 hours
Area V Technical Requirements	
ILT 106 Concepts of Direct Current	5 hours
ILT 107 Concepts of Alternating Current	5 hours
ILT 109 Electrical Blueprint Reading	3 hours
ILT 111 Concepts of Solid State	5 hours
ILT 166 Motors and Transformers	3 hours
ILT 167 AC/DC Machinery and Controls I	3 hours
ILT 194 Programmable Controls I	3 hours
ILT 197 Motor Controls I	3 hours
Area V Total	30 hours
Total for Certificate	42 hours

**Long Certificate in
Industrial Electronics Technology -
Network Communications**

Area I	
ENG 101 English Composition I	3 hours
Area I Total	3 hours
Area II	
SPH 107 Fundamentals of Public Speaking	3 hours
Area II Total	3 hours
Area III	
MTH Any 100-level math course	3 hours
Math, Science or Computer Science Elective	3 hours
Area III Total	6 hours
Area I-IV Total	12 hours
Area V Technical Requirements	
ILT 106 Concepts of Direct Current	5 hours
ILT 107 Concepts of Alternating Current	5 hours
ILT 111 Concepts of Solid State	5 hours
ILT 112 Concepts of Digital Electronics	5 hours
ILT 179 Wireless Communication Devices	3 hours
ILT 229/230 PC Repair and Lab	5 hours
ILT 269/270 Intro. to Networking and Lab	5 hours
Area V Total	33 hours
Total for Certificate	45 hours

**Long Certificate in
Industrial Electronics Technology - Electrical Technician**

Area I	
ENG 101 English Composition I	3 hours
Area I Total	3 hours
Area II	
SPH 107 Fundamentals of Public Speaking	3 hours
Area II Total	3 hours
Area III	
MTH Any 100-level math course	3 hours
Math, Science or Computer Science Elective	3 hours

Area III Total	6 hours
Area I-IV Total	12 hours
Area V Technical Requirements	
ILT 106 Concepts of Direct Current	5 hours
ILT 107 Concepts of Alternating Current	5 hours
ILT 111 Concepts of Solid State	5 hours
ILT 112 Concepts of Digital Electronics	5 hours
ILT 109 Electrical Blueprint Reading	3 hours
ELT 114 Residential Wiring I or ILT 117 Principles of Construction Wiring	3 hours
ELT 115 Residential Wiring II or ILT 118 Construction Wiring NEC	3 hours
ILT 198 Electronics Circuits	3 hours
ILT 209 Motor Controls I	3 hours
ILT 231 National Electric Code	3 hours
Area V Total	38 hours
Total for Certificate	50 hours

Associate in Applied Science Degree

Industrial Electronics Technology

The Industrial Electronics Program is approved by the Electronics Technicians Association — International (ETA-I).

Area I – Written Composition

ENG 101 English Composition I

3 hours

Or

ENG 130 Technical Report Writing

3 hours

Area I Total

3 hours

Area II – Humanities and Fine Arts

SPH 107 Fundamentals of Public Speaking

3 hours

Arts and Humanities Elective

3-4 hours

Choose from: ART 100, 203, 204; MUS 101; PHL 206;
REL 151, 152; SPA 101, 102, 201, 202; THR 120, 126.

Area II Total

6-7 hours

Area III – Natural Sciences and Mathematics

MTH 100 or numerically higher

3 hours

Electives in the following disciplines:

6-7 hours

Astronomy, biological sciences, chemistry, computer science,
geology, physical geography, earth science, physics, or physical
science.

Area III Total

9-10 hours

Area IV – History, Social, and Behavioral Sciences

Elective in the following disciplines:

3-4 hours

Anthropology, economics, geography, history, political science,
psychology, or sociology.

Area IV Total

3-4 hours

Area V – Technical Concentration

ILT 106 Concepts of DC

5 hours

ILT 107 Concepts of AC

5 hours

ILT 109 Blueprint Reading

3 hours

ILT 111 Concepts of Solid State Electronics

5 hours

ILT 112 Concepts of Digital Electronics

5 hours

WKO 106 Workplace Skills

3 hours

*Electives (by advisement: ILT).....

8-17 hours

*General Electives (by advisement)

0-9 hours

***Electives must total 17 hours.**

Area V Total

43 hours

Total for Degree

64-67 hours

Short Term Certificate

Medical Assisting – Phlebotomy Option

MAT 125	Laboratory Procedures I for the Medical Assistant	3
MAT 215	Laboratory Procedures II for the Medical Assistant	3
MAT 239	Phlebotomy Preceptorship	3
EMS 100	Cardiopulmonary Resuscitation	1
<i>Total hours required for certificate</i>		<i>10</i>

Short Term Certificate

Child Development – General

CHD courses (by advisement)	15
<i>Total hours required for certificate</i>	<i>15</i>

**Northeast Alabama Community College
Cosmetology Program**

Certificate in Cosmetology

Area I

ENG 101	English Composition I	3
---------	-----------------------	---

Area II

SPH 107	Fundamentals of Public Speaking	3
	Humanities or Fine Arts Elective	3

Area III

MTH	Math Level 100 or numerically higher	3
CIS 146	Microcomputer Applications	3

Areas I – IV

15 hours

Area V

COS 111	Cosmetology Science and Art	3
COS 112	Cosmetology Science and Art Lab	3
COS 113	Chemical Methodology	3
COS 114	Chemical Methodology Lab	3
COS 121	Colorimetry	3
COS 122	Colorimetry Applications	3
COS 123	Cosmetology Salon Practices	3
COS 131	Esthetics	3
COS 132	Esthetics Applications	3
COS 133	Salon Management Technology	3
COS 143	Hair Designs	3
COS 144	Hair Shaping & Design	3
COS 190	Cosmetology Internship	3

Area V

39 hours

Total required for Certificate

54 hours

Short Term Certificate

Nail Technology

COS 133	Salon Management Technology	3
COS 151	Nail Care	3
COS 152	Nail Care Applications	3
COS 153	Nail Art	3
COS 154	Nail Art Applications	3
COS	COS electives (by advisement)	9

Total required for short term certificate

24 hours

Short Term Certificate

Esthetics Technology

COS 131	Esthetics	3
COS 132	Esthetics Applications	3
COS 163	Facial Treatments	3
COS 164	Facial Machines	3
COS 165	Related Subjects Estheticians	3
COS 168	Bacteriology and Sanitation	3
COS 169	Skin Functions	3
COS 190	Internship	3

Total required for short-term certificate

24 hours

**Associate in Applied Science Degree
Associate Degree Nurse**

Area I: Written Composition I

ENG 101 English Composition I

3 Credit Hours

3 Credit Hours

Area II: Humanities and Fine Arts

Humanities/Fine Arts Elective

3 Credit Hours

SPH 107 Fundamentals of Public Speaking

3 Credit Hours

6 Credit Hours

Area III: Natural Science and Mathematics

MTH 116 Mathematical Applications

3 Credit Hours

BIO 201 Human Anatomy and Physiology I

4 Credit Hours

BIO 202 Human Anatomy and Physiology II

4 Credit Hours

BIO 220 General Microbiology

4 Credit Hours

15 Credit Hours

Area IV: History, Social, and Behavioral Sciences

PSY 200 General Psychology

3 Credit Hours

PSY 210 Growth and Development

3 Credit Hours

6 Credit Hours

Area V: Pre Professional, Major, and Elective Courses

NUR 102 Fundamentals of Nursing

6 Credit Hours

NUR 103 Health Assessment

1 Credit Hour

NUR 104 Introduction to Pharmacology

1 Credit Hour

NUR 105 Adult Nursing

8 Credit Hours

NUR 106 Maternal and Child Nursing

5 Credit Hours

NUR 201 Nursing Throughout the Lifespan I

5 Credit Hours

NUR 202 Nursing Throughout the Lifespan II

6 Credit Hours

NUR 203 Nursing Throughout the Lifespan III

6 Credit Hours

NUR 204 Transition into Nursing Practice

4 Credit Hours

42 Credit Hours

72 Total Credit Hours

**Associate in Applied Science Degree
Mobility LPN to Associate Degree Nurse**

Area I: Written Composition I

ENG 101 English Composition I

3 Credit Hours

3 Credit Hours

Area II: Humanities and Fine Arts

Humanities/Fine Arts Elective

3 Credit Hours

SPH 107 Fundamentals of Public Speaking

3 Credit Hours

6 Credit Hours

Area III: Natural Science and Mathematics

MTH 116 Mathematical Applications

3 Credit Hours

BIO 201 Human Anatomy and Physiology I

4 Credit Hours

BIO 202 Human Anatomy and Physiology II

4 Credit Hours

BIO 220 General Microbiology

4 Credit Hours

15 Credit Hours

Area IV: History, Social, and Behavioral Sciences

PSY 200 General Psychology

3 Credit Hours

PSY 210 Growth and Development

3 Credit Hours

6 Credit Hours

Area V: Pre Professional, Major, and Elective Courses

NUR 102, 103, 104, 105, 106 LPN Advanced Placement Credit 15 Credit Hours

NUR 200 Nursing Career Mobility Assessment 6 Credit Hours

NUR 201 Nursing Throughout the Lifespan I 5 Credit Hours

NUR 202 Nursing Throughout the Lifespan II 6 Credit Hours

NUR 203 Nursing Throughout the Lifespan III 6 Credit Hours

NUR 204 Transition into Nursing Practice 4 Credit Hours

42 Credit Hours

72 Total Credit Hours

**Licensed Practical Nurse
Certificate Program**

Area I: Written Composition I

ENG 101	English Composition I	3 Credit Hours
		3 Credit Hours

Area III: Natural Science and Mathematics

MTH 116	Mathematical Applications	3 Credit Hours
BIO 201	Human Anatomy and Physiology I	4 Credit Hours
BIO 202	Human Anatomy and Physiology II	4 Credit Hours
		11 Credit Hours

Area V: Pre Professional, Major, and Elective Courses

NUR 102	Fundamentals of Nursing	6 Credit Hours
NUR 103	Health Assessment	1 Credit Hour
NUR 104	Introduction to Pharmacology	1 Credit Hour
NUR 105	Adult Nursing	8 Credit Hours
NUR 106	Maternal and Child Nursing	5 Credit Hours
NUR 107	Adult/Child Nursing	8 Credit Hours
NUR 108	Psychosocial Nursing	3 Credit Hours
NUR 109	Role Transition	3 Credit Hours
		35 Credit Hours

49 Total Credit Hours

Northeast Alabama Community College

Application to Employ Distance Learning Technology In An Instructional Program

Routing:

- Instructor Submits application to Division Chair
- Division Chair Reviews to ensure integrity of course and procedural compliance with Distance Learning Policy
- Curriculum Committee Reviews to affirm integrity of course, procedural compliance with Distance Learning Policy
- Dean Final approval, placement in schedule with consideration of scheduling needs

Instructions

This form should serve as a guide when applying to teach distance learning courses. Please complete the form online, save it as a Word document, and submit via e-mail to your division chair, with a copy e-mailed to the Office of Planning and Assessment (mannl@nacc.edu).

Course Information

Course Number CRJ 110 Proposed Start Date Summer 2006

Course Title Introduction to Law Enforcement

Proposed Instructor for Pilot Brent Satterfield

Proposed Course Format

- ✓ Describe the proposed use of distance learning technology in this course.

This course will be offered through the use of the Internet. An On-line program such as WebCT will be employed and students will use Discussion Boards and Emails to interact with the instructor and other students. This course will also employ the same text that is used in the classroom instruction.

Justification

- ✓ How will teaching this course through distance learning help meet the mission of the College?

Offering this course through the internet will give the students the ability to study Law Enforcement at their own pace and at home using their own computer. This course is one of four that is now being offered at Northeast Alabama Community College that is required by four-year institutions for a major in Criminal Justice.

Course Quality

- ✓ Attach a copy of the proposed course syllabus and requirements. This attachment should demonstrate a course of study that meets or exceeds the requirements for quantity and quality of work required in traditional courses.

Course/Test Integrity

- ✓ Explain how tests and work assignments will be monitored to assure the integrity of student work.

Each week students will be required to post to the discussion board. Each student will be assigned study questions which they must answer and post so that their fellow classmates can read. Unannounced grading will be conducted throughout the semester to encourage students to post to the discussion board. Tests and quizzes will be given through the internet and timed for integrity.

Access

- ✓ Describe how the instructor will assure student access to:
 - The instructor
 - Learning resources (library)
 - Campus resources (student services, organizations, career counseling, academic advising, financial aid information, etc.)

Students will have access to the instructor via Email, phone and during the instructor's office hours while on campus.

Students can access the learning resource center on campus through the internet or can also visit the learning resource center during regular school hours. In addition to the Northeast Alabama Community College library students can also access many resources provided by the On-line publications.

Students will be instructed to visit the Northeast Alabama Community College website often to learn of upcoming events on campus. Students are encouraged to seek career counseling with their advisor before each semester during his regular office hours. Students will have access to all offices at Northeast Community College during normal business hours.

Financial Requirements

- ✓ Describe any financial needs for this course to be offered in a distance learning format.

Students will be required to purchase a text book as well as an access code for this course.

Evaluation

- ✓ How will you evaluate the effectiveness of this course?
- ✓ How will students demonstrate achievement of stated course outcomes?
- ✓ How may the curriculum committee evaluate the effectiveness of this course?

Course evaluation and effectiveness will be determined by using exit surveys and comparison studies of on-line and in-class courses.

Regular exams will be given throughout the course to evaluate student learning.

The curriculum committee shall have access to all surveys and studies as well as any other documents they require from the instructor.

Instructor Orientation

- ✓ Describe the provision for instructor orientation and training in distance learning.

Proposed instructor has attended an on-line workshop at Northeast Community College in-service and has thought a course on-line using WebCT.

Submitted by _____ Date _____

Endorsed by _____
Dept. head/ 

Cleared by _____
Curriculum Committee

Approved by _____ Date _____
Dean

Spring 2006

SYLLABUS

CRJ 110

Introduction to Law Enforcement

3 Semester Hours B

I. Course Description

This course examines the history and philosophy of law enforcement, as well as the organization and jurisdiction of local, state and federal agencies. It includes the duties and functions of law enforcement officers.

II. Prerequisite

None

III. Course Textbooks, Manuals, or Other Required Materials

John S. Dempsey. An Introduction to Policing (3rd Edition). West/Wadsworth Publishing Company.

IV. Course Learning Outcomes

- A. The student will learn police history and organization.
- B. The student will learn the personal side of policing.
- C. The student will learn about police operations.
- D. The student will learn about critical issues in policing.
- E. The student will learn about other criminal conduct laws.

V. Activities Promoting General Education Outcomes

A. Cognition:

1. Students use their critical thinking skills in reading and interpreting the assigned readings.
2. Students use creative thinking in formulating ideas for the expression of their perceptions of the criminal justice system.
3. Students must synthesize information from lectures, discussions, field-trips, reading the text and other resources and apply that knowledge on written tests.

VI. Outline of Course Topics

- A. Police History
- B. Organizing Public and Private Security in the United States
- C. Organizing the Police Department
- D. Becoming a Police Officer
- E. The Police Role and Police Discretion
- F. The Police Culture: Personality and Stress
- G. Police Operations: The Traditional Approach

- H. Police Operations: A new Approach
- I. Police and the Community
- J. Community Policing: The Debate Continues
- K. Police and the Law
- L. Police Ethics and Police Deviance
- M. Women and Minorities in Policing
- N. Technology in Policing
- O. Specific Police Problems

VII. Methods of Instruction

- A. Students will take FOUR exams during the Semester.
- B. One report (Optional).
 - 1. Report must have source page.
 - 2. Report must be at least four pages and no more than 6 pages in length.
 - 3. Report must have at least three sources.
 - 4. Report must be typed and double-spaced.
 - 5. Instructor must approve report topic.
 - 6. Report due the week of third test.
- C. Students are expected to know assigned material and be prepared to answer questions in class and on “pop” quizzes.

VIII. Evaluation and Assessment

- A. The course grade will be determined by the following methods:
 - 1. Written and oral quizzes
 - 2. Written exams
 - 3. Homework
 - 4. Class participation
 - 5. Projects

The individual instructor and/or department will determine grades based upon the following: A=90–100%, B=80–89%, C=70–79%, D=60–69%, and F=below 60%.

TOTAL POINTS POSSIBLE	=	450 pts.
Test # 1	=	100 pts.
Test # 2	=	100 pts.
Test # 3	=	100 pts.
Final Exam	=	100 pts.
Report (Optional)	=	100 pts.
“Pop” quizzes	=	40 pts.
Participation	=	10 pts.

OPTIONAL REPORT WILL REPLACE LOWEST TEST GRADE ABOVE.

B. Departmental Assessment of General Education Outcomes

1. Critical thinking skills will be assessed by the student's written response to an assigned reading.
2. Creative thinking will be assessed by an essay question about perceptions of the criminal justice system.
3. Synthesis of information will be assessed by the students' written response to a current issue in criminal justice.

C. Use of Assessment Findings

During the Fall In-service of the year following the scheduled review of CRJ 110, a committee will review all course assessment materials submitted by the instructors and division chair. The committee will submit a report of any recommended curriculum changes for CRJ 110 to the division chair, who will then submit them to the Curriculum Committee. Upon approval by the Curriculum Committee, a copy will be filed with the Office of Institutional Effectiveness.

IX. Attendance

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

X. Statement on Discrimination/Harassment

NACC and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

XI. Statement of Adherence to ADA Guidelines

Instructors will adhere to the *Americans With Disabilities Act* and/or *Section 504* of the *Rehabilitation Act* (1973) and will publish the following statement on course outlines given to students at the beginning of each semester: "Any individual who qualifies for reasonable accommodations under the *American With Disabilities Act* or *Section 504* of the *Rehabilitation Act* (1973) should notify the instructor immediately."

Northeast Alabama Community College

Application to Employ Distance Learning Technology In An Instructional Program

Routing:

- Instructor Submits application to Division Chair
- Division Chair Reviews to ensure integrity of course and procedural compliance with Distance Learning Policy
- Curriculum Committee Reviews to affirm integrity of course, procedural compliance with Distance Learning Policy
- Dean Final approval, placement in schedule with consideration of scheduling needs

Instructions

This form should serve as a guide when applying to teach distance learning courses. Please complete the form online, save it as a Word document, and submit via e-mail to your division chair, with a copy e-mailed to the Office of Planning and Assessment (mannl@nacc.edu).

Course Information

Course Number CRJ 140 Proposed Start Date Summer 2006

Course Title Criminal Law and Procedure

Proposed Instructor for Pilot Brent Satterfield

Proposed Course Format

- ✓ Describe the proposed use of distance learning technology in this course.

This course will be offered through the use of the Internet. An On-line program such as WebCT will be employed and students will use Discussion Boards and Emails to interact with the instructor and other students. This course will also employ the same text that is used in the classroom instruction.

Justification

- ✓ How will teaching this course through distance learning help meet the mission of the College?

Offering this course through the internet will give the students the ability to study Criminal Law at their own pace and at home using their own computer. This course is one of four that is now being offered at Northeast Alabama Community College that is required by four-year institutions for a major in Criminal Justice.

Course Quality

- ✓ Attach a copy of the proposed course syllabus and requirements. This attachment should demonstrate a course of study that meets or exceeds the requirements for quantity and quality of work required in traditional courses.

Course/Test Integrity

- ✓ Explain how tests and work assignments will be monitored to assure the integrity of student work.

Each week students will be required to post to the discussion board. Each student will be assigned study questions which they must answer and post so that their fellow classmates can read. Unannounced grading will be conducted throughout the semester to encourage students to post to the discussion board. Tests and quizzes will be given through the internet and timed for integrity.

Access

- ✓ Describe how the instructor will assure student access to:
 - The instructor
 - Learning resources (library)
 - Campus resources (student services, organizations, career counseling, academic advising, financial aid information, etc.)

Students will have access to the instructor via Email, phone and during the instructor's office hours while on campus.

Students can access the learning resource center on campus through the internet or can also visit the learning resource center during regular school hours. In addition to the Northeast Alabama Community College library students can also access many resources provided by the On-line publications.

Students will be instructed to visit the Northeast Alabama Community College website often to learn of upcoming events on campus. Students are encouraged to seek career counseling with their advisor before each semester during his regular office hours. Students will have access to all offices at Northeast Community College during normal business hours.

Financial Requirements

- ✓ Describe any financial needs for this course to be offered in a distance learning format.

Students will be required to purchase a text book as well as an access code for this course.

Evaluation

- ✓ How will you evaluate the effectiveness of this course?
- ✓ How will students demonstrate achievement of stated course outcomes?
- ✓ How may the curriculum committee evaluate the effectiveness of this course?

Course evaluation and effectiveness will be determined by using exit surveys and comparison studies of on-line and in-class courses.

Regular exams will be given throughout the course to evaluate student learning.

The curriculum committee shall have access to all surveys and studies as well as any other documents they require from the instructor.

Instructor Orientation

- ✓ Describe the provision for instructor orientation and training in distance learning.

Proposed instructor has attended an on-line workshop at Northeast Community College in-service and has thought a course on-line using WebCT.

Submitted by _____ Date _____

Endorsed by _____
Dept. head 

Cleared by _____
Curriculum Committee

Approved by _____ Date _____
Dean

Spring 2005

SYLLABUS

CRJ 140
3 Semester Hours B

Criminal Law and Procedure

I. Course Description

This course examines both substantive and procedural law. The legal elements of various crimes are discussed, with attention to the Alabama Code. Areas of criminal procedure essential to the criminal justice professional are covered.

II. Prerequisite

None

III. Course Textbooks, Manuals, or Other Required Materials

Thomas J. Gardner and Terry M. Anderson. Criminal Law: Principles and Cases (8th Edition). Thomson Learning Inc., 2003.

IV. Course Learning Outcomes

- A. The student will learn the basic concepts of criminal law.
- B. The student will understand the balance between constitutional rights and the needs for public order.
- C. The student will learn about crimes against persons and property.
- D. The student will learn about sex crimes.
- E. The student will learn about other criminal conduct laws.

V. Activities Promoting General Education Outcomes

A. Cognition:

1. Students use their critical thinking skills in reading and interpreting the assigned readings.
2. Students use creative thinking in formulating ideas for the expression of their perceptions of the criminal justice system.
3. Students must synthesize information from lectures, discussions, field-trips, reading the text and other resources and apply that knowledge on written tests.

VI. Outline of Course Topics

- A. Purposes, Scope and Sources of Criminal Law
- B. Essential Elements of a Crime
- C. Criminal Liability
- D. The Law Governing the Use of Force
- E. Criminal Defenses
- F. Criminal Punishment

- G. The Limits of Free Speech
- H. Maintaining Public Order in Public and Private Places
- I. Homicide
- J. Assault, Battery, and Other Crimes Against the Person
- K. Theft, Robbery and Burglary
- L. Rape and Related Sex Crimes
- M. Prostitution and Related Crimes
- N. Drug Abuse and Alcohol-Related Crimes
- O. Terrorism, Organized Crime and Gangs

VII. Methods of Instruction

- A. Students will take FOUR exams during the Semester.
- B. One report (Optional).
 - 1. Report must have source page.
 - 2. Report must be at least four pages and no more than 6 pages in length.
 - 3. Report must have at least three sources.
 - 4. Report must be typed and double-spaced.
 - 5. Instructor must approve report topic.
 - 6. Report due the week of third test.
- C. Students are expected to know assigned material and be prepared to answer questions in class and on “pop” quizzes.

VIII. Evaluation and Assessment

- A. The course grade will be determined by the following methods:
 - 1. Written and oral quizzes
 - 2. Written exams
 - 3. Homework
 - 4. Class participation
 - 5. Projects

The individual instructor and/or department will determine grades based upon the following: A=90–100%, B=80–89%, C=70–79%, D=60–69%, and F=below 60%.

TOTAL POINTS POSSIBLE	=	450 pts.
Test # 1	=	100 pts.
Test # 2	=	100 pts.
Test # 3	=	100 pts.
Final Exam	=	100 pts.
Report (Optional)	=	100 pts.
“Pop” quizzes	=	40 pts.
Participation	=	10 pts.

OPTIONAL REPORT WILL REPLACE LOWEST TEST GRADE ABOVE.

B. Departmental Assessment of General Education Outcomes

1. Critical thinking skills will be assessed by the student's written response to an assigned reading.
2. Creative thinking will be assessed by an essay question about perceptions of the criminal justice system.
3. Synthesis of information will be assessed by the students' written response to a current issue in criminal justice.

C. Use of Assessment Findings

During the Fall In-service of the year following the scheduled review of CRJ 140, a committee will review all course assessment materials submitted by the instructors and division chair. The committee will submit a report of any recommended curriculum changes for CRJ 140 to the division chair, who will then submit them to the Curriculum Committee. Upon approval by the Curriculum Committee, a copy will be filed with the Office of Institutional Effectiveness.

IX. Attendance

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

X. Statement on Discrimination/Harassment

NACC and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

XI. Statement of Adherence to ADA Guidelines

Instructors will adhere to the *Americans With Disabilities Act* and/or *Section 504* of the *Rehabilitation Act* (1973) and will publish the following statement on course outlines given to students at the beginning of each semester: "Any individual who qualifies for reasonable accommodations under the *American With Disabilities Act* or *Section 504* of the *Rehabilitation Act* (1973) should notify the instructor immediately."