

March 27, 2013

Dr. Crystal Kroner  
Director of Missouri Academic Program Review  
Research Associate - Academic Affairs  
Missouri Department of Higher Education  
205 Jefferson Street  
Jefferson City, MO 65102-6635

**Re: Jefferson College New Program Proposal**

Dear Dr. Kroner:

On behalf of Jefferson College, I am pleased to submit for MDHE/CBHE review, a program proposal for an Associate of Applied Science degree and certificate in Computer Information Systems-Criminal Justice Cyber Security Option, to be included on the June MDHE/CBHE meeting agenda. This new program has an implementation date of Fall 2013.

The following forms and supporting documentation are attached for your consideration:

- (1) Form NP (New Program Proposal);
- (2) Form SE (Student Enrollment Projections);
- (3) Form PS (Program Structure-Associate of Applied Science degree);
- (4) Form PS (Program Structure-Certificate);
- (5) Form PG (Program Characteristics and Performance Goals);
- (6) Form IC (Institutional Characteristics); and,
- (7) Official Course Syllabi.

If I can be of further assistance in answering questions, please feel free to contact me. Thank you in advance for including this request on the June MDHE/CBHE agenda and for your consideration of this request.

Sincerely,



Mindy Selsor, Ph.D.  
Vice President of Instruction  
Chief Academic Officer

MKS:llv  
Attachments

c: Kim Harvey, Director of Admissions and Student Records  
Dena McCaffrey, Interim Dean of Career and Technical Education  
Mary Beth Ottinger, Business & Technology Division Chair  
Chris DeGeare, Instructor



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## NEW PROGRAM PROPOSAL FORM (FORM NP)

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**Sponsoring Institution(s):** Jefferson College

**Program Title:** Computer Information Systems

**Degree/Certificate:** Associate of Applied Science & Certificate

**Options:** Criminal Justice Cyber Security Option

**Delivery Site(s):** Jefferson College, Hillsboro, MO

**CIP Classification:** 43.0116

**Implementation Date:** Fall, 2013

**Cooperative Partners:** Jefferson County Sheriff's Department

**AUTHORIZATION:**

Dr. Melinda Selsor, CAO

March 27, 2013

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Name/Title of Institutional Officer

Signature

Date

Dr. Melinda Selsor, CAO

636-481-3329

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Person to Contact for More Information

Telephone

[www.dhe.mo.gov](http://www.dhe.mo.gov) • [info@dhe.mo.gov](mailto:info@dhe.mo.gov)

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Form NP – New Program Proposal

## STUDENT ENROLLMENT PROJECTIONS (FORM SE)

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### 1. Program Rationale

This program proposal is in direct response to requests from the Jefferson College Criminal Justice Department's Advisory Committee. Committee members from the Jefferson County Sheriff's Department and Hillsboro Police Department have expressed a need for Cyber Security Specialists with combined knowledge of Information Systems Security and the Criminal Justice System. We currently offer all of the coursework required for this career path. This new degree/ certificate program is a combination of related courses from the Criminal Justice and Computer Information Systems Departments.

### 2. Enrollment Projection Rationale

Enrollment was estimated based on current student interest. Enrollment is expected to start low and increase with market demand.

Year	1	2	3	4	5
Full Time	9	12	15	17	19
Part Time	3	4	5	5	6
Total	12	16	20	22	25

### 3. Market Demand

#### a. United States Demand:

Information Security will see an estimated increase of 22%, faster than the average for all occupations according to the United States Department of Labor (Source: <http://data.bls.gov/oep/noeted>)

According to the Occupational Outlook Handbook, "Cyberattacks have grown in frequency and sophistication over the last few years, and many organizations are behind in their ability to detect these attacks. Analysts will be needed to come up with innovative ways to prevent hackers from stealing critical information or creating havoc on computer networks.

The federal government is expected to greatly increase its hiring of information security analysts to protect the nation's critical information technology (IT) systems. In addition, as the healthcare industry expands its use of electronic medical records, ensuring patients' privacy and protecting personal data are becoming more important. More information security analysts are likely to be needed to create the safeguards that will satisfy patients' concerns." (Source: <http://www.bls.gov/ooh/computer-and-information-technology/information-security-analysts-web-developers-and-computer-network-architects.htm#tab-6>)

b. Local Demand:

Committee members from the Jefferson County Sheriff's Department and Hillsboro Police Department have expressed a need for Cyber Security Specialists with combined knowledge of Information Systems Security and the Criminal Justice System.

4. Duplication and Collaboration

There are no Criminal Justice Cyber Security programs in the local area. The most similar programs in the area cover Information Systems Security topics only, neglecting Criminal Justice coursework.

Jefferson College will offer a Criminal Justice Cyber Security program in which general education and technical courses can occur together throughout the program. An Associate Degree or Certificate will be awarded at completion of the program.



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**PROGRAM STRUCTURE (FORM PS) – Associate of Applied Science**

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A. Total credits required for graduation: 65 - 67

B. Residency requirements, if any: 24

C. General education: Total credits: 19 - 21 (See Attached Degree Plan for details)

Courses (specific courses OR distribution area and credits):

ENG101 English Composition I	3 cr.
HST103 US History I or PSC102 MO Government & Constitution	3 cr.
Humanities/Communications	3 cr.
Social/Behavioral Sciences	3 cr.
Math and/or Science	6 cr.
First Year Experience	1-3 cr.

D. Major requirements: Total credits: 46 (See Attached Degree Plan for details)

CIS125 Introduction to Information Systems or CIS133 Microcomputer Software Apps	3 cr.
CIS147 Networking I	5 cr.
CIS150 Introduction to Computer Support	3 cr.
CIS243 Advanced Computer Support	3 cr.
CIS247 Networking II	3 cr.
CIS260 Information Systems Security	5 cr.
CIS262 Client/Server Management	3 cr.
CIS275 Linux OS	3 cr.
CRJ110 Introduction to Criminal Justice	3 cr.
CRJ112 Criminal Law	3 cr.
CRJ114 Rules of Criminal Evidence	3 cr.
CRJ135 Terrorism	3 cr.
CRJ140 Ethics in Criminal Justice	3 cr.
CRJ222 Criminal Investigation	3 cr.

E. Free elective credits: 0 (Sum of C, D, and E should equal A.)

F. Requirements for thesis, internship or other capstone experience: None

G. Any unique features such as interdepartmental cooperation:

Computer Information Systems and Criminal Justice interdepartmental program



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**PROGRAM STRUCTURE (FORM PS) – Certificate**

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A. Total credits required for graduation: 47 - 49

B. Residency requirements, if any: 24

C. General education: Total credits: 1 - 3 (See Attached Degree Plan for details)

Courses (specific courses OR distribution area and credits):

<u>First Year Experience</u>	1-3 cr.
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D. Major requirements: Total credits: 46 (See Attached Degree Plan for details)

<u>CIS125 Introduction to Information Systems or CIS133 Microcomputer Software Apps</u>	3 cr.
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<u>CIS147 Networking I</u>	5 cr.
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<u>CIS150 Introduction to Computer Support</u>	3 cr.
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<u>CIS243 Advanced Computer Support</u>	3 cr.
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<u>CIS247 Networking II</u>	3 cr.
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<u>CIS260 Information Systems Security</u>	5 cr.
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<u>CIS262 Client/Server Management</u>	3 cr.
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<u>CIS275 Linux OS</u>	3 cr.
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<u>CRJ110 Introduction to Criminal Justice</u>	3 cr.
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<u>CRJ112 Criminal Law</u>	3 cr.
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<u>CRJ114 Rules of Criminal Evidence</u>	3 cr.
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<u>CRJ135 Terrorism</u>	3 cr.
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<u>CRJ140 Ethics in Criminal Justice</u>	3 cr.
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<u>CRJ222 Criminal Investigation</u>	3 cr.
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E. Free elective credits: 0 (Sum of C, D, and E should equal A.)

F. Requirements for thesis, internship or other capstone experience: None

G. Any unique features such as interdepartmental cooperation:

Computer Information Systems and Criminal Justice interdepartmental program

# Associate of Applied Science/Certificate Degree Plan

ASSOCIATE OF APPLIED SCIENCE / CERTIFICATE							
Degree Plan							
COMPUTER INFORMATION SYSTEMS - CRIMINAL JUSTICE CYBER SECURITY OPTION							
						Effective 2013-2014	
	<b>COURSE TITLES</b>	<b>COURSE NUMBERS</b>	<b>DONE</b>	<b>NOW</b>	<b>NEED</b>	<b>Cert.</b>	<b>AAS</b>
<b>Computer Information Systems Core (28 hrs)</b>	Introduction to Information Systems (3) <b>OR</b> Microcomputer Software Applications (3)	CIS125* <b>OR</b> CIS133*				X	X
	Networking I (5)	CIS147				X	X
	Introduction to Computer Support (3)	CIS150				X	X
	Advanced Computer Support (3)	CIS243				X	X
	Networking II (3)	CIS247				X	X
	Client / Server Management (3)	CIS262				X	X
	Linux OS (3)	CIS275				X	X
	Information Systems Security (5)	CIS260				X	X
<b>Criminal Justice Core (18 hrs)</b>	Introduction to Criminal Justice (3)	CRJ110				X	X
	Criminal Law (3)	CRJ112				X	X
	Rules of Criminal Evidence (3)	CRJ114				X	X
	Terrorism (3)	CRJ135				X	X
	Ethics in Criminal Justice (3)	CRJ140				X	X
	Criminal Investigation (3)	CRJ222				X	X
<b>General Ed &amp; Institutional Req (19-21 hrs)</b>	Group I. <i>Communications</i> (3)	ENG101(H)					X
	Group II. <i>Humanities/Communications</i> (3)						X
	Group III. <i>Social/Behavioral Sciences</i> (3)						X
	<i>Constitution</i> (3)	HST103 <b>OR</b> PSC102					X
	Group IV. <i>Math and/or Science</i> (6)						X
	Group VI. <i>First Year Experience</i> (1-3)					X	X
<b>Student Signature/Date</b>							
<b>Advisor Signature/Date</b>							
* This course also satisfies the Computer Literacy requirement for the AAS degree.							
<b>Total Credit Hours:</b>						<b>47-49</b>	<b>65-67</b>
<b>CORE GENERAL EDUCATION &amp; INSTITUTIONAL REQUIREMENTS</b>							
<b>Group I.</b>	<b>Communications 3 hrs.</b>	<b>Group IV.</b>	<b>Math and/or Science 6 hrs.</b>				
	ENG101(H) English Comp. I required		Recommend MTH134 College Algebra				
			BIO; CHM; MTH105+; PHY				
<b>Group II.</b>	<b>Humanities/Communications 3 hrs.</b>	<b>Group V.</b>	<b>Computer Literacy 3 hrs.</b>				
	Recommend PHL101 Logic		CIS125 or CIS133 required				
	ART; CHI; ENG102+; FRN; GRM;						
	HUM; MSA; MSC; PHL; SPD; SPN						
<b>Group III.</b>	<b>Social/Behavioral Sciences 6 hrs.</b>	<b>Group VI.</b>	<b>First Year Experience 1-3 hrs.</b>				
	Constitution: (3) HST103(H) or PSC102(H) required		COL100, COL101, or GUD136 required				
	Social/Behavioral Sciences: (3)						
	Recommend SOC101 or PSY101						
	ECO; GEO; HST; PSC; PSY; SOC						

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## Associate of Applied Science/Certificate Curriculum Sequence

<b>First Semester</b>	<b>Hours</b>
COL101 Intro to College: Strategies for Success $\Delta$ *	1
CIS125 Introduction to Information Systems*	3
CIS150 Introduction to Computer Support*	3
CRJ110 Introduction to Criminal Justice*	3
ENG101 English Composition I	3
Math/Natural Science	3
Subtotal	<b>16</b>
<b>Second Semester</b>	
CIS147 Networking I*	5
CIS243 Advanced Computer Support*	3
CRJ112 Criminal Law*	3
CRJ114 Rules of Criminal Evidence*	3
HST103 or PSC102	3
Subtotal	<b>17</b>
<b>Third Semester</b>	
CIS247 Networking II*	3
CIS262 Client/Server Management*	3
CIS260 Information Systems Security*	5
CRJ135 Terrorism*	3
Humanities/Communications	3
Subtotal	<b>17</b>
<b>Fourth Semester</b>	
CIS275 Linux OS*	3
CRJ140 Ethics in Criminal Justice*	3
CRJ222 Criminal Investigations*	3
Math/Natural Science	3
Social/Behavioral Science	3
Subtotal	<b>15</b>
Total Hours Required for Certificate	<b>47</b>
Total Hours Required for Degree	<b>65</b>

\*Course is required for Jefferson College Certificate

$\Delta$ GUD136, Mastering the College Experience, will also fulfill the First Year Experience requirement.



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## PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS (FORM PG)

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Institution Name      Jefferson College  
Program Name          Computer Information Systems - Criminal Justice Cyber Security Option  
Date    3/11/2013

(Although all of the following guidelines may not be applicable to the proposed program, please carefully consider the elements in each area and respond as completely as possible in the format below. Quantification of performance goals should be included wherever possible.)

### Student Preparation

- Any special admissions procedures or student qualifications required for this program which exceed regular university admissions, standards, e.g., ACT score, completion of core curriculum, portfolio, personal interview, etc. Please note if no special preparation will be required.

No special preparation required

- Characteristics of a specific population to be served, if applicable.

General population

### Faculty Characteristics

- Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate.

CIS courses require Bachelor's Degree or equivalent education and work experience.

CRJ courses require Master's Degree in a related field

- Estimated percentage of credit hours that will be assigned to full time faculty. Please use the term "full time faculty" (and not FTE) in your descriptions here.

50% of credit hours will be assigned to full time faculty

- Expectations for professional activities, special student contact, teaching/learning innovation.

Ongoing professional development is required of all full-time faculty

### Enrollment Projections

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- Student FTE majoring in program by the end of five years.

25

- Percent of full time and part time enrollment by the end of five years.

75% full time, 25% part time

#### Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation.

Three years – 10 graduates per annum, Five years – 20 graduates per annum

- Special skills specific to the program.

PC Repair, Networking, Forensics, Security, Criminal Investigation

- Proportion of students who will achieve licensing, certification, or registration.

60% will achieve certification

- Performance on national and/or local assessments, e.g., percent of students scoring above the 50th percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of general education and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.

Students are required to complete an exit examination. 60% will score above the 50th percentile.

- Placement rates in related fields, in other fields, unemployed.

75% related, 20% other, 5% unemployed

- Transfer rates, continuous study.

Transfer rates are unknown. This will most likely be a terminal degree for most students, but some students may transfer. The percentage will likely be around 10%.

#### Program Accreditation

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- Institutional plans for accreditation, if applicable, including accrediting agency and timeline. If there are no plans to seek specialized accreditation, please provide reasons.

We have no plans to seek specialized accreditation. There are no respected accrediting bodies for Cyber Security programs.

#### Alumni and Employer Survey

- Expected satisfaction rates for alumni, including timing and method of surveys. Graduate surveys will have a 50% return rate with a composite score of three or greater on a five point rating scale.
- Expected satisfaction rates for employers, including timing and method of surveys.

Employer surveys will have a 50% return rate with a composite score of three or greater on a five point rating scale.



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## INSTITUTIONAL CHARACTERISTICS (FORM IC)

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Institution Name    Jefferson College  
Location             Hillsboro, MO  
Date                  3/11/2013

### Institutional Characteristics

Jefferson College has four campus locations in which students could complete some of the general education course requirements. In addition to the Hillsboro campus where the Computer Information Systems and Criminal Justice courses will occur, there are campuses in Arnold, Imperial, and Cedar Hill.

There is a multitude of student services and support available at Jefferson College to ensure student success. The Advising and Retention Center assists in long-term academic decision making and works together with the Career Development Center in career exploration and preparation for entry into the workforce. Academic Support Services offers peer and professional tutoring for students in need of academic assistance. There are also writing labs available, including one online, and a math lab for assistance in these specific subjects. The learning Center offers courses which will help students develop essential skills necessary for college success. Students with disabilities can utilize available support services including the Assistive Technology Center.

The campus library offers study rooms, a large collection of books, magazines, DVD's, videos, CDs, and databases as well as access to books from throughout the state of Missouri through the MOBIUS system.

Project SUCCESS helps students develop academic skills and achieve set educational goals. This federally funded TRIO program provides free services including academic assistance, personal support, career and transfer counseling, financial guidance, and cultural enrichment. Students with low income, and/or documented disability, and/or first generation college students are eligible for this program.

The Jefferson College Child Development Center enrolls children age two to twelve from students, faculty, staff and the community. The center is accredited by the state of Missouri and provides developmentally appropriate activities for children in a safe environment.

Jefferson College and the Cultural Council offer a variety of concerts, drama, exhibits, festivals, film, and guest lectures in the evenings and on the weekend for the students and the community to enjoy.

Jefferson College offers intercollegiate athletic programs in women's basketball, softball, and volleyball as well as men's baseball and soccer.

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The Office of Student Activities offers leadership opportunities for students to become involved both in and off of campus, including options for community service.

Student housing is available in the form of 52 fully furnished apartments (two and four bedroom units), including a full service kitchen, on-site laundry facilities, and connections for telephone, cable, and internet.

Jefferson College is well equipped to support the proposed Computer Information Systems – Criminal Justice Cyber Security Option. We are already offering all of the courses as required by the Criminal Justice and Computer Information Systems – Computer Support Option programs. No new classroom space, equipment, or faculty will be required.

## **OFFICIAL COURSE SYLLABI**

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**JEFFERSON COLLEGE**

***COURSE SYLLABUS***

CIS125

Introduction to Information Systems

3 Credit Hours

Prepared by: Chris DeGeare – CIS Instructor

Revised: 3/11/2013

Dr. Mary Beth Ottinger, Division Chair, Business & Technical Education

Dr. Dena McCaffrey, Interim Dean, Career & Technical Education



## CIS125 Introduction to Information Systems

### I. Catalog Description

- A. Prerequisite and/or co requisite: Reading Proficiency
- B. 3 credit hours
- C. Introduction to Information Systems introduces students to hardware, software and terminology related to various computers. Additionally, there is the study of various data communications, networks, multimedia, artificial intelligence, operating environments, and future computer uses. The course also gives practical lab experiences using Windows and Microsoft Professional (an integrated software package for word processing, spreadsheet, database, and presentation). Students may find it necessary to work in the computer lab outside of class in order to complete the assignments. This course fulfills the computer literacy graduation requirement for degree-seeking students. (F,S)

### II. Expected Learning Outcomes/Assessment Measures.

Students will demonstrate computer operations within the Windows operating system, including both hardware and software.	Quizzes, Examinations, and/or in-class projects/worksheets
Students will use Word application software to create documents that include tables, source references, headers, footers, and graphics.	Quizzes, Examinations, and/or in-class projects/worksheets
Students will use Excel application software to create spreadsheets and worksheets that include multiple calculations and formulas, conditional formatting, forecasting, graphics, and charts.	Quizzes, Examinations, and/or in-class projects/worksheets
Students will use Access application software to create and modify databases and database objects that include queries, forms, and reports.	Quizzes, Examinations, and/or in-class projects/worksheets
Students will use PowerPoint application software to create a presentation that includes multiple slides, graphics, bullets, picture enhancements, formats, speaker notes, and animation effects.	Quizzes, Examinations, and/or in-class projects/worksheets
Students will demonstrate knowledge of storage, utility programs, networking and operating systems.	Quizzes, Examinations, and/or in-class projects/worksheets
Students will create basic web pages using HTML.	Quizzes, Examinations, and/or in-class projects/worksheets

### III. Course Outline

#### A. Information Technology Essentials

1. The Information Processing Cycle
2. Computer Software
3. Networks
4. The Internet
5. Security Issues
6. Email Etiquette and Computer Ethics

#### B. Windows 7

1. Exploring Windows 7
2. Maintaining Files and Customizing Windows
3. Browsing the Internet Using Internet Explorer

#### C. Word 2010

1. Creating and Editing a Document
2. Formatting Characters and Paragraphs
3. Formatting and Enhancing a Document
4. Formatting with Special Features

#### D. Excel 2010

1. Analyzing Data Using Excel
2. Editing and Formatting Worksheets
3. Using Functions, Setting Print Options, and Adding Visual Elements
4. Working with Multiple Worksheets, Tables, and Other File Formats

#### E. Access 2010

1. Maintaining Data in Access Tables
2. Creating Tables and Relationships
3. Creating Queries, Forms, and Reports

#### F. PowerPoint 2010

1. Preparing a Presentation
2. Editing and Enhancing Slides
3. Customizing a Presentation

#### G. Web Page Design

1. Creating a Web Page Using HTML

IV. Method(s) of Instruction

- A. Lecture
- B. Hands-on practice sessions in lab
- C. Discussion

V. Required Textbooks(s) with publication information

Rutkosky, Nita. "Marquee Series Microsoft Office 2010." Paradigm Publishing, 2011.

VI. Required Materials (student)

Jump-drive, writing utensil

VII. Supplemental References

Online resources (including student files) and other reference material

VIII. Methods of Evaluation (basis for determining course grade)

- |    |                      |     |
|----|----------------------|-----|
| A. | Examinations         | 50% |
| B. | Assignments/Homework | 40% |
| C. | Quizzes              | 10% |

IX. ADA AA Statement

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-481-3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website)

[http://www.jeffco.edu/jeffco/index.php?option=com\\_weblinks&catid=26&Itemid=84](http://www.jeffco.edu/jeffco/index.php?option=com_weblinks&catid=26&Itemid=84)

**JEFFERSON COLLEGE**

**COURSE SYLLABUS**

**CIS133**

**MICROCOMPUTER SOFTWARE APPLICATIONS**

3 Credit Hours

Revised by:

Chris DeGeare  
February 11, 2013

Mary Beth Ottinger, Ph.D., Division Chair, Business & Technical Education  
Dena McCaffrey, Ed.D., Interim Dean, Career & Technical Education

## CIS133 MICROCOMPUTER SOFTWARE APPLICATIONS

### I. CATALOGUE DESCRIPTION

- A. Prerequisite and/or co requisite: Reading Proficiency
- B. 3 credit hours
- C. Microcomputer Software Applications gives practical experiences using widely utilized microcomputer software application programs: word processing (Word), spreadsheet (Excel), database (Access), and presentation (PowerPoint). Students will also learn basic Windows functions and briefly explore the Internet. Students may need to work in the computer laboratory outside of class in order to complete the assignments. This course fulfills the computer literacy graduation requirement for degree-seeking students. (F,S,Su,O)

### II. EXPECTED LEARNING OUTCOMES/ASSESSMENT MEASURES

Operate in a windows environment including computer hardware and software	In-class quizzes and/or in-class projects/worksheets
Create and modify Word documents that include tables, source references, headers, footers, and graphics	In-class exam as well as homework and/or quizzes and/or in-class projects/worksheets
Create and modify Excel spreadsheets and worksheets that include multiple calculations and formulas, conditional formatting, forecasting, graphics, and charts	In-class exam as well as homework and/or quizzes and/or in-class projects/worksheets
Create, modify, and query Access databases that include utilizing the table view, adding fields, entering records, creating a form, querying the database, and creating multiple reports	In-class exam as well as homework and/or quizzes and/or in-class projects/worksheets
Create and modify a PowerPoing presentation that includes multiple slides, graphics, bullets, picture enhancements, formats, speaker notes, and animation effects	In-class quizzes and/or in-class projects/worksheets
Demonstrate the ability to research pertinent data including transcripts, email, financial information, and scheduling by utilizing the Stars software application package and Internet search engines	In-class quizzes and/or in-class projects/worksheets

Create documents that combine tools and functions in documents, presentations, worksheets, and databases	In-class quizzes and/or in-class projects/worksheets
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### III. COURSE OUTLINE WITH UNIT OBJECTIVES

#### A. Windows and Computer Essentials

1. System Software
2. Application Software
3. Microcomputer Hardware
4. Connectivity and Peripherals
5. Data Management

#### B. Word

1. Creating and Editing a Document
2. Enhanced Formatting Features
3. Graphics and Tables
4. Research Report Functions
5. Source Reference Application

#### C. Excel

1. Creating a Spreadsheet/Worksheet
2. Developing Formulas
3. Formatting of Text and Numbers
4. Simple and Multi-Series Charts
5. Forecasting and Conditional Formatting

#### D. Access

1. Creating a Database
2. Datasheet view and Design view
3. Entering Records utilizing a Form
4. Querying a Database
5. Creating Reports

#### E. Blackboard and Internet

1. Student Information in Blackboard
2. Search Capabilities
3. Research Functions and on-line Databases

#### F. Linking Applications

1. Documents and a Web Browser
2. Embedding with Excel
3. Exporting from a Database

#### IV. METHOD(S) OF INSTRUCTION

- A. Lecture
- B. Hands-on practice sessions in lab
- C. Discussion

#### V. REQUIRED TEXTBOOK(S) WITH PUBLICATION INFORMATION

Ferrett. *Go! With Office 2010 + Plus Myitlab*. Pearson College Div, 2012.

#### VI. REQUIRED MATERIALS

Jump-Drive, Writing utensil

#### VII. SUPPLEMENTAL REFERENCES

Online resources (including Student files) and other reference material

#### VIII. METHOD OF EVALUATION (BASIS FOR DETERMINING COURSE GRADE)

- |    |                      |     |
|----|----------------------|-----|
| A. | Examinations         | 30% |
| B. | Assignments/Homework | 60% |
| C. | Quizzes              | 10% |

#### IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-797-3000, ext. 3169)

#### X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook. See Jefferson College website:

[http://www.jeffco.edu/jeffco/index.php?option=com\\_weblinks&catid=26&Itemid=84](http://www.jeffco.edu/jeffco/index.php?option=com_weblinks&catid=26&Itemid=84)

**JEFFERSON COLLEGE**

***COURSE SYLLABUS***

CIS147

Networking I

5 Credit Hours

Revised by:

Chris DeGeare  
February 11, 2013

Dr. Mary Beth Ottinger, Division Chair, Business & Technical Education  
Dr. Dena McCaffrey, Interim Dean, Career & Technical Education



## **CIS147 Networking I**

### **I. CATALOGUE DESCRIPTION**

- A. Prerequisite and/ or co requisite: Reading Proficiency
- B. Credit hour award: 5 hours
- C. Description:  
Students will learn what computer networks are and why they are useful.  
Activities include designing and building a basic Local Area Network (LAN).  
Curriculum maps to several Network+ exam objectives. (F,S)

### **II. EXPECTED LEARNING OUTCOMES WITH ASSESSMENT MEASURES**

Upon course completion, students will:

Outcomes	Assessment Measures
Identify and define basic networking, Ethernet, network implementation, wireless networking, and Wide Area Network (WAN) concepts	Quizzes, Exams
Identify, differentiate between install and configure cables, connectors, and networking devices.	Quizzes, Exams, Lab Exercises
Identify, define and demonstrate network management practices, network security practices, and proper troubleshooting methodology	Quizzes, Exams, Lab Exercises

### **III. COURSE OUTLINE**

- A. Networking Basics
- B. Cables and Connectors
- C. Networking Devices
- D. Ethernet
- E. Network Implementation
- F. Wireless Networking
- G. Wide Area Networks (WANs)
- H. Network Security
- I. Network Management
- J. Troubleshooting

### **IV. METHOD(S) OF INSTRUCTION**

Lecture, group collaboration, and hands-on lab work

### **V. REQUIRED TEXTBOOK**

TestOut Network Pro (N10-005) LabSim Activation Code  
ISBN: 978-1-935080-43-5

### **VI. REQUIRED MATERIALS (STUDENT)**

USB removable storage device (Flash Drive): \$10

VII. SUPPLEMENTAL REFERENCES

A. None

VIII. METHOD OF EVALUATION

Attendance: 5%

Participation/Lab work: 35%

Quizzes: 20%

Exams: 40%

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-797-3000, ext. 3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook; see College Website,

[http://www.jeffco.edu/jeffco/index.php?option=com\\_weblinks&catid=26&Itemid=84](http://www.jeffco.edu/jeffco/index.php?option=com_weblinks&catid=26&Itemid=84)

**JEFFERSON COLLEGE**

***COURSE SYLLABUS***

CIS150

Introduction to Computer Support

3 Credit Hours

Revised by:

Chris DeGeare  
February 11, 2013

Dr. Mary Beth Ottinger, Division Chair, Business & Technical Education  
Dr. Dena McCaffrey, Interim Dean, Career & Technical Education

## CIS150 Introduction to Computer Support

### I. CATALOGUE DESCRIPTION

- A. Prerequisite: Reading Proficiency
- B. Credit hour award: 3 hours
- C. Description:  
Introduction to Computer Support will train students to perform tasks such as installation, configuration, diagnosing, preventive maintenance, and basic networking. It will begin to prepare students for the A+ Essentials exam, the first of two exams required for CompTIA A+ Certification. (F,S)

### II. EXPECTED LEARNING OUTCOMES WITH ASSESSMENT MEASURES

Upon course completion, students will:

Outcomes	Assessment Measures
Identify and define common computing, networking, and printing hardware, including portable devices	Quizzes, Exams
Identify and define system management/ security components and best practices	Quizzes, Exams
Identify and differentiate between various Windows Operating Systems	Quizzes, Exams
Define and demonstrate the habits of a successful PC Technician	Quizzes, Exams, Lab Exercises
Install, configure, troubleshoot, and repair common system, peripheral, storage, networking, printing, security, and system management components, including portable devices	Quizzes, Exams, Lab Exercises
Install and configure common Windows Operating Systems	Quizzes, Exams, Lab Exercises

### III. COURSE OUTLINE

- A. Computing Overview
- B. PC Technician
- C. System Components
- D. Peripheral Devices
- E. Storage
- F. Networking
- G. Printing
- H. Portable Devices
- I. Security
- J. System Management
- K. Windows Installation

### IV. METHOD(S) OF INSTRUCTION

Lecture, group collaboration, and hands-on lab work

V. REQUIRED TEXTBOOK

LabSim PC Pro Activation Code, TestOut Corporation  
ISBN: 978-1-935080-42-8

VI. REQUIRED MATERIALS (STUDENT)

USB removable storage device (Flash Drive): \$10

VII. SUPPLEMENTAL REFERENCES

None

VIII. METHOD OF EVALUATION

Attendance: 5%

Participation/Lab work: 35%

Quizzes: 20%

Exams: 40%

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-797-3000, ext. 3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook; see College Website,

[http://www.jeffco.edu/jeffco/index.php?option=com\\_weblinks&catid=26&Itemid=84](http://www.jeffco.edu/jeffco/index.php?option=com_weblinks&catid=26&Itemid=84)

**JEFFERSON COLLEGE**  
***COURSE SYLLABUS***

CIS243

Advanced Computer Support

3 Credit Hours

Revised by:

Chris DeGeare  
February 11, 2013

Dr. Mary Beth Ottinger, Division Chair, Business & Technical Education  
Dr. Dena McCaffrey, Interim Dean, Career & Technical Education

## **CIS243 Advanced Computer Support**

### **I. CATALOGUE DESCRIPTION**

- A. Prerequisites: CIS150 Introduction to Computer Support, Reading Proficiency
- B. Credit hour award: 3 hours
- C. Description:  
Advanced Computer Support will train students to perform tasks such as installation, configuration, diagnosing, preventive maintenance and basic networking. It will prepare students for the A+ 220-702 exam, the second of two exams required for CompTIA A+ Certification. (F)

### **II. EXPECTED LEARNING OUTCOMES WITH ASSESSMENT MEASURES**

Upon course completion, students will:

Outcomes	Assessment Measures
Identify and define networking hardware, security/ system management components and best practices	Quizzes, Exams
Define and use common PC Technician tools and safety procedures.	Quizzes, Exams, Lab Exercises
Install, configure, troubleshoot and repair common system, storage, networking, security, and system management components	Quizzes, Exams, Lab Exercises
Identify, define and demonstrate proper troubleshooting methodology	Quizzes, Exams, Lab Exercises

### **III. COURSE OUTLINE**

- A. PC Technician
- B. System Components
- C. Storage Devices
- D. Disk Management
- E. File Management
- F. Networking
- G. Security
- H. System Management
- I. Troubleshooting

### **IV. METHOD(S) OF INSTRUCTION**

Lecture, group collaboration, and hands-on lab work

### **V. REQUIRED TEXTBOOK**

LabSim PC Pro Activation Code, TestOut Corporation  
ISBN: 978-1-935080-42-8

VI. REQUIRED MATERIALS (STUDENT)

USB removable storage device (Flash Drive): \$10

VII. SUPPLEMENTAL REFERENCES

A. None

VIII. METHOD OF EVALUATION (basis for determining course grade)

Attendance: 5%

Participation/Lab work: 35%

Quizzes: 20%

Exams: 40%

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-797-3000, ext. 3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook; see College Website,

[http://www.jeffco.edu/jeffco/index.php?option=com\\_weblinks&catid=26&Itemid=84](http://www.jeffco.edu/jeffco/index.php?option=com_weblinks&catid=26&Itemid=84)



**JEFFERSON COLLEGE**

***COURSE SYLLABUS***

CIS247

Networking II

3 Credit Hours

Revised by:

Chris DeGeare  
February 11, 2013

Dr. Mary Beth Ottinger, Division Chair, Business & Technical Education  
Dr. Dena McCaffrey, Interim Dean, Career & Technical Education

## CIS247 Networking II

### I. CATALOGUE DESCRIPTION

- A. Prerequisite: CIS-147 Networking I, Reading Proficiency
- B. Credit hour award: 3 hours
- C. Description:  
Networking II teaches advanced concepts in computer networking. Activities include building, troubleshooting, and correcting a complex LAN. The course will focus on concepts and operations of routers and routing. (F)

### II. EXPECTED LEARNING OUTCOMES WITH ASSESSMENT MEASURES

Upon course completion, students will:

Outcomes	Assessment Measures
Identify and define routing and packet forwarding concepts, static routing, dynamic routing, distance vector protocols, VLSM and CIDR, the routing table and Link-State Routing Protocols	Quizzes, Exams
Install and configure static routes, RIPv1, RIPv2, EIGRP, and OSPF	Quizzes, Exams, Lab Exercises
Demonstrate basic router configuration	Lab Exercises

### III. COURSE OUTLINE

- A. Introduction to Routing and Packet Forwarding
- B. Static Routing
- C. Introduction to Dynamic Routing Protocols
- D. Distance Vector Routing Protocols
- E. RIP Version 1
- F. VLSM and CIDR
- G. RIP Version 2
- H. The Routing Table: A Closer Look
- I. EIGRP
- J. Link-State Routing Protocols
- K. OSPF

### IV. METHOD(S) OF INSTRUCTION

Lecture, group collaboration, and hands-on lab work

### V. REQUIRED TEXTBOOK

Graziani. *Routing Protocols Etc.* Pearson, 2013.

Johnson. *Routing Protocols etc. Lab/ Study Guide.* Pearson, 2008.

- VI. REQUIRED MATERIALS (STUDENT)  
USB removable storage device (Flash Drive): \$10
- VII. SUPPLEMENTAL REFERENCES  
A. None
- VIII. METHOD OF EVALUATION  
Attendance: 5%  
Participation/Lab work: 35%  
Quizzes: 20%  
Exams: 40%
- IX. ADA AA STATEMENT  
Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-797-3000, ext. 3169).
- X. ACADEMIC HONESTY STATEMENT  
All students are responsible for complying with campus policies as stated in the Student Handbook; see College Website,  
[http://www.jeffco.edu/jeffco/index.php?option=com\\_weblinks&catid=26&Itemid=84](http://www.jeffco.edu/jeffco/index.php?option=com_weblinks&catid=26&Itemid=84)

**JEFFERSON COLLEGE**  
***COURSE SYLLABUS***

CIS260

Information Systems Security

5 Credit Hours

Revised by:

Chris DeGeare  
February 11, 2013

Dr. Mary Beth Ottinger, Division Chair, Career & Technical Education  
Dr. Dena McCaffrey, Interim Dean, Career & Technical Education

## CIS260 Information Systems Security

### I. CATALOGUE DESCRIPTION

- A. Prerequisite:  
CIS147 Networking I  
CIS150 Introduction to Computer Support  
Reading Proficiency
- A. Credit hour award: 5
- B. Description: Information Systems Security trains students in network security; compliance and operational security; threats and vulnerabilities; application, data and host security; access control and identity management; and cryptography. The curriculum maps directly to each of the CompTIA Security+ exam objectives.  
(F)

### II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

Learning Outcome / Objective	Assessment Measure
Explain the security function and purpose of network devices and technologies	Discussion, Quizzes, Exams
Apply and implement secure network administration principles	Simulated & Hands-on Lab Exercises
Distinguish and differentiate network design elements and compounds	Discussion, Quizzes, Exams
Implement and use common protocols	Simulated & Hands-on Lab Exercises
Identify commonly used default network ports	Discussion, Quizzes, Exams
Implement wireless networks in a secure manner	Simulated & Hands-on Lab Exercises
Explain risk related concepts	Discussion, Quizzes, Exams
Carry out appropriate risk mitigation strategies	Simulated & Hands-on Lab Exercises
Execute appropriate incident response procedures	Simulated & Hands-on Lab Exercises
Explain the importance of security related awareness and training	Discussion, Quizzes, Exams
Compare and contrast aspects of business continuity	Discussion, Quizzes, Exams
Explain the impact and proper use of environmental controls	Discussion, Quizzes, Exams
Execute disaster recovery plans and procedures	Simulated & Hands-on Lab Exercises
Exemplify the concepts of confidentiality, integrity and availability (CIA)	Discussion, Quizzes, Exams
Analyze and differentiate among types of threats and vulnerabilities	Discussion, Quizzes, Exams
Analyze and differentiate among types of mitigation and deterrent techniques	Discussion, Quizzes, Exams

Implement assessment tools and techniques to discover security threats and vulnerabilities	Simulated & Hands-on Lab Exercises
Within the realm of vulnerability assessments, explain the proper use of penetration testing vs. vulnerability scanning	Discussion, Quizzes, Exams
Explain the importance of application security	Discussion, Quizzes, Exams
Carry out appropriate procedures to establish host security	Simulated & Hands-on Lab Exercises
Explain the importance of data security	Discussion, Quizzes, Exams
Explain the function and purpose of authentication services	Discussion, Quizzes, Exams
Explain the fundamental concepts and best practices related to authentication, authorization, and access control	Discussion, Quizzes, Exams
Implement appropriate security controls when performing account management	Simulated & Hands-on Lab Exercises
Summarize general cryptography concepts	Discussion, Quizzes, Exams
Use and apply appropriate cryptographic tools and products	Simulated & Hands-on Lab Exercises
Explain the core concepts of public key infrastructure	Discussion, Quizzes, Exams
Implement PKI, certificate management, and associated components	Simulated & Hands-on Lab Exercises

### III. OUTLINE OF TOPICS

1. Introduction
2. Access Control
3. Cryptography
4. Network Infrastructure
5. Network Attacks
6. Network Security
7. System Security
8. Application Security
9. Organizational Security
10. Assessments and Audits

### IV. METHOD(S) OF INSTRUCTION

Video, lecture, group collaboration, simulated lab exercises, and hands-on lab exercises

### V. REQUIRED TEXTBOOK

CompTIA Security+ (SY0-301) LabSim Activation Code, TestOut Corporation  
ISBN: 978-1-935080-40-4

### VI. REQUIRED MATERIALS (student)

USB removable storage device (Flash Drive): \$10

VII. SUPPLEMENTAL REFERENCES

None

VIII. METHOD OF EVALUATION (basis for determining course grade)

Attendance: 5%

Participation/Lab work: 35%

Quizzes: 20%

Exams: 40%

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-481-3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website,

[http://www.jeffco.edu/jeffco/index.php?option=com\\_weblinks&catid=26&Itemid=84](http://www.jeffco.edu/jeffco/index.php?option=com_weblinks&catid=26&Itemid=84)

**JEFFERSON COLLEGE**

***COURSE SYLLABUS***

CIS262

Client/Server Management

3 Credit Hours

Revised by:

Chris DeGeare  
February 11, 2013

Dr. Mary Beth Ottinger, Division Chair, Business & Technical Education  
Dr. Dena McCaffrey, Interim Dean, Career & Technical Education



## CIS262 Client/Server Management

### I. CATALOGUE DESCRIPTION

A. Prerequisite: CIS-147 Networking I, Reading Proficiency

B. Credit hour award: 3 hours

C. Description:

Students will learn how to set up and manage a client server network using Windows client and server operating systems. Server roles to be covered include file/printer server, domain controller, and Web/FTP server. Students will also learn how to manage a client-server environment using role-based policies. (F)

### II. EXPECTED LEARNING OUTCOMES WITH ASSESSMENT MEASURES

Upon course completion, students will:

Outcomes	Assessment Measures
Install various Microsoft operating systems and components	Quizzes, Exams, Lab Exercises
Install and configure Microsoft Windows Server, Active Directory, Windows server printing, Windows server data storage, and remote access services	Quizzes, Exams, Lab Exercises
Manage resource access and network services	Quizzes, Exams, Lab Exercises
Secure a Windows Server	Quizzes, Exams, Lab Exercises
Monitor server and network functions	Quizzes, Exams, Lab Exercises

### III. COURSE OUTLINE

1. Introduction to Windows Server Software
2. Installing Windows Server Software
3. Configuring the Windows Server Environment
4. Using Active Directory and Account Management
5. Managing Resource Access
6. Server Printing
7. Managing data storage
8. Managing network services
9. Configuring Remote Access Services
10. Securing Windows Server
11. System reliability and availability

### IV. METHOD(S) OF INSTRUCTION

Lecture, group collaboration, and hands-on lab work

### V. REQUIRED TEXTBOOK

Palmer. *Hands-On Microsoft Windows Server 2008*. Course Technology, 2009.

VI. REQUIRED MATERIALS (STUDENT)  
USB removable storage device (Flash Drive): \$10

VII. SUPPLEMENTAL REFERENCES  
A. None

VIII. METHOD OF EVALUATION  
Attendance: 5%  
Participation/Lab work: 35%  
Quizzes: 20%  
Exams: 40%

IX. ADA AA STATEMENT  
Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-797-3000, ext. 3169).

X. ACADEMIC HONESTY STATEMENT  
All students are responsible for complying with campus policies as stated in the Student Handbook; see College Website,  
[http://www.jeffco.edu/jeffco/index.php?option=com\\_weblinks&catid=26&Itemid=84](http://www.jeffco.edu/jeffco/index.php?option=com_weblinks&catid=26&Itemid=84)

**JEFFERSON COLLEGE**  
***COURSE SYLLABUS***

CIS275

Linux OS

3 Credit Hours

Prepared by: Chris DeGeare – CIS Instructor  
Revised: 12/4/2012

Dr. Mary Beth Ottinger, Division Chair, Business & Technical Education  
Dr. Dena Check, Interim Dean, Career & Technical Education

## CIS275 Linux OS

### I. CATALOGUE DESCRIPTION

- A. Prerequisite: CIS150  
Prerequisite and/or co requisite: CIS150, Reading Proficiency
- B. Credit hour award: 3 hours
- C. Description:  
Students will be introduced to the Linux operating system and learn how to install, maintain, and troubleshoot Linux workstations and servers. (S)

### II. EXPECTED LEARNING OUTCOMES WITH ASSESSMENT MEASURES

Upon course completion, students will:

Outcomes	Assessment Measures
Identify the major components of the Linux Operating System	Quizzes, Exams
Install and configure Linux as a client or server	Quizzes, Exams, Lab Exercises
Establish basic security	Quizzes, Exams, Lab Exercises
Use basic Linux commands	Quizzes, Exams, Lab Exercises
Describe and use the Linux file management system	Quizzes, Exams, Lab Exercises
Write Linux shell scripts	Quizzes, Exams, Lab Exercises
Configure and use X Windows	Quizzes, Exams, Lab Exercises
Describe and manage Linux processes	Quizzes, Exams, Lab Exercises
Use standard Linux toolset	Quizzes, Exams, Lab Exercises
Manage Linux printing and the spooler	Quizzes, Exams, Lab Exercises
Integrate Linux into a network with Microsoft Windows clients and servers	Quizzes, Exams, Lab Exercises
Explain and configure Linux network communications	Quizzes, Exams, Lab Exercises

### III. COURSE OUTLINE

- A. Introduction to the Linux Operating System
  - 1. Installation of Linux
  - 2. Linux work session
  - 3. Basic Linux commands
  - 4. Linux file management
  - 5. Linux directories and file systems
- B. Linux security
  - 1. Linux passwords and Access Permissions
- C. Linux controls
  - 1. Commands, redirections and pipes
  - 2. X Windows
  - 3. Linux Processes
  - 4. Linux Tools

5. Linux Printing and print management
- D. Advanced Linux features
  1. Integration with other Operating Systems
  2. Shell programming
  3. Linux system commands
  4. Backup/restore and media under Linux
  5. Linux Network Communication
  6. Linux messages and E-mail

IV. METHOD(S) OF INSTRUCTION

Lecture, group collaboration, and hands-on lab work

V. REQUIRED TEXTBOOK

LabSim Linux+ Activation Code, TestOut Corporation  
ISBN: 978-1-935080-38-1

VI. REQUIRED MATERIALS (STUDENT)

USB storage device (Flash drive, external hard drive, etc.)

VII. SUPPLEMENTAL REFERENCES

1. None

VIII. METHOD OF EVALUATION (basis for determining course grade)

Attendance: 5%

Participation/Lab work: 35%

Quizzes: 20%

Exams: 40%

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-797-3000, ext. 3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook; see College Website,

[http://www.jeffco.edu/jeffco/index.php?option=com\\_weblinks&catid=26&Itemid=84](http://www.jeffco.edu/jeffco/index.php?option=com_weblinks&catid=26&Itemid=84)

**JEFFERSON COLLEGE**

***COURSE SYLLABUS***

CRJ110

INTRODUCTION TO CRIMINAL JUSTICE

3 Credit Hours

Prepared by  
Mark A. Byington

Revised Date: November 2012  
by  
Mark A. Byington

Dr. Sandy Frey, Social Science Division Chair  
Ms. Shirley Davenport, Dean, Arts & Science Education

## **CRJ110 Introduction to Criminal Justice**

### **I. CATALOGUE DESCRIPTION**

- A. Prerequisite: Reading proficiency
- B. 3 semester hours credit
- C. Introduction to Criminal Justice is the basic course that explores the historical development, present structure, function and philosophy of criminal justice. This study includes ethical considerations, crime definitions by nature and impact, as well as an overview of criminal justice as a system. The system components are the court system, prosecution and defense, trial process, and corrections and juvenile justice. (F,S,Su)

### **II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES**

<b>CRJ110 Expected Learning Outcomes</b>	<b>Assessment Measures</b>
Explain the goals of Criminal Justice System in preventing and controlling crime	Class assignments, discussion, online quizzes, and individual project
Identify the necessary requirements for positions in the Criminal Justice profession, including: the structure, recruitment and training of an organization	Online quizzes, classroom discussions and individual project
Identify and explain the current process and trends in Criminal Justice in the 21 <sup>st</sup> Century post 9/11	Online quizzes, class assignments, and group projects (Round table exercises)

### **III. OUTLINE OF TOPICS**

- A. Nature of Crime, Law, and Criminal Justice
  - 1. Crime and criminal justice
  - 2. Nature of crime and victimization
  - 3. Criminal law and its substance and procedure
  - 4. Identify criminal justice in the new millennium; including terrorism, homeland security, and cyber-crime
- B. Police and Law Enforcement
  - 1. History of police organizations in society
  - 2. Police role and function
  - 3. Issues in policing; including professional, social, and legal issues
- C. Courts and Adjudication
  - 1. Courts, prosecution, and defense

2. Pretrial procedures
3. Criminal trial
4. Punishment and sentencing phase of adjudication

D. Corrections and Alternative Sanctions

1. Community sentences, probation, intermediate sanctions, and restorative justice
2. Corrections including its history, institutions, and populations
3. Prison life

IV. METHODS OF INSTRUCTION

- A. Lecture
- B. Class discussion
- C. Round table exercises
- D. Guest speakers

V. REQUIRED TEXTBOOK

Larry J. Siegel and Joseph J. Senna, *Essentials of Criminal Justice*, 8th ed. (2013, 2011 Wadsworth Cengage Learning)

VI. REQUIRED MATERIALS (Student)

Textbook

VII. SUPPLEMENTAL REFERENCES

None

VIII. METHOD OF EVALUATION

- |    |  |     |
|----|--|-----|
| A. | Class Attendance/participation/round table exercises | 10% |
| B. | Individual project                                   | 20% |
| C. | Chapter test   | 40% |
| D. | Final  | 30% |



IX. ADA-AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-481-3169)

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook see College website

[http://www.jeffco.edu/jeffco/index.php?option=com\\_weblinks&catid=26&Itemid=84](http://www.jeffco.edu/jeffco/index.php?option=com_weblinks&catid=26&Itemid=84)

**JEFFERSON COLLEGE**

***COURSE SYLLABUS***

CRJ112

CRIMINAL LAW

3 Credit Hours

Prepared by  
Mark A. Byington

Revised Date: November 2012  
by  
Mark A. Byington

Dr. Sandy Frey, Social Science Division Chair  
Ms. Shirley Davenport, Dean, Arts & Science Education

## CRJ112 Criminal Law and Administration of Justice

### I. CATALOGUE DESCRIPTION

- A. Prerequisite: Reading proficiency
- B. 3 semester hour credit
- C. Criminal Law studies criminal, common, and statutory law within the context of enforcement and the administration of justice including the hierarchy and function of the courts, other organizations, and officials. (F,S)

### II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

CRJ112 Expected Learning Outcomes	Assessment Measures
Students will identify and describe the elements of a crime	Scenario research Written test
Students will identify and discuss the procedural, constitutional, and statutory procedures in the current Criminal Justice process	Class discussion Written test
Students will identify and define the process of determining the crime committed and the steps needed to prosecute	Class discussion Scenario research Written test

### III. OUTLINE TOPICS

- A. The Nature and Limits of Criminal Law
  - 1. Government limits on ability to define crimes
  - 2. Concept of constitutional democracy
  - 3. Limits on criminal punishments
  - 4. Purposes of criminal punishment
  - 5. How crimes are classified and graded
  - 6. Case citations and court opinions
  - 7. Cases in a library
- B. Constitutional Limits on Criminal Law
  - 1. Constitution limits the scope of the criminal law
  - 2. Concept of the rule of law
  - 3. Examples of *ex post facto* laws
  - 4. Void-for-vagueness doctrine
  - 5. Concept of equal protection of the law
  - 6. Freedom of speech and press
  - 7. Constitutional right to privacy

- C. The General Principles of Criminal Liability: Actus Reus
  - 1. Basic principles of criminal liability
  - 2. Requirements of an *actus reus*
  - 3. Acts must be voluntary to be criminal
  - 4. Possession is an act
  - 5. Two types of possession
  - 6. The difference between knowing and mere possession
- D. The General Principles of Criminal Liability – Mens Rea, Concurrence, and Causation
  - 1. Concept of *mens rea*, or the mental element of crime
  - 2. Major types of *mens rea*
  - 3. Proving *mens rea*
  - 4. Strict liability crime
  - 5. Pros and against strict liability crimes
- E. Defenses to Criminal Liability: Justifications
  - 1. Three basic kinds of defenses
  - 2. Concept of justification
  - 3. Distinguish between the burden of proof and the burden of persuasion
  - 4. Basic rules of use of force and deadly force
  - 5. Deadly force when retreat is or is not required
- F. Defenses to Criminal Liability: Excuses
  - 1. Basic idea of excuses
  - 2. The insanity defense
  - 3. Basic types of insanity defense
  - 4. Defense of diminished capacity
  - 5. Current approach to age as a defense
  - 6. Duress defense
  - 7. Voluntary and involuntary intoxication as defenses
  - 8. Two main versions of the entrapment defense
  - 9. Concept of syndromes and when these can be defenses
- G. Parties to Crime and Vicarious Liability
  - 1. Doctrines of complicity or parties to crime
  - 2. Common law approach to complicity
  - 3. Current distinction between accomplices and accessories
  - 4. Crime of conspiracy
- H. Inchoate Crimes: Attempt, Conspiracy, and Solicitation
  - 1. Concept of an inchoate crime
  - 2. *Actus reus* of attempt
  - 3. *Mens rea* of attempt
  - 4. Impossibility defenses to attempt
  - 5. Basic idea of conspiracy
  - 6. The *actus reus* of conspiracy

7. The *mens rea* of conspiracy
8. Approaches to conspiracy
9. The *mens rea* element of solicitation
10. The *actus reus* of solicitation

I. Crimes Against Persons I

1. Historical development of the law of homicide
2. *Mens rea* and *actus reus* various types and degrees of homicide
3. Concept of malice aforethought
4. Concept of implied malice
5. Concept of felony murder
6. First and second degree murder
7. Function of mitigating and aggravating circumstances
8. Voluntary and involuntary manslaughter
9. Misdemeanor-manslaughter and unlawful act-manslaughter doctrines

J. Crimes Against Persons II: Criminal Sexual Conduct, Bodily Injury, and Personal Restraint

1. Traditional and common law approaches to rape
2. Modern changes in the law of rape and rape prosecutions
3. Crime of statutory rape and the mistake of age defense
4. Traditional difference between assault and battery
5. Crime of kidnapping
6. Crime of false imprisonment

K. Crimes Against Property

1. History of theft and related offenses
2. Various types of modern theft and related offenses
3. Offense of receiving stolen property
4. Elements of forgery and uttering
5. Crime of robbery
6. Offense of extortion
7. History of the crime of burglary
8. Elements of burglary
9. Elements of criminal trespass
10. Crimes of arson and criminal mischief

L. Crimes Against Public Order and Morals

1. Riot and rout
2. Model Penal Code definition of disorderly conduct
3. Crimes of loitering and vagrancy
4. Broken windows theory
5. Void for vagueness doctrine
6. First Amendment issues in quality of life crimes
7. First Amendment forum theory and the types of forums
8. Basic law and procedure for abating public nuisances
9. Debate over the proper relationship between law and morality

10. Concept of victimless crimes
11. Prostitution and related crimes

M. Crimes Against the State

1. Art. III, Sec. 3 of the Constitution on treason
2. Historical background of the crime of treason
3. Elements of sedition
4. Crime of sabotage
5. Offense of espionage
6. History and major provisions of the U.S.A. Patriot Act
7. History and major provisions of the AEDPA
8. Constitutional issues involved in recent legislation

IV. METHODS OF INSTRUCTION

- A. Lecture
- B. Scenario research
- C. Class Discussion

V. REQUIRED TEXTBOOK

Samaha, Joel, *Criminal Law*, 10th ed. (2011, 2008 Wadsworth, Cengage Publishing)

*A Handbook for Law Enforcement Officers* 27<sup>th</sup> Ed, Law Enforcement Training Institute  
School of Law, University of Missouri, Columbia (2012)

VI. REQUIRED MATERIALS (Student)

Textbook

VII. SUPPLEMENTAL REFERENCES

Current Library holdings

VIII. METHOD OF EVALUATION (Student)

- A. Class participation/discussion: 10 %
- B. Scenarios: 30 %  
There will be scenarios (13 total / 4 scenarios on each assignment) given throughout the semester, you will need to read carefully each scenario and determine the crime that has been committed and what the charge should be.
- C. Chapter Test: 40 %
- D. Final: 20%

IX. ADA-AA STATEMENT

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X. ACADEMIC HONESTY STATEMENT

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[http://www.jeffco.edu/jeffco/index.php?option=com\\_weblinks&catid=26&Itemid=84](http://www.jeffco.edu/jeffco/index.php?option=com_weblinks&catid=26&Itemid=84)

**JEFFERSON COLLEGE**

***COURSE SYLLABUS***

CRJ114

RULES OF CRIMINAL EVIDENCE

3 credit hours

Prepared by  
Mark A. Byington

Revised Date: November 2012  
by  
Mark A. Byington

Dr. Sandy Frey, Social Science Division Chair  
Ms. Shirley Davenport, Dean, Arts & Science Education



## **CRJ114 Rules of Criminal Evidence**

### **I. CATALOGUE DESCRIPTION**

- A. Prerequisite: Reading proficiency
- B. 3 semester credit hours
- C. Rules of Criminal Evidence studies the basic rules of evidence applicable to criminal and other related police activities. Emphasis is placed on admissibility of evidence and the practical application of procedural and constitutional guarantees. (F,S,Su)

### **II. EXPECTED LEARNING OUTCOMES/ASSESSMENT MEASURES**

The student will describe the trial procedures including how evidence is gathered and presented at trial.	Class Discussion Written Examination Case Studies
The student will identify the different types and forms of evidence and be able to classify information in categories.	Class Discussion Class Assignments Written Examination
The student will identify how the use of presumption is used in the court process.	Class Discussion Written Examination
The student will define cross-examination, hearsay exceptions, and the standards of necessity and reliability as it pertains to evidence.	Class Discussion Class Assignments Written Examination
The student will describe the difference between a statement of opinion and a statement of fact; the use of opinions in language and understand the nature and role of expert opinion testimony.	Class Discussion Written Examination
The student will discuss the laws that protect certain relationships by the use of privileges and the priorities of those relationships over the truth-finding functions of a trial; including immunity testimony and the relationship of immunity and the privilege against self-incrimination.	Class Discussion Class Assignments Written Examination

### III. OUTLINE OF TOPICS

- A. Introduction
  - 1. What is Evidence
  - 2. Burden of Proof
  - 3. Role of Judge and Jury
  - 4. Role of Prosecutor
  - 5. Role of Defense Attorney
  - 6. History of the development of Rules of Evidence
  - 7. Sources of Evidence Law
- B. The Role of the Court
  - 1. Checks and Balances
  - 2. Independent Judiciary
  - 3. Court Organization
  - 4. Geographic Jurisdiction
  - 5. Statute of Limitations
  - 6. Functions of various levels of courts
  - 7. Evidentiary standards used by courts
  - 8. Post-Conviction Proceedings
- C. The Adjudication Process
  - 1. The Criminal Complaint
  - 2. Arraignment
  - 3. Preliminary Hearing
  - 4. Grand Jury
  - 5. Suppression Hearing
  - 6. Discovery
  - 7. Plea Bargaining
  - 8. The Trial
  - 9. Sentencing
  - 10. Post-Conviction Proceedings
- D. Types of Evidence
  - 1. Relevant Evidence
  - 2. Direct and Circumstantial evidence
  - 3. Testimonial and Real Evidence
  - 4. Substitutes for Evidence
- E. Direct and Circumstantial Evidence
  - 1. Weight of Evidence
  - 2. Circumstantial Evidence of Ability to Commit the Crime
  - 3. Circumstantial Evidence of Intent
  - 4. Circumstantial Evidence of Guilt
  - 5. Character
  - 6. Other Acts of Evidence

7. Offers to Plead Guilty
  8. Circumstantial Evidence Involving the Victim
  9. Rape Shield laws
- F. Witnesses
1. Competency of Witness
  2. Impeachment
  3. Rehabilitation
  4. Corroboration
  5. Memory Failures
  6. Unavailable Witnesses
  7. Opinion Rule
- G. Crime Scene Evidence and Experiments
1. Crime Scene Evidence
  2. Scientific Evidence
  3. Commonly Accepted Scientific Tests
  4. Tests that are not Commonly Accepted
  5. Experiments
- H. Documentary Evidence, Models, Maps, and Diagrams
1. Definitions used to describe documents
  2. Authentication
  3. Forensic Document Examiners
  4. Introducing the Contents of Documents
  5. Photographic Evidence
  6. Models, Maps, and Diagrams
- I. Hearsay and Its Exceptions
1. Basic hearsay Definitions
  2. The Hearsay Rule
  3. Testimonial Hearsay
  4. Unavailability of the Hearsay Declarant
  5. Exceptions to the Hearsay Rule
  6. Admissions and Confessions
  7. Declarations against Interest
  8. Spontaneous Statements
  9. Contemporaneous Declarations
  10. Dying Declaration Exception
  11. Mental or Physical State
  12. Business Records and Official Documents
  13. Reputation
  14. Former Testimony
  15. Prior Inconsistent Statements
  16. Prior Consistent Statements
  17. Ancient Documents

18. Past Recollection Recorded

J. Privileged Communications

1. Basis of Privileges
2. Attorney-Client Privilege
3. Husband-Wife Privilege
4. Physician-Patient Privilege
5. Clergy-Penitent Privilege
6. Media Report Privilege
7. Executive Privilege
8. Privilege for Official Information

K. Developing Law of Search and Seizure

1. History and Development of Fourth Amendment
2. Definitions
3. Warrant Requirements
4. Exclusionary Rule
5. Impermissible Methods of Obtaining Evidence

L. Field Interviews, Arrests and Jail Searches

1. Right to Use Force to Detain or Arrest Suspects
2. Field Interviews
3. Arrests
4. Booking
5. Jail and Prison Searches

M. Plain View, Consent, Vehicle, and Administrative Searches

1. Plain View and Open Fields Doctrines
2. Abandoned Property
3. Consent Searches
4. Vehicle Searches
5. Administrative Searches

N. USA PATRIOT Act, Foreign Intelligence, and Other Types of Electronic Surveillance Covered by Federal Law

1. Eavesdropping and the Misplaced Reliance Doctrine
2. Electronic surveillances and Wiretap Act of 1968
3. National Security Letters

O. Self-Incrimination

1. Scope of Privilege against Self-Incrimination
2. Miranda Warnings
3. Sequential Interrogations
4. Special Situations
5. Post-Arrest Confessions

- P. Identification Procedures
  - 1. Definitions used for Identification Procedures
  - 2. Fourth Amendment Rights
  - 3. Fifth Amendment Rights
  - 4. Sixth Amendment Rights
  - 5. Due Process Rights during Identification Procedures
  - 6. Use of Identification Testimony
- Q. Preparing the Case for Court
  - 1. Reviewing Facts of the Case
  - 2. Working with Prosecutors
  - 3. Dress and Demeanor

#### IV. METHODS OF INSTRUCTION

- A. Lectures
- B. Class Discussion
- C. In class assignments/case studies/work sheets

#### V. REQUIRED TEXTBOOKS

Hails, Judy, *Criminal Evidence* 7<sup>th</sup> ed (2011, Wadsworth Cengage learning)

#### VI. REQUIRED MATERIALS

- A. Textbook
- B. Black's Law Dictionary (Pocket Edition)

#### VII. SUPPLEMENTAL REFERENCES

None

#### VIII. METHOD OF EVALUATION

- A. Class Attendance/Participation - 10%
- B. Class Assignments/Key Terms - 30%
- C. Chapter Test - 40%
- D. Final - 20%

#### IX. ADA-AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library phone 636-481-3169).

#### X. ACADEMIC HONESTY STATEMENT

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**JEFFERSON COLLEGE**  
***COURSE SYLLABUS***

CRJ135  
TERRORISM  
3 Credit Hours

Prepared by  
Mark A. Byington

Revised Date: November 2012  
by  
Mark A. Byington

Dr. Sandy Frey, Social Science Division Chair  
Ms. Shirley Davenport, Dean, Arts & Science Education

## CRJ135 Terrorism

### I. CATALOGUE DESCRIPTION

- A. Prerequisite: Reading proficiency
- B. 3 semester credit hours
- C. Discuss the most sophisticated theories by the best terrorist analysts in the world, while still focusing on the domestic and international threats of terrorism and the basic security issues surrounding terrorism today. Includes an historical overview of terrorism including the formation of terrorist groups throughout history including the *Assassins*, *Hezbollah*, *IRA*, and *al Qaeda*. Includes a detailed examination of strategic planning and decision making as it relates to Fourth Generation Warfare and strategic threats in the post- 9/11 world and its effects on the Criminal Justice profession. (F,S)

### II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

Identify the information needed to recognize terrorist activity	In-class exam as well as class assignments, online quizzes, and group projects.
Identify the major strategic systems and the methods to effectively analyze strategic dilemmas resulting in sound decision making.	In-class exam as well as class assignments, online quizzes, and group projects / presentation.
Explain the security issues that criminal justice professionals may face and how their experiences relate to larger question of international law enforcement and homeland security.	Class assignments and group projects and presentation.

### III. OUTLINE OF TOPICS

- A. Definitions, Tactics, and Behavior
  - 1. Importance of terrorism
  - 2. Definitions of terrorism by leading experts in the field
  - 3. Official definitions of terrorism
  - 4. Implied meanings of declaring “war” on terrorism
  - 5. Tactics terrorists use
  - 6. Force multipliers
  - 7. Ways terrorists seek to justify violent behavior
  - 8. Differences between the behavior of terrorists and ordinary criminals
  - 9. Points of view regarding terrorist profiling



- B. The Origins of Modern Terrorism
  - 1. Impact of Western history on the origins of terrorism
  - 2. Evolution of the term *terrorism*
  - 3. Forms of radical democracy
  - 4. Major proponents of radical democracy
  - 5. Effects of the Russian Revolution on terrorism
  - 6. Origins of nationalistic terrorism
  - 7. History of terrorism in modern Ireland
  - 8. Benefits of understanding the history of modern terrorists
  
- C. The Advent of Religious Terrorism
  - 1. Difference between religious and political terrorism
  - 2. Trends in religious terrorism
  - 3. Religious terrorists use of sacred stories and literature
  - 4. Process of *demonization*
  - 5. Social characteristics of religious terrorists
  - 6. Impact of religion on the way terrorists organize groups
  - 7. Logic of religious terrorism
  - 8. “Clash of civilizations” and responses to the idea
  - 9. Role of eschatology in religious terrorism
  - 10. Views regarding the relation of Islam to terrorism
  
- D. Financing Terrorism
  - 1. Methods used to finance large politically motivated terrorist organizations
  - 2. Relationship between terrorism and crime
  - 3. Hawala system
  - 4. Methods for fundraising using underground networks and fraud schemes
  - 5. Methods terrorist groups use for raising funds
  - 6. Methods for terrorist financing in different parts of the world
  - 7. Terrorism financing from a macroeconomic perspective
  - 8. Sides of the narcoterrorism debate

- E. The Evolution of Jihadist Networks
  - 1. Influence of militant religion on recent developments in international terrorism
  - 2. Jihadist and Jihadist terrorist networks
  - 3. Origins of the Jihadist movement
  - 4. Militant theories supporting the Jihadists
  - 5. Emergence and history of al Qaeda
  - 6. al Qaeda's campaign until September 11, 2001
  - 7. Organizational styles of al Qaeda
  - 8. Opinions about U.S. actions in Afghanistan and Iraq
  
- F. The Umbrella Effect
  - 1. Spread of the Jihadists to South, Central, and Southeast Asia
  - 2. Movement of groups to Africa and the West
  - 3. Tactics of the international Jihadists
  - 4. Ways Muslims are victimized by Jihadists
  - 5. Metamorphosis of Hezbollah in Lebanon and beyond
  - 6. The current status of Hezbollah
  - 7. Summarize both a sympathetic and critical view of Hezbollah.
  
- G. Middle Eastern Terrorism in Metamorphosis
  - 1. Origins of the Palestinian Islamic Jihad, its structure, and its operations
  - 2. Confusion surrounding the term *Islamic Jihad*
  - 3. Current operational capabilities of Hamas
  - 4. Effect of the al Aqsa Intifada on Hamas
  - 5. Shifts that may cause Hamas to target the United States
  - 6. Fatah's gravitation toward the al Aqsa Martyrs Brigades
  - 7. Reasons for the expanded use of suicide bombers in the al Aqsa Intifada
  - 8. Activities of Jewish terrorist and extremist organizations
  - 9. Controversial Israeli counterterrorist policies
  
- H. Conceptualizing American Terrorism
  - 1. Ideas of the early studies of domestic terrorism
  - 2. Problems surrounding the classification systems for terrorism in the United States
  - 3. Classification systems for terrorism in the United States
  - 4. Conceptual framework the FBI used after September 11
  - 5. Methods for defining domestic terrorism and the relationship among them
  - 6. Brent Smith's analysis of terrorism in the United States
  - 7. Emerson's findings on Jihadist activities in America
  - 8. Positions regarding the Jihadist debate in the United States

IV. METHOD OF INSTRUCTION

- A. Lecture
- B. Audio Visual Aids
- C. Internet Resources
- D. Exercises/Problem Based Learning

V. REQUIRED TEXTBOOK

Martin, Gus, *Essentials of Terrorism*, 2nd ed., (2011 Sage Publishing).

VI. REQUIRED MATERIALS

None

VII. SUPPLEMENTAL REFERENCES

None

VIII. METHOD OF EVALUTAIION

- A. Attendance 10%
- B. Tests 30%
- C. Class Project/table top exercises 30%
- D. Final 30%

IX. ADA-AA STATEMENT

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X. ACADEMIC HONESTY STATEMENT

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**JEFFERSON COLLEGE**

***COURSE SYLLABUS***

CRJ140

ETHICS IN CRIMINAL JUSTICE

3 Credit Hours

Prepared by  
Mark A. Byington

Revised Date: November 2012  
by  
Mark A. Byington

Dr. Sandy Frey, Social Science Division Chair  
Ms. Shirley Davenport, Dean, Arts & Science Education

## **CRJ140 Ethics in Criminal Justice**

### **I. CATALOGUE DESCRIPTION**

- A. Pre-requisite: Reading proficiency
- B. 3 semester hour credit
- C. Ethics in Criminal Justice provides the student with the information needed to solve ethical dilemmas within the complicated criminal justice system. The course begins with a straightforward presentation of the major ethical systems and leadership styles followed by a discussion of moral development and the ideal of justice. The course will include not only philosophical information but practical applications as well, allowing each student to make individual decisions. (F,S)

### **II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES**

<b>CRJ140 Expected Learning Outcomes</b>	<b>Assessment Measures</b>
Evaluate the information needed to solve ethical dilemmas	In-class exam as well as class assignments, student exercises, quizzes, and group projects
Discuss methods to effectively analyze ethical dilemmas resulting in sound decision making	In-class exam as well as class assignments, quizzes, and group projects
Describe the dilemmas that criminal justice professionals may face and how their experiences relate to larger questions, such as the definition of justice	In-class exam as well as class assignments including scenarios, quizzes, and group projects and discussions

### **III. OUTLINE OF TOPICS**

- A. Settings
  - 1. Police Professionalism
  - 2. The Nature of Police Work
  - 3. Being Ethical
- B. Ethical Frameworks
  - 1. Character
  - 2. The Development of Character
  - 3. Ethical Formalism
  - 4. Utilitarianism
  - 5. An Ethic To Live By
  - 6. Judgment Calls
- C. On the Street

1. Types of Police Misconduct
2. The Causes of Police Deviance
3. Practical Applications

D. Implications

1. The Law Enforcement Code of Ethics
2. Being a Good Officer

IV. METHODS OF INSTRUCTION

- A. Lecture
- B. Discussion/Dialogue
- C. Student Exercises/Problem Solving

V. REQUIRED TEXTBOOK

Perez, Douglas W., J. Alan Moore, *Police Ethics: A Matter Of Character*, 2nd ed (2012, Wadsworth, Cengage Learning)

VI. REQUIRED MATERIALS

Handouts

VII. SUPPLEMENTAL REFERENCES

None

VIII. METHOD OF EVALUATION

- A. Class Attendance - 10%
- B. Class Exercises - 20%
- C. Chapter Test - 50%
- D. Final - 20%

IX. ADA-AA STATEMENT

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X. ACADEMIC HONESTY STATEMENT

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**JEFFERSON COLLEGE**  
***COURSE SYLLABUS***

CRJ222

CRIMINAL INVESTIGATION

3 Credit Hours

Prepared by  
Mark A. Byington

Revised Date: November 2012  
by  
Mark A. Byington

Dr. Sandy Frey, Social Science Division Chair  
Ms. Shirley Davenport, Dean, Arts & Science Education

## **CRJ222 Criminal Investigation**

### **I. CATALOGUE DESCRIPTION**

- A. Prerequisite: Reading proficiency
- B. 3 semester credit hours
- C. Criminal Investigation studies the criminal act and its investigation including specific crimes against the person and against property. The process of fact-gathering, testing of hypotheses, and the problem of proof are also examined. (F,S)

### **II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES**

<b>CRJ222 Expected Learning Outcomes</b>	<b>Assessment Measures</b>
The student will identify the basic principles of criminal investigation	Class Discussion Practical/Lab Exercises Written Examination
The student will describe the current investigation procedures including report writing, interview and interrogation	Class Discussion Practical/Lab Exercises Written Examination
The student will compare and contrast the major theories related to criminal investigation as they relate to the apprehension of criminal and the prevention of criminal activity	Class Discussion Practical/Lab Exercises Written Examination
The student will identify and discuss the philosophies and concepts relating to prevention, apprehension of perpetrators and suppression of crime	Class Discussion Practical/Lab Exercises Written Examination

### **III. OUTLINE OF TOPICS**

- A. Criminal Investigation
- B. Basic Investigative Responsibilities
  1. Documenting the Crime Scene: Note Taking, Photographing, and Sketching
  2. Writing Effective Reports
  3. Searches
  4. Forensics/Physical Evidence
  5. Obtaining Information and Intelligence
  6. Identifying and Arresting Suspects



- C. Investigating Violent Crimes
  - 1. Death Investigations
  - 2. Assault, Domestic Violence, Stalking, and Elder Abuse
  - 3. Sex Offenses
  - 4. Crimes Against Children
  - 5. Robbery
- D. Investigating Crimes Against Property
  - 1. Burglary
  - 2. Larceny/Theft, Fraud, and White-Collar Crime
  - 3. Motor Vehicle Theft
  - 4. Arson, Bombs, and Explosives

#### IV. METHODS OF INSTRUCTION

- A. Lecture
- B. Field Trip / On site demonstrations
- C. Guest Speakers
- D. Practical Application/CD ROM

#### V. REQUIRED TEXTBOOK

Orthmann, Christine Hess, Karen M. Hess, *Criminal Investigation*, 10<sup>th</sup> ed., (2013, 2010 Wadsworth Cengage Learning).

#### VI. REQUIRED MATERIALS

None

#### VII. SUPPLEMENTAL REFERENCES

None

#### VIII. METHOD OF EVALUATION

- A. Tests - 40%
- B. Practical Lab Exercises - 30%
- C. Class Participation - 10%
- D. Final Exam - 20%

#### IX. ADA-AA STATEMENT

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#### X. ACADEMIC HONESTY STATEMENT

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