

## **General Description**

The Associate in Science Degree in Criminal Justice provides dynamic and intensive instruction in all aspects of the criminal justice system. The first term focuses on core foundational criminal justice courses like Criminal Justice, Corrections and the Court System. Starting in the second term and continuing into the sixth term, students are exposed to various specialized disciplines under the criminal justice umbrella and will gain valuable hands-on experience in a variety of topics, including financial and cyber-crimes; police operations and report writing; criminal procedure; forensic science; firearm skills; drugs; and terrorism, gang and organized crime issues.

Criminal Justice students will utilize the skills and knowledge acquired to participate in an all-encompassing Criminal Justice (CJ) Portfolio beginning in the second term and continuing until graduation. The CJ Portfolio is a life-like investigative assignment starting with the commission of a mock crime event, gathering of victim and witness statements, processing a crime scene, and collecting evidence. This realistic process will culminate with the presentation of testimony in a Moot Court/Mock Trial scenario during which students present a portfolio that they have constructed and maintained during the entire investigative process.

In the sixth term, students may have the option to participate in a Criminal Justice Internship where they will work with criminal justice professionals in the community. During this Internship, students will have opportunities to apply classroom training to real-life situations in various police departments, courts, correctional facilities, and investigative agencies and gain first-hand knowledge of the Criminal Justice system. In addition, graduates of this program are eligible to continue on for a Bachelor of Science Degree in Criminal Justice.

Graduates of this program will be qualified to seek entry-level employment in a number of challenging criminal justice professions, such as police officer, state trooper, correctional officer, court officer, criminal justice counselor, federal law enforcement officer, private security officer, crime scene investigator, corporate loss prevention, and insurance claims investigator. (Please note: a criminal record may affect a graduate's ability to qualify for some law enforcement positions.)

### **Mission, Goals, and Outcomes**

#### **Program Mission:**

The mission of the Criminal Justice (CJ) Program is to provide a dynamic and intensive educational experience for students who intend to pursue professional careers in the field of Criminal Justice. Through a combination of theory and lab experiences, as well as an optional internship, the program will provide an extensive legal foundation in conjunction with the practical application of necessary skills and effective written and oral communications. The students' ability to investigate and analyze evidence will be further developed through the hands-on experience encountered in the various courses incorporated in the curriculum.

#### **Program Goals:**

1. The CJ program will provide appropriate learning opportunities for students to acquire the theoretical knowledge, applicable practical skills, and appropriate mind-set required to function as entry-level criminal justice professionals.
2. The CJ program will instill a sense of skill, pride and professionalism in students to be carried forth to a criminal justice organization.
3. The CJ program will provide a thorough knowledge of the components of the Criminal Justice System and how they interact with each other.

#### **Program Outcomes:**

Graduates of this program will be able to:

1. Describe how the American system of criminal justice is affected by political and socioeconomic influences.
2. Differentiate between the various components of the criminal justice system, the purposes and objectives of these components, and their roles in our society.
3. Describe the basic concepts behind laws, the actions of law enforcement agencies, court proceedings, and the policies of correctional agencies.
4. Describe the basic principles of criminal law, criminal investigation, and criminal procedure.
5. Explain the constitutional rights of individuals under criminal proceedings.
6. Investigate the causes of social problems and analyze the public's response to the management of such problems.
7. Utilize effective communication, critical thinking, and decision-making as they apply to criminal justice professionals in everyday practice.
8. Collect and analyze data from a crime scene.
9. Develop, arrange and present a professional portfolio containing relevant data and information necessary for effective law enforcement.

**Curriculum**

Term I					
Course No.		Course Title	C	L	T
CJ	110	Criminal Justice	4	0	4
CJ	112	Corrections	4	0	4
CJ	114	The Court System	3	2	4
			11	2	12

Term II					
Course No.		Course Title	C	L	T
CJ	120	Forensics I	4	2	5
CJ	122	Criminal Law	4	2	5
EN	100	Introduction to College Writing (COM Core)	4	0	4
<b>CHOOSE ONE</b> (depending upon Math placement)					
MA	105	Basic College Math with Lab (MA/SCI Core)	4	2	5
MA	110	Introduction to College Math (MA/SCI Core)	4	0	4
ELECTIVE	100-200 Level Math/Science Core		4	0	4
			16	4/ 6	18/ 19

Term III					
Course No.		Course Title	C	L	T
CJ	130	Forensics II/Portfolio Management	2	4	4
CJ	134	Report Writing	2	4	4
CJ	244	Drugs & the Law	3	2	4
ELECTIVE	100-200 Level Social Sciences Core		4	0	4
			11	10	16

Term IV					
Course No.		Course Title	C	L	T
CJ	132	Criminal Procedure	4	2	5
CJ	240	Interviewing & Investigation Techniques	2	2	3
CJ	258	Contemporary Criminal Justice Issues	3	0	3
EN	211	Oral Communications (COM Core)	4	0	4
			13	4	15

Term V					
Course No.		Course Title	C	L	T
CJ	250	Police Operations/Simulated Firearms Skills	3	2	4
CJ	254	Sentencing – Probation & Parole	3	2	4
CJ	256	Portfolio Prep & Management	0	3	1
EN	200	<i>Workplace Communications (COM Core)</i>	4	0	4
ELECTIVE		<i>100-200 Level Math/Science Core</i>	4	0	4
			14	7	17

Term VI					
Course No.		Course Title	C	L	T
CJ	260	Moot Court/Mock Trial	2	2	3
CJ	266	Gangs & Organized Crime	4	0	4
ELECTIVE		<i>100-200 Level Humanities (or Arts/Foreign Language) Core</i>	4	0	4
ELECTIVE		<i>100-200 Level Social Sciences Core</i>	4	0	4
<b>CHOOSE ONE</b>					
CJ	241	Introduction to Digital Forensics	2	4	4
CJ	262	Internship	1	10	3
ERD	201	Introduction to Drone/UAV Technology	0	2	1
			14-16	4-12	16-19
<i>Total Quarter Credit Hours = 94-98</i>					

**Legend**

C = Number of lecture hours per week

L = Number of laboratory hours per week

T = Total Quarter Hours where each lecture hour per week is one credit, every 2-4 laboratory hours are one credit depending on the expected amount of pre- or post-lab work.

*PLEASE NOTE: All liberal arts core courses are listed in italics.*

All associate degree students are required to take 32 credits of liberal arts and math/science courses as selected from the liberal arts core. See the course descriptions section of this catalog for a list of the core area courses. Students who place out of MA 105/110 must still take 32 credits of core courses.

Subject to change.

### **Liberal Arts Core Electives**

All programs must meet certain minimum requirements in both the major and in the liberal arts. Course requirements for each program are listed in each curriculum along with liberal arts selections. Courses listed as “Core Electives” in a curriculum can be chosen by students from one of the several core areas listed below. Each core area provides a variety of courses for student choice. Students must take a minimum of 32 credits in core electives for the associate degree and an additional minimum of 28 credits for the bachelor’s degree. Individual majors have specific requirements and may require more than the minimum number of liberal arts credits or may specify certain courses in a particular core area. All liberal arts core elective courses are 4 credits. Please refer to the curriculum of the major for specific requirements.

### **Associate Degree Core Elective Areas<sup>1</sup>**

To obtain a minimum of 8 courses (32 credits), students may choose from the following course selections:

- 2 courses (minimum) from the Communications Core**
- 2 courses (minimum) from the Math/Science Core**
- 1-2 courses from the Humanities Core OR**
  - 1 course from the Humanities Core AND/OR**
  - 1 course from the Arts/Foreign Language Core**
- 1-2 courses from the Social Sciences Core**

### **Associate Degree Courses by Core<sup>1</sup>**

#### **Communications Core Electives (Minimum 8 Credits)**

EN 100 Introduction to College Writing  
EN 106 Service Industry Communications  
EN 110 Healthcare Communications  
EN 200 Workplace Communications  
EN 211 Oral Communications  
HU 208 Rap/Rock and Poetry

#### **Math/Science Core Electives (Minimum 8 Credits)**

CHM 101 Life Science Chemistry  
MA 100/110 Introduction to College Math  
MA 105 Basic College Math with Lab  
MA 109 Math for Life Science  
MA 121 Business Math  
MA 125 Technical Math I  
MA 200 Applied Math for Business  
MA 210 Technical Math II  
PHY 126 Applied Physics & Lab  
PHY 200 Physics I and Lab  
SCI 110 Environmental Science

#### **Arts/Foreign Language Core Electives (Maximum of 4 Credits in Place of a Humanities Course)**

AR 203 Introduction to Drawing  
AR 204 Introduction to Theater  
AR 206 3D Sculpture: An Adventure in the Third Dimension  
AR 207 Introduction to Applied Music  
AR 209 The Art of Collage  
JP 201 Introduction to Japanese

SP 201 Introduction to Spanish  
SP 203 Spanish for Healthcare Workers

**Humanities Core Electives (Minimum 4 Credits)**

HU 208 Rap/Rock and Poetry  
HU 211 Introduction to Film  
HU 212 Documentary Film  
HU 215 Popular Culture  
HU 216 Music and the Media  
HU 240 Graphic Design in the 20<sup>th</sup> Century  
HU 244 Science Fiction  
HU 289 Racing Through Film  
HU 291 Critical Thinking and Chess

**Social Sciences Core Electives (Minimum 4 Credits)**

BU 236 Small Business and the Law  
EC 203 Principles of Economics  
HI 231 Contemporary History  
HI 235 Architectural History  
HI 280 The Holocaust  
PS 140 Life-Span Development  
PS 201 Introduction to Psychology  
PS 202 Psychology of Healthcare  
PS 203 Psychology of Happiness  
PS 210 Human Relations in the Workplace  
SO 203 Social Problems  
SO 220 Internet and Society  
SO 231 Crime and Deviance  
SS 140 Criminal Investigations  
SS 201 American Government in Action  
SS 203 Terrorism & National Security  
SS 204 Juvenile Justice System in America  
SS 206 Constitutional Values in the 21<sup>st</sup> Century  
SS 221 Technology and American Life  
SS 222 Mindful Living

1. Subject to Change

### Degree Progress Checklist

Check off each completed course.

**Program Requirements**

T1	CJ	110	_____
	CJ	112	_____
	CJ	114	_____

T2	CJ	120	_____
	CJ	122	_____

T3	CJ	130	_____
	CJ	134	_____
	CJ	244	_____

T4	CJ	132	_____
	CJ	240	_____
	CJ	258	_____

T5	CJ	250	_____
	CJ	254	_____
	CJ	256	_____

T6	CJ	260	_____
	CJ	266	_____
Choose one of the following:			
	CJ	241	_____
	CJ	262	_____
	ERD	201	_____

**Liberal Arts Core Requirements**

**8 Required Courses**

Each course=4 credits (total of 32 credits)

**Communications Core**

<b>#1</b>	EN 100	T2	_____
<b>#2</b>	EN 211	T4	_____
<b>#3</b>	EN 200	T5	_____

**Math/Science Core**

<b>#4</b>	MA 105 or 110*	T2	_____
<b>#5</b>	100-200 level MA/SCI elective	T5	_____
or			
<b>#4</b>	If you placed out of MA 110 take: 100-200 level MA/SCI elective	T2	_____
<b>#5</b>	100-200 level MA/SCI elective	T5	_____

\*If you placed into MA 044, take MA 105 instead of MA 110.

**Humanities Core\***

<b>#6</b>	100-200 level HU elective	T4,5,6	_____
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\*You may use one Arts/Foreign Language Core Elective to fulfill your Humanities Core.

**Social Sciences Core**

<b>#7</b>	100-200 level SS elective	T3	_____
<b>#8</b>	100-200 level SS elective	T6	_____

**Subject to change.**

**Please see your advisor for any questions.**

Students are advised to take courses in the order and in the term in which they appear on this checklist. Any deviation may result in an extended time required to complete your degree as well as additional tuition and fees. Please contact your Student Advisor prior to making any changes to the course sequence.

## Course Descriptions

### **CJ 110 Criminal Justice**

*4 Class Hours 4 Quarter Credit Hours*

This is an introductory criminal justice course focusing on the concepts and organization of the criminal justice system. This course will examine the various components of the criminal justice system and analyze their interactive relationships with each other, giving students a detailed overview of the criminal justice system in the United States.

### **CJ 112 Corrections**

*4 Class Hours 4 Quarter Credit Hours*

This course will focus on the various correctional components and concepts that have been established in our modern-day corrections system. It will expose students to alternative forms of corrections from incarceration to community-based and all the alternatives in between. This course will establish the relationship and importance of corrections in the overall criminal justice system.

### **CJ 114 The Court System**

*3 Class Hours 2 Lab Hours 4 Quarter Credit Hours*

This course teaches the fundamentals of the criminal and civil legal system in America and includes an overview of federal, state and lower courts. It covers the dynamics of courthouse justice, the roles judges, prosecutors, defense attorneys, witnesses, victims and defendants fill, as well as the trial process and sentencing.

### **CJ 120 Forensics I**

*4 Class Hours 2 Lab Hours 5 Quarter Credit Hours*

This course focuses on basic police science theories and techniques and introduces students to crime scene investigation and the analysis of physical evidence typically found at crime scenes. The focus is on crime scene management, recognition, documentation, collection, preservation and processing of crime scene evidence. Students will work in an actual forensic laboratory and on a simulated crime scene. The laboratory component will allow students to employ practical application skills of the forensic topics studied. Assignments from this course will be incorporated into the student's portfolio.

### **CJ 122 Criminal Law**

*4 Class Hours 2 Lab Hours 5 Quarter Credit Hours*

This course will cover both theory and practical application of the criminal law. Students will examine the elements of crime, elements of proof and other issues related to criminal law in local, state, and federal jurisdictions. Students will be able to apply the elements of criminal law to real life situations and case studies. Assignments from this course will be incorporated into the student's portfolio.

### **CJ 130 Forensics II/Portfolio Management**

*2 Class Hours 4 Lab Hours 4 Quarter Credit Hours*

*Prerequisite: CJ 120*

This course studies police science theories and techniques in greater depth. Students will engage in hands-on application of forensic topics, such as obtaining and analyzing fingerprints and impressions of physical evidence, photography, and crime scene identification in the simulated crime scene. Students will then apply the techniques learned in the forensics topics in the laboratory component of the course. In addition, students will be instructed on portfolio management and requirements and add materials to their Criminal Justice portfolio.



**CJ 132 Criminal Procedure**

*4 Class Hours 2 Lab Hours 5 Quarter Credit Hours*

*Prerequisite: CJ 122*

This course explores the legal doctrines that constitute the core of criminal procedure created by the United States Supreme Court as it interprets the Constitution. Concentration is on the rules developed for such official action as police searches, taking confessions, and the conduct of criminal trials for the protection of suspects' rights. The classic tension between order (the necessary power of government to ensure public safety by processing suspects through the criminal justice system and convicting the guilty) and liberty (the danger of that power to individual freedoms by the arbitrary exercise of governmental power) will be examined. Assignments from this course will be incorporated into the student's portfolio.

**CJ 134 Report Writing**

*2 Class Hours 4 Lab Hours 4 Quarter Credit Hours*

*Prerequisites: EN 100, CJ 122*

This course focuses on developing the student's ability to write brief, accurate and complete reports. The primary goal is to teach effective methods of conveying the facts and circumstances of unusual occurrences through written reports in an objective manner. Assignments from this course will be incorporated into the student's portfolio.

**CJ 240 Interviewing & Investigation Techniques**

*2 Class Hours 2 Lab Hours 3 Quarter Credit Hours*

*Prerequisite: CJ 134*

Criminal investigation is an inquiry into allegations that a crime has been committed and the circumstances or relationships that are involved. This course deals with the duties and responsibilities of the investigator/detective/patrol officer in the course of an investigation and emphasizes the policies and procedures employed in the investigation of crime, in addition to present-day tools and techniques available for the law enforcement professional. Topics of recent controversy such as stalking, DNA profiling and the media frenzy that surrounds investigations are also covered. Assignments from this course will be incorporated into the student's portfolio.

**CJ 241 Introduction to Digital Forensics**

*2 Class Hours 4 Lab Hours 4 Quarter Credit Hours*

This course is an introduction to digital forensics. Topics include: the discussion of various types of computer crime in both the public and private sector; the collection, preservation and investigation of digital evidence; the fundamentals of computer system construction, software and hardware, computer forensics standards and practices; and software ethics. These topics will be reinforced through case studies, hands-on laboratory exercises and video presentations.

**CJ 244 Drugs & the Law**

*3 Class Hours 2 Lab Hours 4 Quarter Credit Hours*

*Prerequisite: CJ 122*

This course will examine drug use in America, as well as the influences from other countries. The course will cover drug use from a broad perspective, including the biological, historical, psychological, and sociological aspects of drug use and abuse in our society. The business of drug dealing, diverse drug laws, prevention activities, and treatment programs will be discussed. This course will also provide students with a thorough understanding of the nation's changing drug policy and the criminal justice system's reaction to those changes. Assignments from this course will be incorporated into the student's portfolio.

**CJ 250 Police Operations/Simulated Firearms Skills**

*3 Class Hours 2 Lab Hours 4 Quarter Credit Hours*

This course is designed to instruct students in the history and purposes of policing, as well as the various methods of contemporary police operations, including community policing. In addition, police equipment,

support services, personnel issues, and patrol/investigative techniques used within the law enforcement field are covered. Students will be introduced to firearms through a computer simulation experience. The lawful and unlawful use of weapons under current legal controls, and the legal restrictions concerning firearms, as well as liability issues related to the use of firearms will be covered. Thorough training on decision-making, involving shoot/don't shoot scenarios, will be covered in the lab sessions, in addition to building searches and motor vehicle stops, handcuffing and baton training. Assignments from this course will be incorporated into the student's portfolio.

### **CJ 254 Sentencing – Probation and Parole**

*3 Class Hours 2 Lab Hours 4 Quarter Credit Hours*

*Prerequisites: CJ 110, CJ 112*

This course focuses on the services delivered to the offender, such as probation, parole, halfway houses, drug-alcohol, mental health, and other social services agencies. A focus on community programs, and programs used in restructuring the correctional client within society will also be covered. An examination of offender supervision philosophies within community correction programs, jail and prison reentry programs, parole and probation agencies, and pretrial supervision environments will be explored. Assignments from this course will be incorporated into the student's portfolio.

### **CJ 256 Portfolio Prep & Management**

*3 Lab Hours 1 Quarter Credit Hour*

This course will assist Criminal Justice students in the creation of a portfolio that will demonstrate academic progression and the acquisition of various criminal justice skills. The portfolio will provide a comprehensive snapshot of the individual learning experience and will evaluate proficiency and ability. It typically includes sample reports, completed assignments, submission and evaluation of evidence and materials gathered in Forensics I and II, case studies, skill evaluations and information to be presented during the Moot Court/Mock Trial segment in Quarter VI.

### **CJ 258 Contemporary Criminal Justice Issues**

*3 Class Hours 3 Quarter Credit Hours*

This course will explore current events within the criminal justice system utilizing a variety of high-interest issues. Students will be encouraged to discuss and debate recent happenings to develop an understanding of how these issues relate to crime and justice.

### **CJ 260 Moot Court/Mock Trial**

*2 Class Hours 2 Lab Hours 3 Quarter Credit Hours*

*Prerequisites: Successful completion of all technical courses in Quarter I through Quarter V*

The Moot Court/Mock Trial is the culmination of the Criminal Justice program of study. Students will be assigned roles within the criminal investigation studied throughout the program, such as police officer, forensics investigator, expert witness, probation officer, prosecutor or victim, defense attorney or defendant. Students will prepare and present testimony/evidence/opinion in a life-like criminal trial utilizing the contents of their portfolio to demonstrate the knowledge, experience and skills gained from each course the student has completed. The focus will be on the student's ability to organize case materials, properly present convincing testimony/argument, and defend their position/role based on solid legal concepts that have been developed from and documented in their portfolio.

### **CJ 262 Internship**

*1 Class Hour 10 Lab Hours 3 Quarter Credit Hours*

*Prerequisite: Successful completion of all technical courses in Quarter I through Quarter IV*

The optional Internship offers students the opportunity to apply the criminal justice theories learned to practical application in the field. Placement in an appropriate agency is achieved through the approval of the Criminal Justice Department Chair/supervising faculty member. A log of activities and duties performed will be maintained, and the final grade will be based on the log, the assessment provided by the placement agency, and a final comprehensive report detailing the student's experience.

**CJ 266 Gangs & Organized Crime**

*4 Class Hours 4 Quarter Credit Hours*

This course is designed to familiarize students with the structure and organization of traditional and emerging gangs/organized crime operations. It is an exploration of the history, scope, and methods of controlling organized crime and street gangs in America with emphasis on local, regional, and statewide crime control efforts. Research and discussion of federal and state laws aimed at preventing this type of crime will be undertaken. Investigation techniques will be discussed concerning recognizing gang/organized crime activities, graffiti, symbols, and methods of recruitment of new gang/organized crime members.

**ERD 201 Introduction to Drone / UAV Technology**

*2 Lab Hours 1 Quarter Credit Hour*

This course is an introduction to the evolving field of unmanned aerial vehicles (UAVs), commonly known as drones, and referred to as a remotely piloted aircraft (RPA). Topics will include drone aerodynamics, mechanical and electrical/electronic systems. This course will discuss and demonstrate GPS integrated (autonomous and remote controlled) videography, still photography, data collection and racing utilizing FPV (First Person Video). The most current FAA rules will be conveyed.

## **Liberal Arts Associate Degree Courses**

### **Art (Arts/Foreign Language Core)**

#### **AR 203 Introduction to Drawing**

*4 Class Hours 4 Quarter Credit Hours*

This course introduces students to key concepts and techniques integral to developing basic drawing skills. Class time will be spent discussing, demonstrating and practicing these skills in order to produce a comprehensive body of work specific to the course objectives. Course performance will be evaluated on effort and growth as opposed to artistic talent.

#### **AR 204 Introduction to Theater**

*4 Class Hours 4 Quarter Credit Hours*

This course will provide students with both a theoretical and practical understanding of acting and the theatrical process as evidenced by theatrical scenes, performed by students as a final project. Theater exercises will guide students toward self-discovery in order to explore character development and the interpretation of the content/themes of various plays. Students will write character analysis essays as a method for understanding the specific elements of acting necessary to accurately portray a given character. Students will also explore the ways in which a play is translated into a production with an emphasis on differentiating the functions of the playwright, the actor, the director, set designer and other members of a production team.

#### **AR 206 3D Sculpture: An Adventure in the Third Dimension**

*4 Class Hours 4 Quarter Credit Hours*

This course will teach students to think, see and function in 3-dimensional space. They will explore the differences and similarities between 2-dimensional and 3-dimensional representation in composition and design. Students will use a broad range of materials to create sculptures that will help them explore different aspects of 3-dimensional functioning. Class time will be spent in a combination of sculpture design and a discussion of slides of work reflecting the history of three-dimensional works of art from Greek times to the present. No prior experience with art courses is required.

#### **AR 207 Introduction to Applied Music**

*4 Class Hours 4 Quarter Credit Hours*

This course will afford students the opportunity to experience a "hands-on" approach to piano keyboard and composition. Each section of the course will focus on one musical concept through listening, playing and finally application. Because of the computer-assisted nature of the program, all levels of musical and keyboard comprehension can be accommodated and the course can be geared to the individual interests and needs of each student in the class.

#### **AR 209 The Art of Collage**

*4 Class Hours 4 Quarter Credit Hours*

Powerful imagery is a combination of technical skill and imagination. Students will exercise their ability to manipulate composition and color as well as cultivate the power of imagination in this studio class with a focus on collage, a technique where compositions are crafted by adhering various materials to a backing surface. Creativity and the development of ideas will be explored while acquiring a working knowledge of the elements and principles of art. The assemblage process of collage will be the design tool used to investigate, generate and express ideas. Students will research collage as an art form and examine the creative processes of various artistic disciplines. No prior experience is necessary. Students will be evaluated on their effort and creative growth as opposed to artistic talent.

**Business (Social Sciences Core)**

**BU 236 Small Business and the Law**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course is designed for those students who intend to start and operate their own small business. This course will focus on the various elements associated with the start-up, acquisition and operation of a small business from the entrepreneurial point of view. Topics to be covered will include business formation, contract negotiations and drafting, financing, employee discrimination issues, customer relations issues, licensing, permits and tax basics. Additionally, students will be asked to complete a legal research assignment and prepare and present a business plan in their particular technological field of study.

**Chemistry (Math/Science Core)**

**CHM 101 Life Science Chemistry**

*3 Class Hours 2 Lab Hours 4 Quarter Credit Hours*

*Prerequisite: MA 100/110 or MA 105 or MA 109*

This course provides an introduction to inorganic chemistry and organic chemistry with a focus on Life Science applications as reflected in the selection of the text. Topics include measurement, units of concentration, the nature of atoms, states of matter, periodicity, bonding, stoichiometry, chemical reactions, thermodynamics and kinetics.

**Community Enrichment**

**CE 101 Community Enrichment**

*1 Class Hour 1 Quarter Credit Hour*

This online course is offered through the Feinstein Enriching America Program. Weekly assignments include topics such as B Corporations, civic and social responsibility, and Non-Governmental Organizations. A 15-hour community enrichment project is also required. Community engagement six months prior to taking the course may be accepted with proper documentation. Current or prior military service and concurrent clinical experiences are accepted in lieu of the community enrichment project. After successful completion of the course, students are eligible to apply for a Feinstein Scholarship, which is awarded each term.

**Economics (Social Sciences Core)**

**EC 203 Principles of Economics**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

Introduces the fundamental principles of microeconomics and macroeconomics, such as scarcity, supply and demand, growth, fiscal and monetary policies, and the public and the private sectors.

**English (Communications Core)**

**EN 100 Introduction to College Writing**

*4 Class Hours 4 Quarter Credit Hours*

*Placement: Based on an evaluation of a writing sample or successful completion of EN 030.*

EN 100 is an introductory writing course designed to immerse students in the writing process and sharpen their critical thinking skills. In this course, students will practice using writing as a tool for learning by responding to readings, composing essays, and reflecting on the writing process itself. Through drafting, revising, and writing to learn, students will strengthen their ability to interpret, analyze, and

evaluate the ideas presented in the course readings, lectures, and discussions. Conducting, evaluating, and integrating research (through summarization, quotations, and paraphrasing) is a major component of this course. Additionally, students will be introduced to APA citation style, and will improve essential writing skills such as grammar, punctuation, and standard usage.

### **EN 106 Service Industry Communications**

*5 Class Hours 5 Quarter Credit Hours*

In today's competitive service industry technicians must possess a mastery of both technical and nontechnical skills. EN 106 will introduce and equip students with the nontechnical or "soft skills" needed to succeed and advance in their field. Topics will include: written and verbal communication, professionalism, team collaboration, critical thinking, and problem-solving skills. Because learning to write and communicate effectively requires practice, the course provides numerous opportunities; including writing workshops, role play, and group activities, for students to apply the fundamentals of written and oral communication.

### **EN 110 Healthcare Communications**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

EN 110 builds off the foundation established in EN 100 and focuses on the necessity of clear written and oral communication in the allied health arena. Through role play, small group work, and presentations students will develop the communication and critical thinking skills they will need daily when communicating with other health care providers, clients, and their families. Additionally, by continuing in the writing process (researching, drafting, and revising) students will further their ability to write clear, concise, error free prose with attention given to audience and message.

### **EN 200 Workplace Communications**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100 or EN 110 or placement based on evaluation of a writing sample.*

EN 200 builds off the foundation established in EN 100 and focuses on the necessity of clear written and oral communication in professional settings. Students will be exposed to a variety of business writing genres including memos, emails, business letters, and proposals. By continuing their engagement in the writing process (researching, drafting, and revising), students will compose several professional documents, reinforcing students' attention to audience and their aptitude to develop an effective workplace document. Additionally, this course strengthens students' ability to document in APA citation style, and hone essential writing skills such as grammar, punctuation, and standard usage.

### **EN 211 Oral Communications**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100 or EN 110 or placement*

This is an introductory course with an emphasis on oral communication theory and practice, providing a basic understanding of the significance of oral communication as well as instruction and practice in the basic skills of public speaking. The course is intended to help students develop skills in speaking, organizing thoughts, and critical analysis. Major emphasis is placed on the preparation and presentation of formal speeches.

### **History (Social Sciences Core)**

#### **HI 231 Contemporary History**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course encourages students to explore economic, political, social and cultural developments throughout the world since World War II, particularly in developing nations including spiritual, scientific and intellectual developments.

### **HI 235 Architectural History**

*4 Class Hours 4 Quarter Credit Hours*

This course is a study of the major periods and styles of architecture from Egyptian through postmodern. Styles studied will include Egyptian, Greek, Roman, early Christian, Byzantine, Romanesque, Gothic, Renaissance, Baroque, 18th, 19th and 20th century. Through a series of lectures, discussions, and readings, students will gain a fundamental understanding of the history of architecture including the historical and social context of each period respectively.

### **HI 280 The Holocaust**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

In this course, students will study genocide and mass murder in modern history. The focus of this course is the Jewish Holocaust of 1933-1945. Through film, photographs, and readings, the course will provide students with a basic understanding of the establishment of the Nazi Party and its attitudes, beliefs, and laws that were put into action during this time period. Students will compare the Holocaust to current genocidal acts in the world today, including the effects of genocide on society.

## **Humanities (Humanities Core)**

### **HU 208 Rap/Rock and Poetry**

*4 Class Hours 4 Quarter Credit Hours*

*Core Fulfillment: Both Communications Core and Humanities Core*

*Prerequisite: EN 100*

What do Eminem, Tupac, Bob Marley, Bob Dylan and WB Yeats have in common? All five wordsmiths are poets who use rhyme, rhythm, figurative language and poetic structure to craft language. In this course, students will explore poetic devices and important global themes through examination of poetry, written by Nobel Prize and Grammy Award winning writers. Focusing on aspects of poetic form will build students' understanding of and appreciation for the power of language.

### **HU 211 Introduction to Film**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

The focus of the course will be on what goes into the reading and analysis of a film. Film is comprised of several arts – and the objective of this course is to learn to appreciate films and to see them as important social documents that tell us much about ourselves and our world.

### **HU 212 Documentary Film**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course will expose students to the techniques and artistry of making interesting non-fiction films. Students will view and analyze significant documentary films and become familiar with the work of important filmmakers.

### **HU 215 Popular Culture**

*4 Class Hours 4 Quarter Credit Hours*

This course will analyze cultural expressions of intellectual and social trends since 1950. Students will investigate literature, comics, movies, television, music, advertising, painting, computer games, and the Internet to probe the forces that shape our world. In this course, students will identify and evaluate the popular entertainment we consume and ask how our choices define us and shape our values. Understanding our values and culture enables us to understand why we buy what we buy, why we do what we do, and why we think the way we do.

**HU 216 Music and the Media**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course will trace the long relationship between visual media and music. Students will study the movie industry from silent movies to the sound tracks that are an integral part of the movies of today. They will also study the importance of music in television, radio and the recording industry, particularly its role in commercials and the "selling" of products, people and programming. In addition, a substantial portion of the course will be devoted to the technology that has led to today's sophisticated performances and recording techniques.

**HU 240 Graphic Design in the 20th Century**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

Throughout history, artists and designers have created visual works that help to define historical eras. In this course, students will examine and analyze the most prominent design styles of the past one hundred years. They will learn the defining features and major proponents of each style as well as how each style fits within its historical context. They will then use the knowledge gained to produce designs that respond to past styles in an engaged, knowledgeable way. Course performance will be evaluated on student effort and growth as opposed to artistic talent.

**HU 242 The Automobile and American Culture**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

Undeniably, the automobile has had an enormous impact on American culture. A majority of Americans rely on individual transportation daily, but the car is more than a means of heading to work. Automobiles impact our personal independence, our choice of employment, the country and world economies, the environment, and our social culture. The Automobile and American Culture is a course designed to study the broad impact that the automobile has and continues to have on our nation and the world. Students will examine the automobile through historical documents, films, photographs, and music.

**HU 244 Science Fiction**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

Isaac Asimov called science fiction "the literature of change." The course will analyze films, short stories, and a classic science fiction novel to understand the ways this popular genre entertains us and gives us insight into the impact science and technology has had on us.

**HU 289 Racing Through Film**

*4 Class Hours 4 Quarter Credit Hours*

Racing Through Film is a course dedicated to examining how the sport of motor racing has been explored through film. Through reading, discussion and viewing films we will consider such issues as the history of racing, questions of masculinity and the often countercultural and rebellious nature of racing, with particular interest in the anti-hero figure.

**HU 291 Critical Thinking and Chess**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course teaches critical thinking and problem-solving skills by using the game of chess as an empirical model for evaluating situations, calculating risks, predicting the consequences of possible actions, solving problems efficiently, and investigating the benefits and limits of reasoning and creative play. Students will demonstrate those skills by solving a wide variety of tactical and strategic problems in chess, by writing a thoughtful analysis of the qualities necessary for a successful thinker/problem solver,



and by applying those qualities to situations in one's personal life and career. Chess will be used as a model for critical thinking skills and life skills.

### **Japanese (Arts/Foreign Language Core)**

#### **JP 201 Introduction to Japanese**

*4 Class Hours 4 Quarter Credit Hours*

Students will be introduced to the basics of Japanese, (speaking, listening, reading, and writing) with an emphasis on comprehension and speaking. Vocabulary used in everyday communication in the workplace, school, and common social situations will be covered. Contemporary Japanese society will be addressed in class discussions and video presentations including, but not limited to art, education, film (in particular animé), food, literature, music, sports, and technology. Japanese technological invention and know-how, as well as the unique challenges of doing business with the Japanese will be studied. Japanese guest speakers will be invited to share their expertise and experiences.

### **Mathematics (Math/Science Core)**

#### **MA 100 Introduction to College Math with Lab**

*2 Class Hours 4 Lab Hours 4 Quarter Credit Hours*

*Prerequisite: Placement exam*

Topics to be covered in this lab-based introductory algebra course include operations with signed numbers, rules for exponents, polynomial operations, solutions to linear equations in one variable, and several applications important to various programs.

#### **MA 105 Basic College Math with Lab**

*4 Class Hours 2 Lab Hours 5 Quarter Credit Hours*

*Prerequisite: Placement exam*

Topics to be covered in this lab-based introductory algebra course include operations with signed numbers, rules for exponents, polynomial operations, solutions to linear equations in one variable, and several applications important to various programs.

#### **MA 109 Math for Life Science**

*4 Class Hours 4 Quarter Credit Hours*

This course is designed to assist in the understanding of the proper techniques needed to perform accurate dosage calculations; vital signs in order to ensure patient safety. This course will focus on developing the mathematical skills, critical thinking and quantitative reasoning methods needed to apply medical language and systems of measurement to solve problems in a variety of healthcare settings.

#### **MA 110 Introduction to College Math**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: Placement exam*

Topics to be covered in this introductory algebra course include operations with signed numbers, rules for exponents, polynomial operations, solutions to linear equations in one variable, and several applications important to various programs.

#### **MA 121 Business Math**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: MA 100/110 or MA 105 or MA 106 or or MA 109*

This is an elementary applied course studying such business topics as interest rates, discounts, payrolls, markups, depreciation, insurance, mortgages, and basic statistics.

**MA 125 Technical Math I**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: MA 105 or MA 100/110*

Topics to be studied include the analytic geometry of a straight line, systems of linear equations, trigonometry, vectors and their applications, and quadratic equations.

**MA 200 Applied Math for Business**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: MA 105 or MA 100/110*

MA 200 is designed to help with the transition from basic algebra to more advanced business-related courses, such as statistics and finance. Applications will be stressed throughout the course. Specific topics include linear functions, quadratic functions, descriptive statistics, exponential functions, and annuities.

**MA 210 Technical Math II**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: MA 125*

The following four major topics and their applications will be studied: Cramer's Rule, exponential and logarithmic functions, trigonometry, and complex numbers.

**Physics Courses (Math/Science Core)**

**PHY 126 Applied Physics & Lab**

*3 Class Hours 2 Lab Hours 4 Quarter Credit Hours*

*Prerequisite: MA 100/110 or MA 109*

This course studies the applications of fundamental concepts of physics. The topics covered include: the motion of objects, the forces that cause motion, velocity, acceleration, Newton's Laws, torques, work, power, and energy. The laboratory component is designed to give students the opportunity to have hands-on experience with the fundamental concepts of physics studied in the theory portion of the course.

**PHY 200 Physics I & Lab**

*3 Class Hours 2 Lab Hours 4 Quarter Credit Hours*

*Prerequisite: MA 125*

This course is a non-calculus approach to the study of fundamental physics and includes kinematics and dynamics of bodies, velocity, acceleration, and Newton's laws of motion, forces in equilibrium, concurrent and non-concurrent forces, work, power, energy, and torque. Labs are performed within the course to reinforce concepts.

**Psychology (Social Sciences Core)**

**PS 140 Life-Span Development**

*4 Class Hours 4 Quarter Credit Hours*

The purpose of Life-Span Development is to introduce students to the broad concepts of human growth and development from conception to death. Students will be introduced to human development from the prenatal stage to death with particular emphasis placed on early childhood, adolescence and old age. The course is especially designed for students entering the healthcare professions as the slant is toward practical application of all stages. Upon completion of the course, students should be able to demonstrate a basic knowledge of the developmental stages of life.

**PS 201 Introduction to Psychology**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This introductory course in psychology is a survey of the multiple aspects of human behavior. It includes, but is not limited to, such topics as the history of psychology, the biological foundations of behavior, memory, learning, personality, psychological disorders and treatment and social behavior. Importantly, this course will be geared to stress those areas of more practical significance for those in medical service fields.

**PS 202 Psychology of Healthcare**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course addresses the human element of clinical competence in providing health care. Students will explore the psychodynamics of interactions between health care workers and patients, the psychological influences of illness and pain, the psychosocial factors that impact one's effectiveness as a health care team member, the impact of families on a patient's treatment plan, the role of body image in patient responsiveness to treatment, and a variety of other psychosocial factors that influence health care delivery.

**PS 203 Psychology of Happiness**

*4 Class Hours 4 Quarter Credit Hours*

This course will explore the psychological principles associated with the experience, feelings and thoughts of happiness. Students will be exposed to a variety of research investigations that have studied different variables that impact happiness. Some of the subtopics discussed in this course include ways to define and measure happiness, differences and similarities in happiness across cultures, happiness and money, and ways to increase happiness.

**PS 210 Human Relations in the Workplace**

*4 Class Hours 4 Quarter Credit Hours*

Major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional customer service, and managing on-the-job stressors. This course provides a set of practical human relations techniques that will help students increase the likelihood of job security and career advancement in any current or future job.

**Science (Math/Science Core)**

**SCI 110 Environmental Science**

*4 Class Hours 4 Quarter Credit Hours*

This course will focus on man's interaction with his environment. It will cover current issues like global warming, human population growth, and pollution.

**Sociology (Social Sciences Core)**

**SO 203 Social Problems**

*4 Class Hours 4 Quarter Credit Hours*

This course will examine contemporary social issues from multiple perspectives. Attempts to see the ethics, the arguments and the policy outcomes involved in problems such as drug abuse, crime, poverty and the global environment.

**SO 220 Internet and Society**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: B- or better in EN 100*

*Internet and Society* is an online course that focuses on the impact of the Internet on our lives. The goal of this course is to encourage students to think deeply and critically about the reality of living in a technology-driven society and how technological change influences work, families, social lives, education, and privacy.

**SO 231 Crime and Deviance**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course traces the historical development of crime and deviance. A review of the social, physiological, and psychological theories of crime are examined. Topics such as the history of policing and the history of corrections are also reviewed.

**Spanish (Arts/Foreign Language Core)**

*These courses are designed for students with no prior knowledge of Spanish.*

**SP 201 Introduction to Spanish**

*4 Class Hours 4 Quarter Credit Hours*

This course will introduce students to the Spanish language with an emphasis on the use of Spanish in the workplace. Students will learn to communicate with customers and other employees in Spanish with a focus on basic vocabulary words used in everyday interactions at the workplace. Topics covered include: conversational skills as well as key principles of Spanish grammar and cultural traditions in Spanish-speaking countries.

**SP 203 Spanish for Healthcare Workers**

*4 Class Hours 4 Quarter Credit Hours*

This course will introduce students to the Spanish language with an emphasis on the use of Spanish in the workplace. Students will learn to communicate with Spanish speaking patient and family and other employees in Spanish with a focus on basic vocabulary words used in everyday interactions at the workplace. While each class will emphasize conversational skills, the course will also cover some key principles of Spanish grammar and provide some exposure to a variety of cultural traditions in Spanish-speaking countries.

**Social Sciences (Social Sciences Core)**

**SS 140 Criminal Investigations**

*4 Class Hours 4 Quarter Credit Hours*

In this course, students will get exposure to a wide range of interpersonal and scientific factors that are explored by criminal investigators in their efforts to support hypotheses developed to solve a variety of crimes. Some of the course topics will include the appropriate collection of evidence at a crime scene, techniques for interviewing witnesses and suspects, the role of the crime lab, the science of fingerprinting, forensic medicine, and the preparation of testimony that leads to the conviction of criminals.

**SS 201 American Government in Action**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This is an introductory course that will help students understand how the pieces of American government fit together, and how politics continuously affects their lives. Students will examine the roles of interest

groups, the media, political parties and the three branches of government. Class discussions about relevant and current political issues will be encouraged.

**SS 203 Terrorism and National Security**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course examines the challenge contemporary terrorism presents for U.S. national security. It investigates the causes of terrorism and inquires into the motives, objectives, methods, and effectiveness of contemporary terrorist groups with an emphasis on al Qaeda. Analysis of the determinants of American counter-terrorism policies and evaluation of the effectiveness of these initiatives are central themes of the course. As such, evaluation of the roles the invasion of Afghanistan, the Iraq War, covert operations, domestic and foreign internal security initiatives, and global law enforcement operations have played in addressing the terrorist threat are major points of emphasis.

**SS 204 Juvenile Justice System in America**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

The course is designed to explore the components of the juvenile justice system in America. The various features, characteristics, policies and concerns about the juvenile justice system are carefully examined. As part of the review, adolescent behavior and influence of the family dynamic will be discussed. The detention of juveniles, the various programs focused on the diversion of youths from the juvenile justice system, rehabilitation programs and prevention programs will also be reviewed.

**SS 206 Constitutional Values in the 21<sup>st</sup> Century**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course is an introduction to constitutional law and will utilize a historical examination of major United States Supreme Court decisions to better understand contemporary federal and state judicial interpretations of constitutional theory and individual freedoms. It will focus on government powers, the federal court system and judicial review. It will also closely examine those individual freedoms guaranteed under the Bill of Rights and will critically analyze the controversial issues of gun control and the death penalty. Students will also understand how the interpretation of the Constitution involves the application of individual and societal values. These topics will be reinforced through case briefs, persuasive essays, current event worksheets, group activities, debates and media presentations.

**SS 221 Technology and American Life**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

The course, based on abstract thinking and analysis, examines the interactive relationship between technology and society over historic time and across geographic space. The course will address basic questions about technology and its place in society. Students will be able to evaluate the impact of social change on their lives, and the impact of their technology on changing the social system.

**SS 222 Mindful Living**

*4 Class Hours 4 Quarter Credit Hours*

On a single day, how often do you find yourself pulled in multiple directions? In a world inundated with information, and increasingly demanding of our time and attention, it can be overwhelming to know how to even begin prioritizing what is important. What if there were something you could do to increase your productivity, reduce anxiety and stress, and be more fully present in your daily experiences? Welcome to the practice of mindfulness –sustained, purposeful, moment-to-moment attention without judgement. Research studies have shown that a regular mindfulness practice yields concrete physical and emotional benefits, including reduced stress, decreased physical pain, increased concentration, and a happier mindset. In this course, you will learn different ways to practice mindful living.

## Questions & Answers

### 1. **When do my classes meet?**

Day Classes: Technical classes normally meet for at least three hours a day for up to five days a week. Classes normally begin in the early morning (7:45 a.m.), late morning (usually 11:25 a.m.), or mid-afternoon. The time slot for your program may vary from term to term.

Evenings: Technical classes meet on the average of three nights a week, although there may be times when they meet four nights a week. Classes normally begin at 5:45 p.m. Students electing the CJ 262 Internship should be ready to participate at any time including days and weekends.

In addition, to achieve your associate degree, you will take a total of approximately eight liberal arts courses, which will be scheduled around your technical schedule over the course of your entire program. Each liberal arts course meets approximately four hours per week. Liberal arts courses are offered days, evenings, and Saturdays.

### 2. **How large will my classes be?**

The average size for a class is about 20 to 25 students; however, larger and smaller classes occur from time to time. Note: One of the two technical elective classes offered as choices in Quarter VI (Internship – or- Terrorism-Concepts & Analysis) may be cancelled based on insufficient student interest.

### 3. **How much time will I spend in lab?**

Depending on the option you choose in Quarter VI, your technical courses will consist of either 32 (Terrorism – Concepts & Analysis) or 42 (Internship) hours of laboratory work. In order for you to get the most out of your laboratory experiences, you will first receive a thorough explanation of the theory behind your lab work.

### 4. **Where do my classes meet?**

Students should be prepared to attend classes at any of NEIT's classroom facilities: either at the Post Road, Access Road, or East Greenwich campuses. In addition, certain classes may require visits to RI Courts and/or Correctional facilities.

### 5. **I have not earned my high school diploma or GED: can I enroll in an Associate Degree Program?**

A candidate for admission to an associate degree program must have a high school diploma, have earned a recognized equivalency diploma (GED), or meet the federal home school requirements.

### 6. **How long should it take me to complete my program?**

To complete your degree requirements in the shortest possible time, you should take the courses outlined in the prescribed curriculum. For a typical six-term curriculum, a student may complete the requirements in as little as 18 months.

To complete all your degree requirements in the shortest time, you should take at least one liberal arts course each term. Students who need more time to complete their curriculum may postpone some of the liberal arts courses until after the completion of the technical requirements. Students are provided up to two additional terms of study to complete the liberal arts requirements without any additional tuition assessment fee. During these additional terms of study, students are required to pay all applicable fees.

Students may also elect to complete some of their liberal arts requirements during Intersession, a five-week term scheduled between Spring and Summer Quarters. Students will not be assessed any additional tuition for liberal arts courses taken during the Intersession but may be assessed applicable fees.

Students wishing to extend the number of terms needed to complete the required technical courses in their curriculum will be assessed additional tuition and fees.

**11. Is NEIT accredited?**

NEIT is accredited by the New England Commission of Higher Education (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.). Accreditation by NECHE is recognized by the federal government and entitles NEIT to participate in federal financial aid programs. Some academic departments have specialized professional accreditations in addition to accreditation by NECHE. For more information on accreditation, see NEIT's catalog.

**12. Can I transfer the credits that I earn at NEIT to another college?**

The transferability of a course is always up to the institution to which the student is transferring. Students interested in the transferability of their credits should contact the Office of Teaching and Learning for further information.

**13. Can I transfer credits earned at another college to NEIT?**

Transfer credit for appropriate courses taken at an accredited institution will be considered upon receipt of an official transcript for any program, biology, science, and mathematics courses in which the student has earned a "C" or above within the past three years and for English or humanities courses in which the student has earned a "C" or above within the last ten years. An official transcript from the other institution must be received before the end of the first week of the term for transfer credit to be granted for courses to be taken during that term. Students will receive a tuition reduction for the approved technical courses based on the program rate and will be applied against the final technical term of the curriculum's tuition amount. No tuition credit is provided for courses which are not a part of the technical curriculum.

**14. What is the "Feinstein Enriching America" Program?**

New England Institute of Technology is the proud recipient of a grant from the Feinstein Foundation. To satisfy the terms of the grant, the College has developed a one-credit community enrichment course which includes hands-on community enrichment projects. The course can be taken for a few hours per term, spread over several terms. Students who are already engaged in community enrichment on their own may be able to count that service towards course credit.

**15. How many credits do I need to acquire my Financial Aid?**

In order to be eligible for the maximum financial aid award, you need to maintain at least 12 credits per academic term.

**16. What does my program cost?**

The cost of your program will be as outlined in your enrollment agreement, along with the cost for books and other course materials. Students who decide to take more terms than the enrollment agreement describes to complete the technical courses in their curriculum will be subject to additional fees and possible additional tuition costs. Students who elect to take the technical portion of the degree requirements at a rate faster than the rate prescribed in the curriculum and the enrollment agreement will be assessed additional tuition.

Students who require prerequisite courses will incur additional tuition and fees above those outlined in their enrollment agreement.

If a student elects to take a course(s) outside of the prescribed curriculum, additional tuition and fees will be assessed.

Remember, students who withdraw and re-enter, one time only, pay the tuition rate that was in effect for them at the time of their last day of attendance for up to one year from their last day of attendance.

Second re-entries and beyond pay the tuition rate in effect at the time they re-enter. The most economical way for you to complete your college degree is to begin your program now and continue your studies straight through for the six terms necessary to complete your degree requirements.

**17. What kind of employment assistance does NEIT offer?**

The Career Services Office assists NEIT students and graduates in all aspects of the job search, including resume writing, interviewing skills, and developing a job search strategy. Upon completion of their programs, graduates may submit a resume to the Career Services Office to be circulated to employers for employment opportunities in their fields. Employers regularly contact us about our graduates. In addition, our Career Services Office contacts employers to develop job leads. A strong relationship with employers exists as a result of our training students to meet the needs of industry for over fifty years. No school can, and NEIT does not, guarantee to its graduates employment or a specific starting salary.

**18. Where will job opportunities exist?**

Graduates have obtained employment in the local area. However, one of the most exciting aspects of this program is the ability to look nationally for employment opportunities.

**19. Is there any open lab time?**

Open lab time will be available to students with permission of a CJ instructor or the CJ Department Chair. Students may arrange with an instructor to utilize the lab in order to complete an assignment or as specific needs arise. However, all lab work is limited to what is being taught at the particular time.

**20. Am I required to attend classes during the Intersession?**

The intense curriculum, especially in Quarter VI, will truly challenge the students' commitment to success. Due to the extremely heavy course load during that Quarter, students may also elect, and are strongly encouraged to complete some of their liberal arts requirements during Intersession, a special five-week term scheduled between Spring and Summer Quarters. Students will not be assessed any additional tuition for liberal arts courses taken during the Intersession but may be assessed applicable fees.

Students wishing to extend the number of terms needed to complete the required technical courses in their curriculum will be assessed additional tuition and fees.

**21. Will poor attendance impact my progress at NEIT?**

Due to the ongoing nature of the program and the intense course curriculum, students will be required to attend classes and labs when they are scheduled. Students that do not attend classes on a regular basis will be negatively affected and find it difficult to make up the time and instruction lost.

**22. What types of materials will be included in the Criminal Justice program curriculum?**

Students will be exposed to a significant amount of very graphic and potentially disturbing information, photos, videos and other types of physical evidence. The curriculum is designed to expose students to the actual nature of material that criminal justice professionals come into contact with on a daily basis and is necessary for a comprehensive educational experience. Therefore, students with sensitivity to such materials will not be excluded from the requirements of the program.

Additionally, students will be required to compile a portfolio of work throughout their educational career for use and presentation in the Quarter VI Moot Court/Mock Trial. The portfolio is an organized, comprehensive source of material and information that will be necessary and beneficial to support successful completion of program outcomes. Instruction will be given in the preparation and maintenance of the portfolio throughout the program.



**23. What is a Criminal Justice portfolio?**

A Criminal Justice portfolio contains materials and evidence collected throughout the terms 2 through 6 that demonstrate student's academic progression and acquisition of various Criminal Justice skills. It will be used as a means for evaluation proficiency and ability and will provide a comprehensive picture of each student's individual learning experience.

A portfolio will typically include sample reports, completed assignments, submission and evaluation of evidence and materials gathered in Forensics I and II, case studies, skill evaluations and information to be presented during the Moot Court/Mock Trial segment in Quarter VI. The main requirement is that students provide some type of documentation of the learning activities during your educational career.

**20. What are the typical requirements for Criminal Justice and related fields of employment?**  
Many Criminal Justice occupations, particularly law enforcement positions, require civil service or other form of aptitude testing. Other requirements often include an active driver's license, U.S. citizenship, the ability to successfully pass drug screening, polygraph testing and psychological examinations; firearms proficiency testing and the ability to obtain security clearance, if necessary. Additionally, pre-employment medical testing and physical fitness/agility testing are necessary components of any law enforcement position. **\*Note that a criminal record may affect a graduate's ability to qualify for some law enforcement positions.**

For examples of the regional standards that police officers must meet, go to [www.rimpa.ri.gov/fitnessstandards.php](http://www.rimpa.ri.gov/fitnessstandards.php) (RI); [www.mptc.org/patfitindex.html](http://www.mptc.org/patfitindex.html) (MA); [www.ct.gov/post/site](http://www.ct.gov/post/site) (CT); for correctional officer standards, go to [www.doc.ri.gov/administration/training/index.php](http://www.doc.ri.gov/administration/training/index.php) (RI); [www.mass.gov/Eeops/docs/doc/physical\\_abilities\\_test\\_rationale.pdf](http://www.mass.gov/Eeops/docs/doc/physical_abilities_test_rationale.pdf) & [www.mass.gov/Eeops/docs/doc/pat\\_preparation.pdf](http://www.mass.gov/Eeops/docs/doc/pat_preparation.pdf) (MA); <https://www.das.state.ct.us/LawExam> (CT); for federal standards go to [www.usajobs.com](http://www.usajobs.com).

Students should also refer to the Technical Standards for the Criminal Justice program or see the Department Chair or supervising instructor for assistance in obtaining additional information.

**21. Am I required to obtain a criminal background check as part of the admission process?**  
No. However, certain technical courses include visits to secure facilities and students will be subject to a criminal background check in order to enter these locations. Secure facilities reserve the right to restrict entrance to those persons that do not satisfy their security protocols and regulations. (Please note: a criminal record may affect a graduate's ability to qualify for some Law Enforcement positions.)

**22. What kind of jobs will I be qualified to look for upon completion of the Criminal Justice program?**

Upon completion of your Associate in Science degree in Criminal Justice program, you will be qualified to seek entry-level employment in a number of challenging criminal justice professions, including police officer, state trooper, correctional officer, court officer, criminal justice counselor, federal law enforcement officer, private security officer, crime scene investigator, corporate loss prevention, and insurance claims investigator. (Please note: a criminal record may affect a graduate's ability to qualify for some Law Enforcement positions.)

## Technical Standards

These technical standards set forth by the Criminal Justice Department, establish the essential qualifications considered necessary for the students admitted to the program. The student must possess the following skills and abilities or be able to demonstrate that they can complete the requirements of the program with or without reasonable accommodation, using some other combination of skills and abilities.

### Cognitive Ability

- Good reasoning and critical thinking skills.
- Ability to process, synthesize, organize and learn new material.
- Ability to learn, remember and recall detailed information and to integrate it for problem solving.
- Ability to organize or reorganize information presented in curriculum materials and problems.
- Ability to use abstractions in specific concrete situations.
- Ability to separate complex information into its component parts.
- Ability to perform tasks by observing demonstrations.
- Ability to role play.
- Ability to perform tasks following written and verbal instructions.
- Ability to perform multiple, complex tasks efficiently and competently.
- Ability to problem solve independently and in groups.

### Communications Skills

- Ability to work and communicate effectively with faculty, students and staff, as well as law enforcement, correctional and court professionals.
- Ability to communicate effectively in a classroom, crime scene, laboratory or courtroom setting on a one-to-one basis as well as before a group.
- Ability to read English sufficiently to understand and comprehend college level text books, written protocols, laboratory results, as well as information necessary for documentation, evaluation and instruction.
- Ability to demonstrate and use the knowledge acquired in the classroom and in the forensics laboratory to appropriately identify pertinent information and transmit the information effectively, efficiently and promptly as appropriate even when there are time constraints.
- Ability to express thoughts clearly, both in writing and speech.
- Ability to write English sufficiently to document and record information, as well as to complete course assignments.
- Ability to orally report data, observations and information.

### Adaptive Ability

- Ability to follow instructions and complete tasks under stressful and demanding conditions.
- Ability to work in an environment which may change rapidly in unpredictable ways, without warning.
- Ability to think clearly and act quickly and appropriately in an emergency situation.
- Ability to maintain emotional stability and the maturity necessary to interact with other members of the faculty, students and professionals in a responsible manner.
- Ability to perform tasks and make appropriate decisions under stressful and demanding conditions.
- Ability to adapt to new and changing situations with an open mind and flexibility.
- Ability to adjust to a variety of individuals and their distinct needs.
- Ability to maintain a professional attitude during all work performance.
- Ability to identify one's strengths and weaknesses and to request assistance when necessary.
- Ability and willingness to view potentially graphic and disturbing materials in a professional manner.

**Physical Ability**

- Ability to stand and walk for 1-2 hours at a time with no breaks.
- Ability to sit for 1-2 hours at a time with no breaks.
- Ability to bend, stretch, stoop or lie on the ground to collect evidence, view the mock crime scene, or perform testing or necessary tasks.
- Sufficient strength to perform CPR (Cardiopulmonary Resuscitation) on both adults and children.
- Sufficient upper body strength great enough to carry 20 pounds.
- Sufficient strength and agility to lift, move or utilize large and small pieces of equipment.
- Ability to wear and tolerate masks and gloves and other protective equipment including lead aprons.
- Ability to work in an environment where there are latex/latex based products.
- Ability to perform learned skills, independently, with accuracy and completeness within reasonable time frames in accordance with accepted protocol.

**Manual Ability**

- Sufficient manual dexterity and mobility to move equipment independently.
- Sufficient motor function and sensory abilities to participate effectively in the classroom and laboratory setting.
- Sufficient manual dexterity and motor coordination to coordinate hands, eyes and fingers in the operation of equipment/instruments.
- Sufficient fine motor control to manipulate small equipment and instruments.
- Ability to grasp, lift and carry various items of equipment.

**Sensory Ability**

Visual

- Visual ability, with or without correction, to enable the student to differentiate between instruments/equipment.

Auditory

- Acute enough to hear and understand words spoken by staff, students and other staff in an environment with background noise. \*Individuals with auditory processing disorder may not have the visual cues needed to assist in processing the spoken word.