

Jones College

2010-2011

JONES COLLEGE CATALOG

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Effective September 7, 2010

Arlington Campus and Corporate Offices

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It is the policy of the College that there shall be no discrimination on the basis of handicap, race, creed, color, sex, national or ethnic origin or religion as to the admission or other treatment of its students, prospective students, employees or prospective employees.

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GENERAL INFORMATION

MISSION STATEMENT

The mission of Jones College is encapsulated within the following mission statement: "It is the philosophy of the College that the life of an individual is enriched by the acquisition of knowledge and the attainment of useful skills."

OBJECTIVES

The Board of Trustees, Corporate Officers, College Officers, and Campus Administrators believe all degree and diploma programs offered by the College manifest this philosophy. The below listed objectives have been developed to guide the College toward the accomplishment of its stated mission.

1. To provide appropriate and meaningful educational opportunities to individuals seeking both personal and professional development.
2. To provide a courteous, professional, and technically competent supporting staff whose daily function is to assist, advise, and guide students.
3. To provide credentialed, knowledgeable, and technically competent faculty to direct and guide students in all academic endeavors.
4. To provide the equipment, software, and supporting materials necessary to ensure each student's learning experience is meaningful.
5. To provide an atmosphere on campus and in our online classrooms that is conducive to positive and enriching learning experiences.

GOVERNANCE

The College is governed by a Board of Trustees. The governance, control and corporate organization of the institution is depicted in the chart found on page 121 of this Catalog. The Board is comprised of nine members, eight of whom are voting members.

The Board of Trustees is qualified by years of experience and takes an active role in determining the direction of the affairs of the institution. The Board meets once a year unless there is a special matter that must be brought before them. The Board receives the President of the College's Report, the Treasurer's Report, Auditor's Report, and the Report by the Corporate President at each annual meeting. All major decisions affecting the operation of the College are approved by the Board of Trustees. The Corporate Secretary keeps minutes of all Board Meetings.

The College's Corporate Officers and College Officers, also depicted in the chart found on page 121 of this Catalog, oversee the day to day operations of the College and each campus location.

HISTORY

Founded in Jacksonville in 1918 by Annie Harper Jones, the College had a modest beginning with fewer than 50 students. A program that originally offered specialized business training has been expanded and enriched to meet the needs of the student body pursuing relevant professional education.

In 1947, the College was chartered by the State of Florida as a non-profit degree granting institution.

ACCREDITATION

Jones College is a Senior College accredited by the Accrediting Council for Independent Colleges and Schools to award Diplomas, Associate in Science Degrees and Bachelor of Science Degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The College is also Licensed by Means of Accreditation by the Commission for Independent Education. Additional information regarding the institution may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number 888-224-6684.

ARLINGTON CAMPUS AND CORPORATE OFFICES

The Arlington Campus of Jones College is centrally located on the east bank of the St. Johns River, minutes away from downtown Jacksonville, suburban areas and ocean beaches. Classes are available to students at the Arlington and West Campuses. Certain medical classes are offered only at the West Campus. The Arlington Campus is conveniently housed in a 12-story building where classrooms, the library, administrative offices, and the studios of College radio stations WKTZ and WJAX are located.

WEST CAMPUS

In June of 1985, the College opened the West Campus. In 2004, the campus was designated a branch campus. This means that all curricula requirements for graduation may be fulfilled at the West Campus.

CAREER PLACEMENT ASSISTANCE

The College maintains a very active placement service. Graduates are urged to keep in touch with the Career Placement Office in order that they may take advantage of the openings that are available. Graduates are entitled to Career Placement Office assistance throughout their careers at no charge. The placement of graduates as a percentage of total graduates is available in the Career Placement Office of the College and may be examined by applicants, students and parents upon request.

COUNSELING SERVICES

Each campus has a day and evening Director and/or Dean available to counsel with students regarding their academic progress, make tutoring available, arrange for referral to faculty for additional assistance, provide attendance counseling, and registration for classes. The office of the Director/Dean is open from 8:00 a.m. - 10:00 p.m. Monday through Thursday, and 8:00 a.m. - 5:00 p.m. on Friday.

LIBRARIES

The library facilities at Jones College, Jacksonville, consists of the James V. Forrestal Library at the Arlington Campus and an additional library at the West Campus (Edgewood Avenue). The purpose of the libraries is to provide information and access to materials that will help students and faculty to fulfill their academic needs. The collection consists of books, periodicals, compact discs, videotapes and audiotapes. (Library services include reference assistance, Internet access, on-line database searching, interlibrary loans (through the Arlington library) and bibliographic instruction.

ADMISSION

GENERAL ADMISSION REQUIREMENTS

Graduation from high school with a standard diploma, or its equivalent, is a prerequisite for admission to the College. The following documents are recognized as the equivalent of a standard Florida high school diploma by Jones College.

1. High school diplomas recognized as “standard” diplomas by the Department of Education in the state awarded.
2. A General Education Development Certificate (GED).
3. A State Certificate received by a student after the student has passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma.
4. An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree.

Graduates of private high schools and home school programs also meet this requirement if their high school/home school program accreditation is awarded by an accrediting organization recognized by the United States Department of Education or a State Department of Education.

The curriculum of private high schools whose accreditation is not recognized as stated above will be reviewed to ascertain acceptability. Unsatisfactory academic standards will be grounds for a prospective students being deemed ineligible for admission.

Prospective students completing their high school education in a home schooling setting that is treated as a home school or private school under state law also meet this requirement.

Prospective students will need to furnish documentation substantiating their graduation with a standard high school diploma or its equivalent. In addition, prospective students will need to furnish a copy of an official photo ID showing their legal signature (i.e. state drivers license, state issued identification card, etc.) Accepted applicants will not be able to register for classes until this official identification copy is received.

All applicants are required to have a telephone or in-person pre-admission interview. Applicants will be informed of their acceptance or non acceptance shortly after all required information is received and qualifications surveyed. Applicants who are reentering and who are denied admission may make a written request for a waiver. If granted, the applicant will be required to be on Academic Counseling status until the applicant has demonstrated his or her potential for success. Applicants may apply for entry at any time. All decisions regarding the acceptance of applicants are made by the Admissions Committee.

PRE-ADMISSION TESTING

It is the policy of the College to accept as students those applicants who demonstrate the ability to successfully complete a college level program of study. Jones College utilizes the "CPAt" as one method of determining the potential of prospective students. A second method determining the potential of prospective students is the CPAt equivalent test developed by the College. CPAt tests and CPAt equivalent tests will be administered to all applicants petitioning for admission/readmission to Jones College except as noted below.

- A. Reentering students who have completed one semester of Jones College course work with a minimum 1.5 GPA (semester average). Re-entry students are exempt from this requirement if they have already taken and passed the CPAt.
- B. New students with at least one semester of college level course work in English and Mathematics in which they passed the classes (D average or higher) as documented on a copy of a college transcript from the school where the course work was completed. Unofficial copies of college transcripts are considered satisfactory proof for the purpose of CPAt test administration.
- C. Employees of the college who are receiving Presidential Scholarships.

Note:

Applicants living within commuting distance of any Jones College campus location will take the CPAt. Applicants living outside of all Jones College campus location commuting areas will take the CPAt equivalent test on-line.

ADDITIONAL COURSES THAT MAY BE REQUIRED AS A RESULT OF PRE-ADMISSION TESTING

Pre-Admission Testing may indicate a need for one or more preparatory courses that the new student must take before satisfying Associate Degree or Bachelor Degree requirements. In the event that the student is required to take Basic English, Basic Mathematics, and/or Developmental Reading, these courses must normally be taken first, or as early as possible in the student's college career.

Basic Mathematics, when required, will become a prerequisite for the Fundamentals of College Mathematics course, in the same way Basic English may become a prerequisite for the English Composition class. Developmental Reading may be required in a student's first semester if testing dictates the need for improved reading skills.

The student will normally be afforded only two opportunities to successfully complete whatever preparatory courses are necessitated by the entrance test score. Unless there are extenuating circumstances, failure to pass either course in two tries will result in the student being dismissed from school.

ADDITIONAL REQUIREMENTS - ELEMENTARY EDUCATION BACHELOR DEGREE PROGRAM

All students will be provisionally accepted into this program pending completion of the below listed requirements:

1. Completion of all required Elementary Education Program "General Education" coursework with a minimum 2.5 GPA. For students transferring in general education coursework, the grades received at the institution from which the coursework transferred will be utilized as a part of the above listed "General Education" coursework.
2. Satisfactory completion of the "General Knowledge" examination (or Department of Education equivalent examination).

Upon meeting the above requirements, students will be fully accepted into the Elementary Education Degree Program and allowed to take core coursework.

ADDITIONAL REQUIREMENTS - MEDICAL INSURANCE CODING SPECIALIST DIPLOMA PROGRAM

MEA 139L (Medical Front Office Practices) and MEA 243 (Introduction to Pharmacology) must both be taken in the second semester of this particular diploma program. MEA 139L has a keyboarding proficiency prerequisite. MEA 243 has a mathematics proficiency prerequisite. In both cases, a determination as to whether or not a prospective student has the appropriate level of proficiency in mathematics and keyboarding must be made prior to the student's first semester. If the prospective student's abilities in either mathematics or keyboarding are found to be below acceptable standards, the student will be required to take MGF 1106 (Fundamentals of College Math I) or OST 1100L (Introductory Keyboarding) during the first semester of his or her diploma program.

Students whose proficiency in both mathematics and keyboarding are below acceptable standards will not be allowed to enroll in this particular diploma program.

Students will be required to purchase the following textbooks/manuals when taking HIM 0036C, Insurance Coding: Medical Coding Online for Step by Step Medical Coding 2010 Pkg., CPC Coding Exam, Review 2010-The Certification Step and The Next Step, Advanced Medical Coding 2010.

It is strongly recommended that graduates of the Medical Insurance Coding Diploma Program take the American Academy of Professional Coders (AAPC) Certification examination upon graduation as this certification is required by most employers when seeking employment in this field. Jones College will make a one-time payment of the fees associated with this particular certification exam for graduates of this diploma program. Monies will be disbursed, via check, to the American Academy of Professional Coders.

MINIMUM COURSE LOAD

Degree Program students will normally be required to take a minimum of two courses or six credits during full semesters (one course or three credits minimum during a mini term). Exceptions to this requirement may be granted only by the President of the College.

Students who wish to take only one course may do so as selected subjects without being enrolled in a degree curricula.

INTERNATIONAL STUDENTS

When international students apply for admission, official transcripts of completed secondary and college credits are required. A notarized English translation of the transcript must accompany transcripts written in a language other than English. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received for each course. An in-person or telephone interview will be conducted with each applicant as part of the admission process. A foreign student from a non-English speaking country **MUST** provide the College with their TOEFL score of 475 or better (if taking a paper-based test) with no individual test section score below 45. For computer-based TOEFL tests, the student must have a score of 85 or better with no individual test section score below 21. The student will then be required to take the CPAt equivalent test online prior to arrival on campus or the CPAt test upon arriving on campus to determine the need for academic counseling and preparatory coursework. A form I-20 (Immigration Certificate of Attendance) will be sent to the applicant upon acceptance and payment (in U.S. Dollars) of full-time fees and tuition for the first semester (12 credit hours minimum).

With these exceptions, the conditions for admission of international students are identical with those of American students. International students must attend no less than twelve (12) credit hours per semester. A student enrolling in a mini-term that begins during the middle of a full term, will be charged for

two classes, 6 credit hours, as 6 credit hours is considered the mini term equivalent of full time. Immigration regulations for students entering the United States on an F-1 student visa require that the student(s) be able to meet all educational and living expenses from personal resources while attending college in the United States. Living expenses in the Jacksonville, Florida metropolitan area range from \$15,000 to \$20,000 annually. Students must provide bank statements which show these amounts are available when applying for admission. If expenses are to be met through a scholarship sponsored by the student's government, a "financial guarantee" letter from the appropriate government office must be provided. This letter must show that funds for one full year's tuition payment and one year's living expenses are available.

International students who are in the United States pursuant to the conditions of form I-20 will not be allowed to participate in the Distance Learning courses of study that are offered by the College. This restriction will not apply to international students who are seeking to earn a college degree while not residing in the United States. International students may take course work in Business Administration, Computer Information Systems, and Interdisciplinary Studies from their home countries via distance learning. These students must pay in advance for the courses selected and must take a minimum of two classes per term. The cost per credit hour is \$305; the cost per course is \$915. All DL students will be assessed a technical fee of \$35 per on-line course. It is imperative that the student review and meet all requirements starting on page 57.

INTERNATIONAL STUDENT GRANT

Financial aid is not available for international students. International students, however, are eligible for Jones College's International Student Grant. For every twenty-seven hours of coursework (9 courses) successfully completed by international students, Jones College will waive tuition, and fees if applicable, for the student's next class (10th course). This grant applies to international students taking coursework on campus and in their home countries. International students must submit a letter requesting this grant. Letters must be addressed to the Scholarship/Grant Committee and forwarded to the Arlington Campus.

FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 23 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fldoe.org>.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

INSERT BOX AND TEXT

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a freshman composition skills course is offered by 58 different postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents

“Freshman Composition,” the decade digit “0” represents “Freshman Composition Skills,” and the unit digit “1” represents “ Freshman Composition Skills I.”

In the sciences and certain other areas, a “C” or “L” after the course number is known as a lab indicator. The “ C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at the community college is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational

institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include varying topics courses that must be evaluated individually, or applied courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

- A. Courses not offered by the receiving institution.
- B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- C. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Practica, Study Abroad, Thesis and Dissertations.
- D. College preparatory and vocational preparatory courses.
- E. Graduate courses.
- F. Internships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice are not guaranteed as transferable.
- H. All Jones College coursework beginning with the "MEA" designation.

Courses at Nonregionally Accredited Institutions

The Statewide Course Numbering System makes available on its home page (<http://scns.fl DOE.org>) a report entitled "Courses at Nonregionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer

effective date. This report is updated monthly.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the President of the College or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427 or via the internet at <http://scns.fldoe.org>.

TRANSFER STUDENTS/RETURNING STUDENTS/CREDIT TRANSFER

Students in any undergraduate program in another accredited college or university may apply for a transfer to the College. Jones College students who are returning after a period of absence must apply for re-entry to the College. Approval will be given by the Dean for the maximum number of credit hours already completed that are compatible with the Jones College program. Individual programs are developed for transfer students and returning students to allow completion in the shortest possible time.

Transfer and returning students will be subject to the terms of the catalog in effect at the time of re-entry. Only coursework for which the student received a grade of "C" or higher will be considered for transfer credit. Students wishing to transfer credits must have an official transcript of those credits mailed to the College for evaluation. Some credits previously earned may not be accepted in transfer or at the time of re-entry. Courses designated as non-applicable may be so designated due to the length of time since their completion, relevancy to the present degree objective, or other significant factors. Unless otherwise waived by the Administration of the College, the student's last 30 credits for BS students or 21 credits for AS students must be earned either through the Jones College distance learning program or at one of the three campus locations. Jones College adheres to the policy that all veteran students must report prior education and training. Jones College will evaluate all prior education and training and grant credit as appropriate, with training time and tuition reduced proportionately, and with the veteran and Veterans Administration so notified.

The College neither implies nor guarantees that credits completed at Jones College will be accepted by other institutions. Each institution has policies that govern the acceptance of credit from other institutions since rules and grade requirements vary from school to school. Students wishing to take coursework at the College for transfer to another institution should check with the other institution prior to enrollment at Jones College to determine whether the coursework will be accepted and whether it will fulfill the other institution's requirements.

WITHDRAWAL

Sometimes circumstances may make it necessary for a student to withdraw from the College. Students are required to notify the Dean's Office in order to officially withdraw. Notification may be in writing, in person, by telephone, or via e-mail. Notification through e-mail must be sent to the following address: withdrawal@jones.edu. No other notification is acceptable.

Students who receive Title IV Federal Funds should contact the Financial Aid Department. Under the return of funds regulation, a portion of funds already received may need to be returned to the federal government. Students may owe a balance to the college based on the refund policy and may owe funds to the federal government.

Students are encouraged to remain in classes until the end of the term if at all possible.

INDEPENDENT STUDY COURSEWORK

Independent study involves a high level of independent and self direction on the part of the student to read, conduct research, and complete written examinations, reports, research papers, and similar assignments designed to measure the student's grasp of the subject matter.

Under the supervision of a faculty member, an independent study learning contract and syllabus will be developed. These documents will outline specific learning objectives, texts, supplemental readings, course requirements, evaluative criteria, and examination dates. Because independent study classes are the exception and not the rule, the number of courses that a student will be allowed to take independently will be limited.

Bachelor Degree seeking students may be assigned independent study coursework during the semester in which they will complete the requirements for their Bachelor Degree.

Bachelor Degree students designated to receive an Associate Degree first will not be permitted to take independent study coursework at the Associate Degree level, unless such coursework is taken during the semester in which the student will complete the requirements for the Bachelor Degree.

Associate Degree students who are not concurrently working on a Bachelor Degree may be assigned independent study coursework during the semester in which they will complete all requirements for their Associate Degree.

Degree Program “electives” and Diploma Program “core” coursework will not be taken via independent study.

Qualified faculty members will supervise independent study coursework.

INSTRUCTIONAL MODES

Jones College offers a variety of instructional modes to fit the needs of the student and the course. Courses are a combination of lecture and discussion. There are courses that require team projects. Some courses are taught in a lab setting and some courses are available online, enabling students to take the class from home, work, or wherever their travels may take them. Courses available through distance learning appear on a separate course schedule and are clearly identified as distance learning classes. Students must meet the requirements established for participation in distance learning coursework, which includes personal qualifications as well as computer requirements. Information on required textbooks for online classes is available on the College website. All students (on-ground and online) should have required textbooks the first day of class.

All courses will require the student to be an active participant in the learning process. Students will be asked to participate in discussions and write reaction papers and term papers. They will be asked to do research in the library and on the Internet. Students will be asked to make informal presentations and formal presentations. The student will be exposed to a variety of activities, all of which are designed to prepare the student for the world of work. Participation is a key to learning and enjoying the education process.

G.I. BILL OF RIGHTS

Both campuses of Jones College are approved for the training of veterans. Students are enrolled on a credit hour basis in day or evening classes or during weekends (if classes are offered). Veterans attending under the G.I. Bill are usually approved to pay academic year tuition charges in monthly installments as they receive their monthly training allowance from the Veterans Administration. (Ask about such approval.)

Jones College does not determine eligibility for educational benefits through the Veterans Administration, nor is the receipt of funds from the Veterans Administration automatic. The College will assist the veteran student with the application for benefits, but should the Veterans Administration determine that the student is not eligible for benefits, all tuition and fees become the full responsibility of the student.

ORIENTATION

Prior to attending classes, new students, as well as those returning to the College after a period of non-attendance, are required to participate in an orientation class before beginning their normal class schedule.

- Students enrolled in one or more on-campus courses are required to attend Orientation at one of the two Jacksonville locations. Orientation is mandatory and must be completed prior to attending classes. Orientation will be conducted over a two day period.
- Students enrolled in only Distance Learning courses are required to complete the DL Student Orientation and the Blackboard Training. Online students will be required to respond to questions sent to them prior to orientation via email and submit their responses to the Dean's Office (deans@jones.edu) and complete the assignments in the Blackboard training to be granted access to their online classes.

NON-TRADITIONAL CREDIT OPPORTUNITIES

A student must be actively enrolled in the College to be eligible to apply for credits through non-traditional means. Unless the requirement is waived by the President of the College, all non-traditional credits must be awarded prior to the beginning of the student's last semester in each applicable degree program.

ESTABLISHMENT OF CREDIT BY EXAMINATION

Enrolled students with special qualifications or developed skills may earn credit by passing, with a minimum grade of "B," proficiency examinations given by the College. Examinations to establish credit may be administered at anytime during the semester. See the campus Dean for a listing of classes available through credit by examination and to apply for an examination. A maximum of 15 credit hours may be earned through credit by examination. If the student fails the examination, he or she may not retake the examination at a future date.

CLEP CREDIT

The College accepts credits earned through the College Level Examination Program (CLEP) up to 25% of the credit hours required by the degree program in which the student is enrolled. (An Associate Degree 15.0 semester hours / Bachelor Degree 30.0 semester hours.) Only scores of the 50th percentile and above will be accepted for the credit hours and specific courses indicated below. Credit for the same College courses may not be duplicated through general and specified CLEP exams.

CREDIT FOR NON-COLLEGIATE TRAINING OR EXPERIENCE

Life Experience Credit may be granted for military, industrial, or professional training or experience that parallels the offerings of the College. The amount of credit granted will be limited to 21 credit hours at the Bachelor's level and 9 credit hours at the Associate's level.

ADVANCED PLACEMENT

High school students who take Advanced Placement (AP) coursework while in high school may receive college credit if the student scored a "3" or higher on the AP exam. The student must request that official test scores be sent directly to the college for credit evaluation.

CARE PROGRAM (Class Audit Refresher Education)

The Class Audit Refresher Education (CARE) Program is a community service of the College for Jones College AS and BS Graduate Alumni. Methods, applications, and principles may change, and business professionals need to remain abreast of the latest means of meeting the demands of their careers.

Auditing of courses on a non-credit basis may be approved in advance on a space-available basis. The approval of the instructor and Dean is required. Procedures for auditing courses are available in the Dean's Office.

Without any cost other than textbooks, lab fees, and supplies, the AS and BS graduate Alumni may audit one course each semester offered at any campus under the following terms:

1. AS and BS graduate alumni not currently enrolled may audit, on a space available basis, any course previously taken and passed.
2. Applicants must be in good standing with the College, all financial accounts must be current, and the student must not be in default on any student loan(s).
3. Applicants must apply as a re-entry student to the CARE Program.
4. CARE classes cannot be taken under the Veteran Benefits Programs nor can financial assistance be given.
5. The Dean's office will make class assignments based on a space available basis seven days prior to the beginning of any term.
6. CARE students will receive a U (Audit) for a grade.

STUDENT FINANCIAL ASSISTANCE

Financial assistance in the form of loans, grants and work-study is available to qualified students. Any qualified student may apply to attend Jones College regardless of personal financial circumstances. The College makes every possible effort to aid those students who need financial assistance in order to complete their college programs. Applicants in need should apply for financial assistance at the same time they apply for admission to the College.

SUGGESTIONS FOR FINANCIAL ASSISTANCE APPLICANTS

1. Applicants seeking financial assistance should contact the College Financial Assistance Office for complete information on all financial assistance programs.
2. A confidential financial statement of parental income is required for most types of student financial assistance for dependent students.
3. Each student's application for financial assistance is evaluated by a College Financial Assistance Advisor and an appropriate plan is developed. This plan usually includes a combination of more than one type of assistance.
4. Financial assistance awards are estimated following completion of all application procedures and acceptance of the student for admission to the College. A commitment is not made until approved by the United States Department of Education. Students remain responsible for the charges until approval is received.
5. Students must maintain good standing and make satisfactory progress according to the academic standards set forth in this catalog.
6. In order to assist in the process of determining eligibility for financial assistance, it is recommended that applicants bring a copy of their most recent federal income tax return to the Financial Assistance Office. If the applicant is 24 years old or younger, a copy of the parents' income tax return may need to be provided to the College.
7. The College reserves the right to withhold official transcripts or other student records from students who have defaulted on a student loan or owe a federal debt.
8. Financial assistance funds received will be applied to tuition, books and fees (if authorized) in accordance with federal and state regulations. Any remaining funds will be disbursed to students to assist with other costs associated with attendance.

9. Federal and state laws and regulations are subject to modifications and change by action of Congress and State legislation at any time. For this reason, Jones College cannot and does not guarantee Student Aid in any form to any student. However, we will do all possible to provide assistance to all Jones College students.

FINANCIAL ASSISTANCE PROGRAMS

FEDERAL PELL GRANTS

The Federal Pell Grant Program is designed to provide financial assistance to those who qualify to enable them to attend post-high school educational institutions. The amount of the Federal Pell Grant is dependent upon program funding. Awards range from \$555 to \$5,550 per year, depending on the student's and family's income and financial resources, and also depending on the student's in-school status. If the applicant is eligible, Federal Pell Grants and other federal grants are earned by remaining enrolled for the full term. Earned grants do not have to be repaid. Students who withdraw prior to the end of the term will, in all probability, owe a portion of the grant to the U.S. Department of Education and will not be eligible for any federal funds until the amount owed is paid or until satisfactory arrangements have been made with Jones College to repay any outstanding balance. If these arrangements are not made and/or kept, the amount owed will then be turned over to the U.S. Department of Education for collection. An application, which determines eligibility for all Title IV Financial Aid including the Federal Pell Grant, is available in the Financial Assistance Office and must be completed each award year the student attends.

FEDERAL PERKINS LOANS

Students, if eligible, may qualify for a low-interest (5%) loan program entitled the Federal Perkins Loan. This loan is made through the Financial Assistance Office. Jones College is the lender of this loan that must be repaid. Funds are limited in this program through the United States Department of Education, so these loans are awarded only to the most needy students. Eligible students may borrow up to \$5,550 per award year. While enrolled in the first 60 credit hours, maximum total outstanding debt cannot exceed \$11,000. If enrolled in a Bachelor's Program and beyond 60 credits, maximum total outstanding debt is \$27,500. To the extent of available funds, a Federal Perkins Loan is awarded to any student with an unmet need of at least \$2,000 as long as he/she displays a "willingness to repay." Award amounts are dependent upon cost of attendance.

Repayment begins nine months after the student completes the program, withdraws, or ceases to carry at least a half-time course of study, and may be extended over a ten-year period. Various deferment and forbearance options (postponements of repayment) are available provided the student requests same.

Under certain circumstances, a portion, or the entire debt, may be canceled. Check with your Financial Assistance Advisor to determine what options are available to you.

DIRECT LOAN

A student eligible to receive financial assistance may qualify for a Direct Loan. Currently, there are two kinds of Loans. One is entitled the Direct Subsidized Loan. It is called “subsidized” because the government pays the interest on the loan while the student is attending school and during the grace period (the first six months after a student ceases at least half-time attendance). It is a “need-based” loan meaning eligibility is determined in part by the student’s and his/her family’s income. The second loan is entitled the Direct Unsubsidized Loan. The government does not pay the interest due on this loan at all, rather, the student must pay. The Department of Education will allow the interest to accumulate until the student is out of school rather than have the student pay while in attendance, but this will increase the amount that the student must pay back once he/she is out of school.

A dependent student (one whose **Free Application for Federal Student Aid** or FAFSA is based on both the student’s income and his/her parent’s income) if eligible, may borrow up to \$5,500 (no more than \$3,500 of this may be in subsidized loans) per academic year in his/her freshman year, \$6,500 (no more than \$4,500 of this may be in subsidized loans) in his/her sophomore year, and \$7,500 (no more than \$5,500 of this may be subsidized loans) after completing two years, for the remainder of the program.

An independent student (one whose FAFSA is based only on the student/spouse income) if eligible, may borrow up to \$9,500 per academic year in his/her freshman year (at least \$6,000 of this amount must be in “unsubsidized” Loans), \$10,500 per academic year while in his/her sophomore year (at least \$6,000 of this amount must be in “unsubsidized” Loans), and \$12,500 per academic year after completing two years, for the remainder of the program (at least \$7,000 of this amount must be in “Unsubsidized” Loans).

The interest rate for a new borrower is a fixed rate of 4.5% for subsidized loans and 6.8% for unsubsidized loans disbursed on or after July 1, 2010. This rate is adjusted every July. The maximum aggregate loan amount for undergraduate dependent students is \$31,000 (no more than \$23,000 of which can be subsidized loans) and \$57,500 for independent undergraduates (also no more than \$23,000 of which can be in subsidized loans.) Repayment of the loan begins six months after the student completes the program, withdraws, or ceases to carry at least a half-time schedule. If the student has a subsidized Direct Loan, the student will not have to pay any principal or interest until repayment begins.

To apply for a Direct Loan the first time with Jones College, students must first complete the Master Promissory Note which is good for ten years. The student must then sign an "Initial Assistance" form confirming the requested loan amount.

The loan is next certified by the Financial Assistance Office and an award letter is mailed to the student stating the loan amount certified. Each academic year a new loan is desired, the student must again complete an "Initial Assistance" form confirming the new requested loan amount.

Various deferment and forbearance options (postponement of repayment) are available upon request. To determine if you qualify for one of these options, please contact your Financial Assistance Advisor.

DIRECT PLUS LOAN

Eligibility for a Direct PLUS loan is limited to a dependent student's parent (parent of a student whose Free Application for Federal Student Aid is based on the income of both the student and the parent). The parent must have a good credit history. A Direct PLUS Loan may be taken out for each child who is enrolled at least half-time and is a dependent student. The annual loan limit is the child's cost of education minus any estimated financial aid received.

For Direct PLUS Loans, the interest rate is a fixed rate at 7.9% for loans disbursed on or after July 1, 2010. Generally, repayment begins within 60 days after the final loan disbursement of each loan. However, there are some options called deferments that postpone repayment of principal. Deferments do not apply to interest, although the Department of Education may let interest accumulate until the deferment ends. To determine if you are eligible for deferment, please contact your Financial Assistance Advisor. Remember, deferments are not automatic; you must request one from the Department of Education.

FEDERAL WORK-STUDY PROGRAM

This program gives students with financial need a chance to earn money to help pay for their educational expenses. Jobs are usually either on campus working in a department of the College or off campus performing community service work. The College will set your work schedule, taking into account your class schedule and your academic progress. Students in this program must stay within the College's stated Standards of Academic Progress to remain in the program. International students are not eligible for this program.

FWS fund awards are made dependent upon demand to any student with an unmet need and the ability to perform the job requirements.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) is available to students who qualify and who have exceptional need. The amount of the grant and the number of students who may receive the grant depend on the availability of funds from the U.S. Department of Education.

Priorities for students are: 1. Students previously awarded for the academic year; 2. Students who have the lowest Expected Family Contributions (EFC) who are also receiving a Federal Pell Grant; and 3. Students who have the lowest EFC who will not be receiving Federal Pell Grants.

FLORIDA POSTSECONDARY STUDENT ASSISTANCE GRANT FUND

Non-repayable grants for educational expenses are available for eligible Florida residents who demonstrate financial need and are enrolled on a full-time basis in collegiate degree programs. The amounts are determined by legislative appropriations. The college does not receive enough funding for all eligible applicants. Therefore, award priorities are for those students completing their FAFSA the earliest in the award year that also schedule full-time for the upcoming Fall semester before August 1st each year.

OTHER SOURCES OF FINANCIAL ASSISTANCE

EMPLOYER EDUCATIONAL ASSISTANCE

Jones College will work closely with employers who provide Employer Educational Assistance. While students remain responsible for tuition costs, the College will defer the payment of tuition from eligible employees if the employer's tuition assistance plan is presented in writing to the College Financial Assistance Office. The employer's written approval must be submitted prior to the start of each term. The student is expected to make at least a 10% down payment on his or her tuition and to pay for books, supplies, lab fees and any other appropriate fees (dependent upon the percentage the employers pays).

VETERANS ASSISTANCE PROGRAMS

Please contact the Financial Assistance Office at the Arlington Campus for information regarding Veteran Programs, training and subsistence allowances and tuition rates. Students must provide form DD214 to receive the Veteran tuition rate.

IN-SERVICE

This benefit is reserved for personnel who are currently on active duty. Active duty personnel are also eligible under the Tuition Assistance Program. Information on the Tuition Assistance Program may be obtained from the educational liaison at the military base.

SCHOLARSHIPS

Students attending Jones College may apply for any scholarship for which they believe they qualify; however, scholarship recipients will only be awarded one scholarship per semester. To be eligible for scholarship consideration, students must be in their sophomore, junior or senior year.

Institutional scholarships will not be earned or awarded until the 10th week of a full term and the 5th week of a mini term. All other funds awarded to the student will be applied to institutional charges. Once the scholarship has been earned and applied (after the 10th week for a full term and 5th week of a mini term), funds received in excess of institutional charges will be disbursed to the student. In order to earn a full scholarship, the student must remain actively enrolled and make satisfactory progress. Once a student withdraws from school, any remaining unearned scholarship reverts to the fund.

International students are not eligible for any of the scholarships listed in this section of the catalog. Interested international students may apply for the International Student Grant as described in the International Students section of this catalog.

ADDITIONAL ANNUAL SCHOLARSHIPS FOR JONES COLLEGE STUDENTS

The following scholarships are awarded during the spring term. (The selection of recipients is determined by an administrative Scholarship/Grant committee.)

A. Students interested in applying for a Josephine Forrestal, Joe Harper, or Samuel Campbell Dynes scholarship must: (1) submit a letter requesting the scholarship, identifying why they should be considered, (2) have two faculty members submit a letter of recommendation regarding college citizenship and scholastic achievement and (3) have successfully completed a minimum of thirty hours of course work. Letters of request should be sent to the Administrative Scholarship/Grant Committee in care of the Dean's Office. Deadline for scholarship letters from students and faculty support letters is April 15 of each year. (4) The recipient must schedule and complete a minimum of nine semester hours in the fall and winter semesters.

Josephine Forrestal, Joe Harper, and Samuel Campbell Dynes scholarship recipients with less than nine semester hours of coursework left in the winter semester during which their scholarship is applied, will be exempted from the nine semester hour requirement in the applicable winter semester.

JOSEPHINE FORRESTAL SCHOLARSHIP

A tuition credit equal to six semester hours is awarded annually to two students on the basis of scholastic aptitude, need, and faculty recommendation. The award will be applied to the student's account in two equal tuition credits in the fall and winter semester. Students from the Distance Learning program, as well as students from the Jacksonville Campuses will be eligible.

JOE HARPER SCHOLARSHIP

A tuition credit equal to six semester hours is awarded annually to two students on the basis of scholastic aptitude, need, and faculty recommendation. The award will be applied to the student's account in two equal tuition credits in the fall and winter semester. Students from the Distance Learning program, as well as students from the Jacksonville Campuses will be eligible.

SAMUEL J. CAMPBELL DYNES SCHOLARSHIP

A tuition credit equal to six semester hours is awarded annually to two students on the basis of scholastic aptitude, need, and faculty recommendation. The award will be applied to the student's account in two equal tuition credits in the fall and winter semester. Two scholarships total are available for students from the Distance Learning program, as well as students from the Jacksonville Campuses.

B. Sophomore Honor, Junior Honor, and Senior Honor scholarships are based on (1) highest Grade Point Average in each category, (2) credits successfully completed in attaining that Grade Point Average. Students need not apply. Students must schedule for nine semester hours in the fall and winter semesters for the Sophomore and Junior Scholarships.

SOPHOMORE HONOR SCHOLARSHIP

A tuition credit equal to six semester hours is awarded annually to two sophomore students who have attained the highest Grade Point Average for coursework completed during the freshman year at Jones College. The award will be applied to the student's account in two equal tuition credits in the fall and winter semesters. Students from the Distance Learning program, as well as students from the Jacksonville Campuses, will be eligible.

JUNIOR HONOR SCHOLARSHIP

A tuition credit equal to six semester hours is awarded annually to two junior students who have attained the highest Grade Point Average for coursework completed during the sophomore year at Jones College. The award will be applied to the student's account in two equal tuition credits in the fall and winter semester. Students from the Distance Learning program, as well as students from the Jacksonville Campuses will be eligible.

SENIOR HONOR SCHOLARSHIP

A tuition credit equal to six semester hours is awarded annually to two senior students who have attained the highest Grade Point Average for coursework completed during the junior year at Jones College. The award will be applied to the student's account in two equal tuition credits in the fall and winter semester. Students from the Distance Learning program, as well as students from the Jacksonville Campuses will be eligible.

ANNUAL SCHOLARSHIPS FOR HIGH SCHOOL SENIORS

JACK H. JONES SCHOLARSHIPS

Two full tuition scholarships for an academic year of 24 credit hours will be awarded at the start of each academic year to outstanding high school graduates who matriculate to Jones College. Seniors interested in applying for one of these scholarships must make application to the College. The applicant's score on the College Career Assessment Test (CPAT), demonstrated citizenship, high school grade point average, need and recommendation from the students' teachers or administration will be the criteria utilized in awarding these scholarships. The award will be applied in two equal tuition credits in the fall and winter semesters immediately following the award of the scholarship. If all Jack Jones scholarships are not awarded in the fall term, the remaining scholarships may be awarded in the winter semester.

DOROTHY McEWEN ELROD SCHOLARSHIPS

Two Dorothy McEwen Elrod Scholarships are awarded annually to high school graduates completing graduation requirements at the end of each school year. These scholarships will consist of a tuition credit equal to 12 semester hours. The award will be applied to the student's account in two equal tuition credits in the fall and winter semesters. Seniors interested in applying for one of these scholarships must make application to the College. Applicants will be awarded the scholarships based on their score in the College Career Assessment test (CPAT). Applicants with a score of 150 or more on the career assessment test will be awarded a scholarship on a first come first served basis. Applicants with a 140-149 score will be offered available unawarded scholarships on August 15. To be offered the scholarship, the student must be registered for a minimum of nine credit hours for a full term or six credit hours for the fall mini-term. If all scholarships are not awarded in the fall term, remaining scholarships may be awarded in the winter semester.

WILLIAM H. STODDARD SCHOLARSHIPS

Two William H. Stoddard Scholarships are awarded annually to high school graduates completing graduation requirements at the end of each school year. The award will be applied to the student's account in two equal tuition credits in the fall and winter semesters. Seniors interested in applying for one of these scholarships must make application to the College. Applicants will be awarded the scholarships based on their score on the College Career Assessment Test (CPAt). Applicants with a score of 150 or more on the career assessment test will be awarded a scholarship on a first come first served basis. Applicants with a 140-149 score will be offered available unawarded scholarships on August 15. These scholarships will consist of a tuition credit equal to 12 semester hours. To be offered the scholarship, the student must be registered for a minimum of nine credit hours for a full term or six credit hours for the fall mini-term. If all Stoddard scholarships are not awarded in the fall term, the remaining scholarships may be awarded in the winter semester.

ALBERT PAUL LIMA SCHOLARSHIPS

Two Albert Paul Lima Scholarships are awarded annually to high school graduates completing graduation requirements at the end of each school year. The award will be applied to the student's account in two equal tuition credits in the fall and winter semesters. Seniors interested in applying for one of these scholarships must make application to the College. Applicants will be awarded the scholarships based on their score on the College Career Assessment Test (CPAt). Applicants with a score of 150 or more on the career assessment test will be awarded a scholarship on a first come first served basis. Applicants with a 140-149 score will be offered available unawarded scholarships on August 15. These scholarships will consist of a tuition credit equal to 12 semester hours. To be offered the scholarship, the student must be registered for a minimum of nine credit hours for a full term or six credit hours for the fall mini-term. If all Lima scholarships are not awarded in the fall term, the remaining scholarships may be awarded in the winter semester.

RAYMOND N. GROSS SCHOLARSHIPS

Two Raymond N. Gross Scholarships are awarded annually to high school graduates completing graduation requirements at the end of each school year. The award will be applied to the student's account in two equal tuition credits in the fall and winter semesters. Seniors interested in applying for one of these scholarships must make application to the College. Applicants will be awarded the scholarships

based on their score on the College Career Assessment Test (CPAt). Applicants with a score of 150 or more on the career assessment test will be awarded a scholarship on a first come first served basis. Applicants with a 140-149 score will be offered available unawarded scholarships on August 15. These scholarships will consist of a tuition credit equal to 12 semester hours. To be offered the scholarship, the student must be registered for a minimum of nine credit hours for a full term or six credit hours for the fall mini-term. If all Gross scholarships are not awarded in the fall term, the remaining scholarships may be awarded in the winter semester.

JULIAN H. JACKSON SCHOLARSHIPS

Six \$1,000 Julian H. Jackson Scholarships are awarded annually for one academic year to high school graduates completing graduation requirements at the end of each school year. Seniors interested in applying for one of these scholarships must make application to the College. Applicants will be awarded the scholarships based on the College career assessment test. Applicants with a score of 150 or more on the career assessment test will be awarded a scholarship on a first come basis. Applicants with a score of 130 - 149 will be offered available scholarships on August 15. To be offered the scholarship the student must be registered for a minimum of nine credit hours for a full term or six credit hours for the mini-term. If all scholarships are not awarded in the fall, remaining scholarships may be awarded in the winter semester.

ANNUAL GRANTS FOR DEPENDENTS OF JONES COLLEGE ALUMNI

THE JOYCE BREWE GRANT

Twelve \$1,000 Joyce Brewwe Grants are awarded for one academic year to dependents of Jones College Associate and Bachelor degree recipients in good standing. Good standing is defined as the alumnus and their dependent having no outstanding balances due Jones College, not being in default on any student loan, and meeting Jones College admissions standards. Dependents of alumni interested in applying for one of these scholarships must make application to the College by August 15 of each year. To be offered the grant, the student must be registered for a minimum of nine credit hours for a full term or six credit hours for the mini-term.

All scholarships and grants, with the exception of the Samuel J. Campbell Dynes Scholarships, are funded with College funds. The Samuel J. Campbell Dynes Scholarship is funded through a special fund established through a donation by the Campbell family.

FINANCIAL INFORMATION

Tuition for Bachelor of Science and Associate in Science Degree Programs is charged on a credit hour basis at a rate noted in this Catalog.

The Financial Assistance Office located on each campus will assist students in financing tuition, fees and other college expenses, as well as other costs of attendance. The amount of financial assistance a student is eligible to receive is limited to the student's cost of attendance (COA). The COA is determined by adding the total of the tuition and fees for one academic year (2 semesters) plus books (estimated at \$250/class) and fees. Also added to this is a maintenance figure which is an estimate of what it costs the student to live and attend school. The maintenance figure used during the 2010/2011 award year is \$555/month for students with no dependents who live with their parents. Maintenance for all other students is \$869/month. An academic year is generally 8 months.

Further, where access to other financial assistance is lacking, tuition and fees may be financed by acceptable Payment Obligations.

Veterans programs and tuition rates are described in this Catalog.

College regulations prohibit registration, graduation, granting of credit, or release of grades or official transcripts for any student whose account is delinquent or who has defaulted on a student loan.

FEES

A Laboratory Fee of \$145 will be assessed for MEA 126C, Laboratory Procedures.

A Library/Computer Lab Fee of \$45 per semester will be charged to all students attending on campus. This fee will cover the cost of use of the computer lab, the College Libraries, the Library computers, Internet, assignment of a personal e-mail address and printing. Students enrolled in Distance Learning classes in a particular semester will be charged a fee of \$35 per class. If enrolled in both on-campus and Distance Learning classes, both fees will apply. There will be no adjustment in Distance Learning Fees and/or Lab Fees for students changing from Distance Learning to On-Ground classes or vice versa once the drop/add period has ended.

The following fee applies to the Elementary Education Bachelor Degree program only - Finger Printing Fee \$65 - \$75 (varies by county).

A Graduation Fee of \$90 shall be paid by all graduating students when the student is within 15 semester hours of completing his or her degree goal. The College charges no fee for scheduled tests or final examinations. Students who are unable to take a test when scheduled must consult with the instructor for that instructor's make-up policy. Students who are unable to take a final examination when scheduled must take it within two weeks following the start of the next semester. See the Dean for make-up arrangements.

A fee of \$20, payable in advance, will be charged for each final examination taken at a date later than the originally scheduled date.

A Credit by Examination fee of \$45, payable in advance, will be charged for each examination taken to establish credit by examination, and an Academic Credit Fee of \$75 per credit hour will be charged for each course for which academic credit is established by special proficiency examinations.

Portfolio Assessment Fee: Students applying for Life Experience credit will be charged a \$65 Portfolio Fee at the time their portfolio is submitted. Any additional requests for portfolio assessment will result in an additional \$65 portfolio fee. If credit is awarded, an Academic Credit fee of \$75 per credit hour will be charged for each course for which academic credit is awarded. See the Dean for instructions on Portfolio submission and limits on credits to be earned through Life Experience.

Official Transcripts Fee: \$5.00 per copy.

Students are responsible for the purchase of all books and supplies and charges that are not included in tuition costs. Some Distance Learning courses require an access code to be purchased.

PAST DUE STUDENT ACCOUNTS

All student accounts are due and payable prior to the commencement of the College term in which the student is enrolled unless the financial circumstances of the student require that other financial arrangements be made. College regulations prohibit registration, graduation, granting of credit, or release of grades or official transcripts for any student whose account is delinquent or who has defaulted on a student loan.

RETURN OF TITLE IV FUNDS

When a student receiving Title IV grant or loan assistance withdraws from all classes at Jones College during a payment period that he/she began attending, a determination of the amount of assistance earned must be made.

If the student earned more aid than was disbursed, he or she will be able to receive additional funds if desired. However, if the student earned less than what he/she received, the excess funds must be returned. The student may owe part or all of the excess funds which must be returned.

The following steps will be taken to determine who must return Title IV grant or loan funds and how much:

- Step 1. Determine the student's withdrawal date:
Actual Last Date of Attendance as documented by the Dean's Office.
 - Step 2. Determine student's percentage of earned aid (if withdrawal date is before completion of 60% of the payment period) by calculating number of days in attendance divided by number of days in the payment period. (For example: if student attended 30 days during a semester that is 105 days, the student would have earned $30/105=28.6\%$ of awarded aid.) Number of days in attendance is computed from the published start date to the date the student last attended.
 - Step 3. Determine percentage of unearned aid (100% minus the percentage determined in Step 2).
 - Step 4. Determine unearned aid that must be returned by subtracting the percentage of assistance earned as calculated in Step 2 from the assistance disbursed to the student as of the date Jones College determined that the student withdrew.
 - Step 5. Determine amount of unearned aid that must be returned by Jones College. Jones College will return the lesser of:
 - a. The total amount of unearned charges as computed in Step 4.
 - b. Institutional charges multiplied by the unearned percentage of aid computed in Step 3.
- OR**
- Step 6. Determine amount of unearned aid the student must return by subtracting the amount Jones College was required to return from the total amount of unearned aid that must be returned as determined in Step 4.
 - a. The student (or parent in the case of a PLUS loan) must return or repay loan funds in accordance with the terms of the loan.
 - b. The student must return grant funds as an overpayment. However, the amount of a grant overpayment due is limited to the amount by which the original grant overpayment exceeds half of the total Title IV grant funds received by the student. The amount that exceeds this half is then reduced by 50%. A student does not have to repay a grant overpayment of \$50 or less. Failure to repay the overpayment or make satisfactory repayment arrangements within 45 days of notification will result in rendering the student ineligible for future Title IV funding.

Step 7. Order of return of Title IV funds:

1. Direct Unsubsidized Loan
2. Direct Subsidized Direct Loan
3. Federal Perkins Loans
4. Direct PLUS Loans
5. Federal Pell Grants
6. Federal SEOG Program Aid
7. Other grant or loan assistance authorized by Title IV of the HEA.

REFUND POLICY

The College is entirely self-supporting. The registration of a student results in the assignment of class space, the employment of instructors, and other provisions for the student for which the College Administration must contract in advance. For these reasons, there will be no refund of tuition and fees paid on a semester/mini-semester basis except as outlined below.

1. If cancellation of enrollment occurs prior to class beginning, all tuition and fees paid will be refunded in full. All tuition and fees will be refunded in full if the student withdraws or cancels his/her enrollment within 3 working days of signing the Application for Admission. Books purchased from the Jones College Bookstore should be returned during the semester in which they were purchased (pending approval from the Dean's Office) for possible credit.
2. For students who withdraw after classes begin for the semester/mini-semester, the following refund policy will apply:
 - A. If a student withdraws during the first two weeks of a semester, or the first week of a mini-semester, the College will refund 75% of the tuition and fee charges for the term; thereafter,
 - B. If a student withdraws during the third week of the semester, or by the 11th day of a mini-semester, the College will refund 60% of the tuition and fee charges for the term; thereafter,
 - C. If a student withdraws after completing the third week, or after the 11th day of a mini-semester as stated above, there will be no refund of tuition or fees.
 - D. Tuition and fees will be adjusted, for the current term, under the following circumstances: (i) credit hours dropped no later than the last day to enter classes for the semester or mini-semester (this does not include total withdrawal). Students must officially decrease hours through the Dean's Office for classes during the drop/add period in order not to incur charges for classes dropped. Unless the student is totally withdrawing from the school, as set forth above, there will be no tuition reduction for a reduction in class hours, once the drop/add

- period is closed, even if the student did not attend the classes from which he or she withdrew after the drop/add period: (ii) courses cancelled by the College; (iii) exceptional circumstances as approved by the President of the College provided the student submits a written request and supporting documentation.
3. There will be no refund or adjustment in tuition charges for a reduction in credit hours after the Last Date to Enter Classes for a semester or mini-semester as specified in the College Calendar.
 4. Percentage of completion is computed from the published term start date to the date the student last attended any class. Time in which the student is enrolled, rather than the credit earned, is the criteria utilized to determine the amount of the refund.

ACADEMIC INFORMATION

CREDIT HOUR

The College awards credit on a semester system. A credit hour is equivalent to approximately fifteen class hours of lecture with appropriate out-of-class study, 30 hours of laboratory with appropriate out-of-class study, and a minimum of 45 hours of practicum. A class hour of instruction is equal to 50 minutes of instruction.

UPSIDE-DOWN CURRICULUM

In many colleges and universities students enrolled in Associate and Bachelor Degree programs do not begin coursework in their Major, or area of concentration, until the completion of the first or second year of study.

Jones College offers what is referred to as the Upside-Down Curriculum. This permits a student to take some courses in his/her "major" as early as the first or second semester of the student's first academic year in addition to the required basic courses. **(Note: Certain courses require prerequisites.)**

COURSE NUMBERING SYSTEM

All courses are assigned a course code. The prefix identifies the area of study and the course number identifies the difficulty level of the course. The first number of the four digit course number indicates the level at which the students normally take the course:

1 as the first digit normally taken during the first year of study, may have a prerequisite.

- 2 as the first digit normally taken during the second year of study, may have a prerequisite.
- 3 as the first digit normally taken during the third year of study, may have a prerequisite.
- 4 as the first digit normally taken during the fourth year of study, may have a prerequisite.

Review Florida’s Statewide Numbering System in this catalog. Courses that are not a part of the Statewide Common Course Numbering System are identified by the sign # in the Course Description Section of the Catalog.

GRADING SYSTEM AND PROGRESS REPORTS

Final grades are reported at the completion of each grading period. The College Calendar follows a standard semester system in which each semester is 15-17 weeks in duration. At the conclusion of each trimester the College reports final grades to each student.

The following grading system is used:

GRADE EVALUATION

GRADE POINTS PER CREDIT HOUR

A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0
WP	Withdrawal	Not Calculated
W	Withdrawal with Penalty*	0
I	Incomplete (Automatically changes to “F” if course requirements are not completed satisfactorily within two weeks after the beginning of the next term’s classes)	0
EX	Exemption	Not Calculated
U	Audit	Not Calculated
LE	Life Experience	Not Calculated
TR	Credits Accepted in Transfer	Not Calculated
MI	Military Credit	Not Calculated
CL	CLEP	Not Calculated

* (W grades will be issued to all class drops unless documentation from an employer, physician or the like is provided.)

ON-GROUND ATTENDANCE

At Jones College, class attendance will be monitored by instructors every class session. Students with excessive absences may be withdrawn from their courses as follows: Students having five (5) consecutive absences will be administratively dropped from the course by the Dean's Office and given a grade of "W" (withdrawal with penalty). Students who anticipate a prolonged absence should advise both their instructor and the Dean's Office of the reason for the absence, and provide documentation if available. Any requests for reinstatement must be made directly to the Dean's Office.

DISTANCE LEARNING ATTENDANCE

Because of the way in which distance learning courses are mechanized, distance learning student attendance is tracked differently from on-ground student attendance. Distance learning students have a "standard" week (Sunday-Saturday) in which to complete a myriad of instructional activities. During these standard weeks, distance learning students also receive two attendance marks. Distance learning students with four (4) absences in a row over any concurrent two week period will have their access blocked to the courses in question by the Dean's Office. If they do not contact the Arlington Campus Dean's Office within twenty-four hours of having access blocked, they will be administratively withdrawn from the distance learning course(s) in question and given a grade of "W" (withdrawal with penalty). Students who anticipate a prolonged absence should advise both their instructor and the Dean's Office of the reason for the absence, and provide documentation if available. Any requests for reinstatement must be made directly to the Dean's Office.

GRADUATION REQUIREMENTS

In order to earn a degree from Jones College, students must earn a minimum of a 2.0 grade point average for classes that they have completed at the College. This requirement may be relaxed by the Academic Committee for good cause and upon such conditions as the Committee may impose.

Students must complete all credits to be earned through examination, Life Experience and transfer prior to the beginning of the student's last semester of each applicable degree program. All incomplete grades earned in the final semester of study must be cleared by the end of the second week of the following semester. Failure to complete all requirements for graduation may postpone a student's graduation date to the end of the next semester. All graduates must fulfill all financial obligations, including tuition charges, graduation fees and other expenses, before the degree or diploma is granted.

CAREER PLACEMENT EXIT INTERVIEWS

All graduates must complete an exit interview with the Career Placement Office before the degree or diploma is granted. Students must schedule this interview during their final semester.

EXITING REQUIREMENTS FOR RECIPIENTS OF TITLE IV STUDENT LOANS

Federal regulations require the College to provide all exiting (graduate or withdrawal) students who received Title IV Federal Student Loans with Exit Counseling. This counseling includes a review of prior entrance counseling, provides an average anticipated monthly repayment amount, a review of repayment options, debt management strategies and a review of forbearance, deferment, and cancellation options among other things. Students will be given the name and address of their lender, along with a total of the student's indebtedness. The College is required to obtain a borrower's expected permanent address after leaving school, the address of the borrower's next of kin, and the name and address of the borrower's expected employer (if known). The College is required to obtain the student's current driver's license number and state of issuance. All of this information must be submitted to the student's lender.

Graduating students must complete the Exit Counseling package and return it to the College prior to receiving their diploma. Failure to complete the package will result in Jones College not releasing the student's degree/diploma to the student.

GRADUATION WITH HONORS

Students enrolled in degree programs who have earned the requisite credits for graduation with the following Grade Point Averages are entitled to the appropriate honors: 3.50-3.75, cum laude; 3.76-3.89, magna cum laude; 3.9 and above, summa cum laude.

GRADUATION CEREMONY

Graduation ceremonies are held once each year. All students completing their coursework since the last graduation ceremony are included in the graduating class of that year.

- On-campus students upon whom degrees are to be conferred are required to participate in the Commencement Exercises. Upon prior written request, degrees for students in this category may be awarded "In-Absentia" only after Commencement Exercises are held.

- Distance-Learning-only students are invited to participate in Commencement Exercises in Jacksonville, Florida. Diplomas for students in this category who are unable to attend a Commencement Exercise will be mailed to them.
- Degrees awarded to students in both categories are identical.

DEAN'S LIST

Students who successfully complete a minimum of 9 credit hours in a given semester, achieve a 3.5 or better grade point average and also have cumulative grade point average of not less than a 2.0, will be placed on the Dean's List. The Dean's List notation will appear on the student's academic transcript, and a letter will be sent to the student acknowledging his or her achievement.

REPEATING COURSES

A student may repeat a failed course taken at the College in order to improve the cumulative Grade Point Average. The credit is given for the last grade earned for repeating a course. Repeated courses will appear on the student's transcript. The first attempt will also be shown, but the cumulative Grade Point Average will be recomputed to count the last attempt only. Students are charged tuition at the same rate as other courses in their program for repeated courses.

TWO MAJORS/TWO DEGREES

TWO MAJORS: Any undergraduate student who elects to do so may carry two majors and work to fulfill the requirements of both concurrently. Upon the successful completion of the requirements of two majors, a student will be awarded only ONE degree. All course requirements for both majors must be met within the 120-hour requirement for the degree. The two majors option is available to Bachelor of Science candidates only. In cases where the requirement for two majors has been met and only ONE degree is involved, a notation denoting the "requirements for the second major have been met" will be posted to the student's transcript.

TWO DEGREES: Two degrees may be awarded at the Bachelor's or the Associate's level when the following conditions have been met: 1. Course requirements for the two majors have been completed as certified by the appropriate academic credits and 2. A minimum of 30 credit hours beyond the first degree has been earned by students enrolled in Bachelor of Science programs OR a minimum of 18 credits beyond the first degree has been earned by students enrolled in Associate in Science programs.

Care must be taken in scheduling for a second degree or second major. Veteran education benefits and/or financial aid awards may not be available. Scheduling of courses must be done in consultation with the Dean and the Financial Aid Office.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (BUCKLEY AMENDMENT)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records:

- 1) The right to inspect and review the student's education records.
- 2) The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- 4) The right to file with the U.S. Department of Education a complaint concerning alleged failures by Jones College to comply with the requirements of FERPA.
- 5) The right to obtain a copy of the Jones College student records policy. You can obtain a copy of the policy from the Registrar's Office.

STUDENT RECORDS POLICIES AND PROCEDURES FOR JONES COLLEGE

Annual Notification: Students will be notified of their FERPA rights annually by publication in the Dean's Newsletter.

Procedure to Inspect Education Records: Students may inspect and review their education records (Academic and Financial aid) upon request to the Campus Director. The student should submit to the Campus Director a written request which identifies, as precisely as possible, the record or records he or she wishes to inspect. The Campus Director will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the date of receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.

Limitation on Right of Access: Jones College reserves the right to refuse to permit a student to inspect the following records: (1) the financial statement of the student's parents, (2) letters and statements of recommendation for which the student has waived his or her right of access, or which were maintained before January 1, 1975, (3) records connected with an application to attend Jones College if that application was denied, (4) those records which are excluded from the FERPA definition of educational records.

Educational Records Definition: Any record maintained by Jones College which is directly related to a student except: (1) a personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record, (2) an employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment, (3) alumni records which contain information about a student after he or she is no longer in attendance at Jones College and which do not relate to the person as a student.

Refusal to Provide Copies: Jones College reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations: (1) student has an unpaid financial obligation to the College, (2) there is an unresolved disciplinary action against the student, (3) the education record requested is an exam. (An exam that is not directly related to the student is not an education record subject to FERPA's access provisions.)

Fees for Copies of Records: The fee for copies will be \$1.00 per page plus postage if the copies are being mailed.

Types, Locations, and Custodians of Educational Records: The following is a list of the types of records that the College maintains. All requests should be directed to the Campus Director. As the Director does not keep all records, it is important to be specific as to the records being requested. Types: Admissions Records, Academic Records, Financial Records, Placement Records, Progress Records, Disciplinary Records.

Disclosure of Education Records: Jones College will disclose information from a student's records only with the written consent of the student, except that records may be disclosed without consent when the disclosure is:

(1) To school officials who have a legitimate educational interest in the records.

A school official is: (a) a person employed by the College in an administrative, supervisory, academic, or support staff position; (b) a person elected to the Board of Trustees; (c) a person employed by or under contract to the College to perform a special task, such as an attorney or auditor, (d) a student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official is: (a) performing a task that is specified in his or her position description or contract agreement, (b) performing a task related to a student's education, (c) performing a task related to the discipline of a student, (d) providing a service or benefit relating to the student or student's family, such as counseling, job placement, or financial aid, (e) maintaining the safety and security of the campus.

(2) To officials of another school, upon request, in which a student seeks or intends to enroll.

- (3) To certain officials of the U.S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with audit or evaluation of certain State or federally supported education programs.
- (4) In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- (5) To State and local officials or authorities if specifically required by a State law that was adopted before November 19, 1974.
- (6) To organizations conducting certain studies for or on behalf of the College.
- (7) To accrediting organizations to carry out their functions.
- (8) To parents of an eligible student who is claimed as a dependent for income tax purposes.
- (9) To comply with a judicial order or a lawfully issued subpoena.
- (10) To appropriate parties in a health or safety emergency.
- (11) To individuals requesting directly information so designated by the College.
- (12) The results of any disciplinary proceeding conducted by the College against an alleged perpetrator of a crime of violence or non-forcible sex offense; and the student has committed a violation of the institution's rules or policies with respect to the allegation.
- (13) To parents, with a student's consent, when students under 21 violate drug or alcohol laws or policies.

Record of Request For Disclosure: Jones College will maintain a record of all requests for, and/or disclosures of, information from a student's records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

Directory Information: Jones College designates the following items as Directory Information: student's name, e-mail address, major field of study, dates of attendance, current grade point average, and degrees and awards received. Jones College may disclose any of these items without prior written consent, unless notified in writing to the contrary by the end of the student's first month in school.

Correction of Educational Records: Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

(1) A student must ask the Campus Director to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading, or in violation of his or her privacy rights.

(2) Jones College may comply with the request or it may decide not to comply. If it decides not to comply, Jones College will notify the student of the decision and advise the student of his or her right to a hearing to challenge the information believed

to be inaccurate, misleading, or in violation of the student's privacy rights.

(3) Upon request, Jones College will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.

(4) The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.

(5) Jones College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

(6) If Jones College decides that the information is inaccurate, misleading or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

(7) If Jones College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

(8) The statement will be maintained as part of the student's records as long as the contested portion is maintained. If Jones College discloses the contested portion of the record, it must also disclose the statement.

CLASS SCHEDULES

Students select their classes, under the guidance of the Dean's Office, from a class schedule normally offering classes between 8:00 a.m. and 10:05 p.m., Monday through Friday. Students normally attend classes during the day or during the evening. Students may also attend Saturday morning and afternoon classes or Sunday afternoon classes, when offered. The College is in session throughout the year except for holidays and vacations as shown in the College Calendar. Summer attendance is optional, but full class offerings are available for the many students who choose to attend and accelerate their program.

BOOKS AND SUPPLIES

Books and supplies may be purchased through the College Bookstore or from other bookstores in the area. They may also be purchased from various web sites. Used books are usually available from other students; check the Bulletin Boards.

STANDARDS OF ACADEMIC PROGRESS

Institutional Satisfactory Progress Policy. Standards of academic progress are measured against three important and independently assessed criteria: program length, academic achievement (i.e. grade point average) and course completion percentage. Students must meet the following minimum standards of academic achievement and successful course completion while enrolled at Jones College.

Maximum Program Length. Students must complete their program of study in no more than one-and-one-half times the credit hours required for the specific program. Therefore, students enrolled in any Diploma Program must complete their program requirements within 36 credit hours attempted. Students enrolled in an Associate's Degree Program must complete their degree requirements within 90 credit hours attempted while students enrolled in the Bachelor's Degree Program must complete their program of study within 180 credit hours attempted.

Minimum Academic Achievement. Federal regulations require that a student's academic progress be evaluated at the end of each academic year, or its equivalent, as determined by the institution (Higher Education Act, Section 484). Chart A, Chart B, and Chart C depict the timeframes utilized at Jones College for the evaluation of academic progress. Students must achieve the minimum grade point average identified in Chart A, Chart B, or Chart C, as applicable, in order to remain enrolled as a regular student at Jones College. Failure to achieve these minimum standards may result in students being placed on probation or being dismissed.

Successful Course Completion. All course requirements (24 credit hours in Diploma Programs, 60 credit hours in Associate Degree Programs, and 120 credit hours in Bachelor Degree Programs) must be successfully completed for students to graduate from their respective programs. For Diploma Programs, student course completion rates will be evaluated at 12 hours of completed coursework, 24 hours of completed coursework, and if necessary, after any semester in which coursework beyond 24 credit hours is completed up to the maximum program length of 36 credit hours of coursework completed. For Associate Degree and Bachelor Degree Programs, every student's course completion rate will be evaluated at the end of 25% of the maximum program length, at the end of 50% of the maximum program length, at the end of 75% of the maximum program length, and at the end of the maximum program length permitted for his/her program of study.

A student must successfully complete the percentages of the credit hours attempted as identified in Chart D, Chart E, or Chart F as applicable. These calculations are based on the maximum program length time-frames discussed above.

Failure to achieve these minimum standards may result in the student being placed on probation or being dismissed.

Academic Probation. A student may be placed on academic probation if his/her GPA or successful course completion rate is below acceptable standards when evaluated at the indicated points.

All students placed on academic probation will be required to attend counseling with the Campus Director and may be required to participate in a tutorial program. Academic probation will last no less than one semester and may be extended into subsequent semesters. The student will be removed from academic probation when he/she meets the criteria for grade point average and percentage of coursework completed at the next evaluation point.

Students placed on academic probation may continue to receive federal financial aid if they meet all other eligibility requirements for receipt of federal financial aid.

Continuation as a non-regular student (extended enrollment status). If a student fails to achieve the required grade point average at the evaluation points where dismissal for non-compliance is reviewed, the student may no longer continue at Jones College as a regular student, is no longer eligible for federal and state student aid, and may be placed into an extended enrollment status or permanently dismissed from the College.

While in an extended enrollment status, the student may continue for a period of time not greater than 15 semester hours. While attending classes in an extended enrollment status, the student will not be eligible for federal and state student aid. During this period the student will be charged tuition and fees consistent with stated tuition and fees.

All students, including those in extended enrollment status, must complete their program in accordance with the maximum program length required as annotated in the previous page.

Reinstatement to regular student status from extended enrollment status. If a student improves his/her grade point average to the required 2.0 level while taking classes in an extended enrollment status and demonstrates that he/she is motivationally prepared to continue in the program, the student may be reinstated as a regular student. The Academic Committee must approve reinstatement. Reinstatement will be based on evaluations made by instructors who are familiar with the work of the student and a review by the Dean of the student's grade point average. If reinstated as a regular student, the student will be placed on probation at least until the next evaluation point.

Continuation as a regular student (mitigating circumstances/appeal process).

Any student who fails to achieve the required grade point average at the end of the evaluation periods where dismissal for non-compliance is reviewed may remain enrolled as a regular student who is eligible for federal and state student aid if there are mitigating circumstances (i.e., poor health, family crisis, etc) which hindered the student from maintaining the proper grade point average. These circumstances must be documented and it must be demonstrated by the student that the circumstances had an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements.

To be considered a regular student with mitigating circumstances, the student must petition the Academic Committee in writing. The letter must outline the reasons for the student not being able to maintain satisfactory progress, must include as much documentation as possible, and must identify how the student will be able to improve his/her academic standing at the College. The letter must be addressed to the Academic Committee and delivered to the office of the Campus Director. All letters will be reviewed by the Academic Committee.

Students with documented mitigating circumstances will be placed on academic probation for a set amount of time as determined by the Academic Committee. At the conclusion of this probationary period, the student's academic record will be reviewed to ensure he/she is once again in compliance with all academic standards. If the student has failed to meet the required academic standards, the student's only recourse will be to petition the Academic Committee for placement into extended enrollment status or be dismissed.

Course repetitions, incompletes, and withdrawals. Grades earned, as a regular student or during the continuation period as a non-regular student, for courses originally failed, will be substituted for the previous course failures in the calculation of the student's GPA. "Incompletes" or "I" will be given to any student who does not completely fulfill the requirements of a course. A grade may be substituted for the "I" (Incompletes) if the student successfully completes the unfinished work prior to (1) the end of the second week after the start of the semester following the receipt of the incomplete grade, or (2) when the instructor sets the last possible submission date. Permission must be obtained from the President of the College for any incomplete grade to be extended past the end of the second week after the start of the semester following the receipt of the incomplete grade.

Failure to complete the work required for a course in the period stated above will result in the student receiving a letter grade of "F" for the course in question.

Course incompletes, withdrawal grades, and failed classes (which may or may not be repeated) will be computed as “failed” classes for purposes of determining compliance with the College’s stated satisfactory progress policy. Course incompletes, withdrawals, and failed classes will also be calculated as “courses attempted” for purposes of determining satisfactory progress.

Change in Program. A student must have the approval of the Campus Director to initiate a change in program of study. The Campus Director will notify the student of the coursework completed that will transfer into the new program of study. The courses accepted into the new program of study will be counted as coursework attempted and completed in the application of the College standards of academic progress.

When the student ceases enrollment in Program A, the 150% maximum timeframe ends for that program. When the student begins Program B, he or she begins a new 150% maximum timeframe. In those cases where a student begins another program and some Jones College credits are transferred into the subsequent program from Program A, the transferred hours will be subtracted from the 150% and the student would have the remaining difference to complete all the other requirements of the subsequent program (Program B).

This policy in no way indicates that students are eligible for additional financial aid when changing programs.

Two Majors. As delineated within the catalog, students may elect to carry two majors. The primary major must be at the Bachelor Degree level; therefore, requirements for both majors must be completed within 180 credit hours attempted.

Additional Degrees/Diplomas. Students completing any degree program may elect to begin a second degree program upon completion of the first. Students completing any diploma program may also elect to begin a second diploma program upon completion of the first. It will be responsibility of the Dean’s Office to ensure all applicable coursework taken in the first program is reflected on the student’s audit sheet for the second degree program. For Bachelor Degree Programs, this can include up to 90 hours of coursework from the first program. For Associate Degree Programs, this can include up to 39 hours of coursework from the first program. For Diploma Programs, this can include up to 12 hours of coursework from the first program. All coursework taken at Jones College that is applied to the second program will count toward the maximum program length requirement for the second program (180 hours for Bachelor Degree, 90 hours for Associate Degrees, and 36 hours for Diploma Programs).

Leaves of Absence. Jones College does not grant any leaves of absence.

Pass/Fail. Jones College does not offer courses on a pass/fail basis.

Transfer Credits. Transfer credits have no impact on the calculation of academic standards of progress. They will not be included in any calculations.

Exemption Examination Credits, Life Experience Credits, and CLEP Credits. Exemption examination credits, life experience credits, and CLEP examination credits also have no impact on the calculation of academic standards of progress. Like transfer credits, these credits will not be included in any calculations.

Preparatory Courses. Preparatory courses may be a part of a student's program of study. If required, preparatory courses are in addition to a student's program of study credit hour requirement and therefore will affect satisfactory progress.

Application of Standards. The satisfactory progress standards apply to all students, part-time or full-time. These standards notwithstanding, the College reserves the right to apply a stricter standard when it has been determined by the President of the College to be in the best interest of the student or the institution. Chart A, Chart B, and Chart C depict the academic evaluation periods for Diploma Program, Associate Degree and Bachelor Degree seeking students respectfully. These evaluations occur at the end of every twelve hours of completed coursework. Chart D, Chart E, and Chart F depict evaluations based upon credit hours attempted versus credit hours earned and resultant status for Diploma Program, Associate Degree, and Bachelor Degree students.

Chart A: Academic Evaluation for Diploma Program Students:

Note: Academic year computation is cumulative back to a student's first semester as an enrolled student at Jones College.

Academic <u>Year</u>	Required Grade <u>Point Average</u>	Status with GPA below <u>Required Level</u>
1. Completion of 12 hours of coursework	1.25	Probation
2. Completion of 24 hours of coursework	2.0	Probation/Dismissal/Ext. Enr #
3. Completion of 36 hours of coursework	2.0	Dismissal

#Note:

Students with mitigating circumstances which impacted their ability to maintain the required GPA may petition the Academic Committee for permission to continue as a regular student in a "probationary" status as discussed in the above section. Students without mitigating circumstances may petition the Academic Committee for permission to continue in an "extended enrollment" status or dismissed from the College.

Chart B: Academic Evaluation for AS Students:

Note: Academic year computation is cumulative back to a student's first semester as an enrolled student at Jones College.

Academic Year	Required Grade Point Average	Status with GPA below required level
1. Completion of 12 hours of coursework	1.0	Probation
2. Completion of 24 hours of coursework	1.25	Probation
3. Completion of 36 hours of coursework	1.5	Probation
4. Completion of 48 hours of coursework	1.75	Probation/Dismissal/Extended Enr #
5. Completion of 60 hours of coursework	2.0	Probation/Dismissal/Extended Enr #
6. Completion of 72 hours of coursework	2.0	Probation/Dismissal/Extended Enr #
7. Completion of 84 hours of coursework	2.0	Probation/Dismissal/Extended Enr #
8. Completion of 90 hours of coursework	2.0	Dismissal #

Note:

Students with mitigating circumstances which impacted their ability to maintain the required GPA may petition the Academic Committee for permission to continue as a regular student in a "probationary" status as discussed in the above section.

Students without mitigating circumstances may, depending upon their cumulative grade point average, be placed into an extended enrollment status or dismissed from the college.

Chart C: Academic Evaluation for BS Students:

Note: Academic year computation is cumulative back to a student's first semester as an enrolled student at Jones College.

Academic Year	Required Grade Point Average	Status with GPA below required level
1. Completion of 12 hours of coursework	1.0	Probation
2. Completion of 24 hours of coursework	1.15	Probation
3. Completion of 36 hours of coursework	1.2	Probation
4. Completion of 48 hours of coursework	1.25	Probation
5. Completion of 60 hours of coursework	1.35	Probation/Dismissal/Extended Enr #
6. Completion of 72 hours of coursework	1.5	Probation/Dismissal/Extended Enr #
7. Completion of 84 hours of coursework	1.75	Probation/Dismissal/Extended Enr #
8. Completion of 96 hours of coursework	1.75	Probation/Dismissal/Extended Enr #
9. Completion of 108 hours of coursework	1.75	Probation/Dismissal/Extended Enr #
10. Completion of 120 hours of coursework	2.0	Dismissal #
11. Completion of 132 hours of coursework	2.0	Dismissal #
12. Completion of 144 hours of coursework	2.0	Dismissal #
13. Completion of 158 hours of coursework	2.0	Dismissal #
14. Completion of 160 hours of coursework	2.0	Dismissal #
15. Completion of 172 hours of coursework	2.0	Dismissal #
16. Completion of 180 hours of coursework	2.0	Dismissal

Note:

Students with mitigating circumstances which impacted their ability to maintain the required GPA may petition the Academic Committee for permission to continue as a regular student in a "probationary" status as discussed in the above section.

Students without mitigating circumstances may, depending upon their cumulative grade point average, be placed into an extended enrollment status or dismissed from the college.

Chart D: Credit Hrs. Attempted/Credit Hrs. Earned Evaluation for Diploma Program Students:

<u>Hours Attempted</u>	<u>Required Completion %</u>	<u># of Credits Earned</u>	<u>Status if Below # of Credits</u>
12	50%	6	Probation
24	62.5%	15	Probation
36	66%	24	Dismissal

Chart E: Credit Hrs. Attempted/Credit Hrs. Earned Evaluation for AS Degree Students:

<u>Hours Attempted</u>	<u>Required Completion %</u>	<u># of Credits Earned</u>	<u>Status if Below # of Credits</u>
22	55%	12	Probation
30	60%	18	Probation
45	60%	27	Probation
60	65%	39	Probation
67	65%	43	Dismissal
90	66%	60	Dismissal

Chart F: Credit Hrs. Attempted/Credit Hrs. Earned Evaluation for BS Degree Students:

<u>Hours Attempted</u>	<u>Required Completion %</u>	<u># of Credits Earned</u>	<u>Status if Below # of Credits</u>
30	60%	18	Probation
45	60%	27	Probation
60	60%	36	Probation
90	60%	54	Probation
120	65%	78	Probation
135	65%	87	Dismissal
180	66%	120	Dismissal

ADDITIONAL STANDARDS OF PROGRESS FOR STUDENTS ATTENDING UNDER THE PROVISIONS OF THE G.I. BILL

Students receiving education benefits under provisions of the G.I. Bill must maintain the same satisfactory progress standards as identified above in order to continue to receive these benefits.

One of the criteria for approval of any school for veterans' training is that it review prior credit and grant credit as appropriate to a VA student's current program. The VA may not always pay VA Education Benefits before the College receives prior credit information. This is especially true when the VA records indicate that a student may have a large amount of credit to transfer. We are required to report to the VA non-receipt of prior college transcripts if they are not received within two semesters. Please ensure we receive your transcripts in a timely manner so that your benefits are not interrupted.

These standards notwithstanding, the College reserves the right to apply a stricter standard when it has been determined to be in the best interest of the student or the institution.

STUDENT CONDUCT

All students are held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interests of the College and of the student body. A student who acts in a disruptive manner while in school or who acts in a manner that will bring discredit to the school will be subject to immediate disciplinary measures up to and including dismissal from the school.

DRUG AND ALCOHOL ABUSE PREVENTION POLICY STATEMENT

It is the policy of the College that the unlawful possession, use, or distribution of illicit drugs or alcohol by students on College property or in conjunction with any College or College-related activities, are strictly prohibited. The College enforces the State underage drinking laws. Students and employees who violate this policy will be referred to the appropriate law enforcement agency for prosecution and be immediately suspended until the matter has been resolved by the proper law enforcement agency. In the event a student is suspended (as indicated above) or is arrested for a drug related offense, he or she will not be allowed back in school until presentation of written documentation indicating that the matter has been resolved to the satisfaction of the College, will the College consider reinstatement.

It is unlawful for any person to sell, manufacture, deliver or possess with intent to sell, manufacture, or deliver a controlled substance. Any person violating the provisions of Florida Law or ordinances of Duval County may be guilty of a felony or, in some cases, a misdemeanor of the first degree, and may be subject to punishment as provided in the Florida or municipal codes. This punishment can include imprisonment, fines, forfeiture of property, and, in some cases, loss of business licenses. It should also be noted that under Florida's sentencing guidelines, punishment may become successively more severe for second and third violations.

Physical risks associated with drug abuse can include several central nervous system disorders such as cerebral anoxia and coma, Guillain-Barre syndrome, meningitis, brain abscess and many other neurologic complications. Other common physical damage resulting from drug abuse can include heart failure, hypertension, lung abscess and other pulmonary complications such as pulmonary emboli, liver damage and both Type A and B hepatitis, musculoskeletal conditions such as osteomyelitis and muscle damage, and even immunologic abnormalities, including the risk of AIDS with injectable drugs.

Many of the same physical risks exist with alcohol abuse, especially cirrhosis of the liver and hepatic coma, severe brain damage, and alcoholic epilepsy. The

most obvious health risks associated with drug and alcohol abuse are psychological.

Addiction to these chemicals can cause drug and alcohol induced schizoid behaviors, depression, dependency, and hostile and self-destructive impulses.

Students and employees who desire drug or alcohol abuse counseling should contact the Dean so that a referral to the appropriate agency can be made. The College makes available to students, faculty, and staff an annual drug-abuse seminar during which educational material is presented relating to drug and alcohol abuse.

CAMPUS SEMINARS

The College will provide an annual program on rape awareness, acquaintance rape, and other sex offenses. These programs are open to all students.

All instances of rape/sexual offenses occurring on campus are to be reported immediately to Campus Security or the Campus Dean and upon request of the victim the local police will be notified. It is vital that the Dean be notified immediately in an effort to preserve evidence as may be necessary to the proof of criminal assault.

The accusation of rape, acquaintance rape, or other sex offenses (forcible or nonforcible) will be brought before the College Academic Committee. The accuser and the accused are entitled to the same opportunities of formal presentation before the Academic Committee and to have others present during a disciplinary proceeding. The Academic Committee may suspend or dismiss a student as the disciplinary action to be taken. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.

The Campus Dean can provide students information on existing counseling in the community for victims of sexual assault. The College may also assist in notifying students of options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident if requested and if these changes are reasonably available.

SEXUAL HARASSMENT POLICY

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability

to participate in or benefit from the education program, or to create a hostile or abusive educational environment. Conduct is unwelcome when the student being harassed, did not "solicit or incite it," and "regarded the conduct as undesirable or offensive."

The College will not tolerate sexual harassment of its students from any member of the college community including faculty, staff, and other students. A student who feels he or she has been sexually harassed should immediately notify his or her Campus Dean. The Campus Dean will work with the President of the College to investigate the grievance and bring it to prompt resolution. The President of the College will, upon receipt of the complaint:

1. Initiate an investigation of the complaint by an impartial investigator, including the opportunity to present witnesses and other evidence;
2. Insure that the investigation will take place on a timely basis to bring closure to the issue in the shortest time frame;
3. Notify the parties involved of the disposition of the complaint, and
4. if appropriate, will take steps to prevent the recurrence of any harassment and correct its effects on the complainant and others.

Students must file a grievance within 45 calendar days following an alleged case of sexual harassment; or, if the accused is an instructor, 45 calendar days after a final grade is received in that class, whichever date is later.

Parties involved will be given the opportunity to appeal the findings and/or remedy.

CAMPUS SEX CRIMES PREVENTION ACT

The above act requires sex offenders, who already must register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. To obtain law enforcement agency information provided by a state concerning registered sex offenders, one may find this information at the following web site: <http://www.fdle.state.fl.us/>.

HAZING PROHIBITED

Hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating under the sanction of Jones College. Hazing includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect

the physical health or safety of the students, and also includes any activity which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment or other forced activity which could adversely affect the mental health or dignity of the student.

Jones College students and individuals representing the College who work with students are prohibited from engaging in hazing activities. Individuals found guilty of violating this hazing policy will be subject to suspension or dismissal from the College.

WEAPONS POLICY

Jones College has adopted the following weapons policy: A student or member of the Jones College faculty or staff who brings a weapon on campus is in violation of College policy. The student will be immediately expelled from the College and the faculty or staff member will be terminated.

OTHER REGULATIONS

The College reserves the right to suspend or dismiss from the College any student at any time for misconduct or disruptive behavior or when such action is deemed to be in the best interest of the student, the student body or the College, and to do so without setting forth the cause for such action. Reasons for dismissal or suspension include, but are not limited to, such offenses as carrying a weapon on school grounds, plagiarism, cheating, narcotics activities, disruptive behavior and conduct which might bring the school into disrepute.

Statistics are maintained on crimes that manifest evidence of prejudice based on race, religion, sexual orientation, or ethnicity as prescribed by the Hate Crimes Statistics Act.

At the time of a suspension, the student will be given written notification of the duration of the suspension. At the conclusion of the term of the suspension, the student may apply in writing for re-admission to the College.

Dismissal is a terminal action. Students who have been dismissed from the College for misconduct or disruptive behavior are not permitted to re-enter.

Students who observe a criminal act, or who are victimized by a criminal act on-campus must report the incident to the Dean's Office immediately. The College will assist the student in notifying the proper law enforcement authorities if requested. The same procedure should be followed for any

incident or observation relating to the health or safety of students, faculty, or staff. Students having a complaint regarding the College may refer this complaint to the Dean, the College President, or the Corporate President. If attempts to resolve this complaint fail, the student may request that the issue be brought before a committee made up of at least one student, one faculty member, and one member of the administrative staff for resolution.

FAMILIARITY WITH COLLEGE REGULATIONS

On or before entrance, each student is given a College Catalog and various brochures and other publications that set forth the policies and regulations under which the College operates. **The student's application for admission to the College acknowledges the student's responsibility to become familiar with the contents of the Catalog. It is the responsibility of the student to become familiar with these policies and regulations and to comply. Ignorance or lack of familiarity with this information does not serve as an excuse for non-compliance or infractions.**

GRIEVANCE PROCEDURE

Step 1. Any student or instructor with a grievance or complaint should request an individual conference with the individual(s) involved to discuss the matter.

Step 2. If a satisfactory resolution to the problem is not reached, an aggrieved student or instructor should seek guidance from the appropriate Department Chair.

Step 3. If the second step has not resolved the grievance, an aggrieved student or instructor should seek guidance from the applicable Campus Director/Associate Dean.

Step 4. If the previous steps have not solved the grievance within 48 hours of the incident, the aggrieved student or instructor must present to the Campus Director, in writing, all facts of the grievance.

Within 24 hours, upon receipt of the written information, the Campus Director will schedule a Grievance Committee hearing. The time of the meeting will be communicated, in writing, to all parties. For student and instructor grievances, the Committee will consist of the Campus Director, the Academic Dean, two staff members, two faculty members, and two students not involved with the incident in question.

All persons, or their representatives, involved with the incident, must be present at the time of the hearing. All parties involved will be given the opportunity to discuss the grievance. The Grievance Committee will excuse all parties involved in the grievance and immediately review and conclude the case. The decision of the Committee will be communicated within 48 hours to those involved in the incident. The Committee's decision will be final.

Any grievance that involves the protesting of a grade received by a student must be initiated by the student no later than the end of the semester immediately following the term in which the course was given.

The Accrediting Council for Independent Colleges and Schools (ACICS) provides complaint procedures for the filing of complaints against accredited institutions. ACICS requires that the complainant have exhausted all complaint and grievance procedures provided under the institutional policy. Should such a complaint be filed, ACICS will review the matter to determine whether there may have been any violation of its criteria and standards, and can take action only if it determines there to have been such a violation. ACICS can be contacted at 750 First Street, N.E., Suite 980, Washington, D.C. 20002; (202) 336-6780.

RESERVATIONS

The College reserves the right to modify its tuition and fees; add to or withdraw members from its faculty and staff; rearrange its programs from time to time as teaching policies make it desirable; and to withdraw subjects, courses, and programs. Any specific course requirements in any area may be changed or waived by the Dean or appropriate faculty committee upon written request or for reasonable cause. Course substitutions may be made only by the Dean or appropriate faculty committee.

The total hours specified in each area and the degree program total are the minimum requirements for the degree. If student enrollment in a class substantially reduces during the drop/add period, the class may be canceled during the drop/add period and the students rescheduled.

The student is responsible for meeting the requirements of the College Catalog in effect at entrance or re-entrance. The student may elect to change to the requirements of a new catalog and must then meet all the requirements of the new edition. The student automatically comes under the current catalog at re-entrance after not attending for a full grading period. Students remain under their original catalog if they take the summer term off.

With the approval and guidance of the Campus Dean, the student may be permitted to substitute elective coursework for required coursework identified.

AMERICANS WITH DISABILITIES ACT POLICY

Reasonable efforts will be made by Jones College to accommodate students with special needs as addressed by the Americans with Disabilities Act. Jones College students with disabilities may be eligible for accommodations in accordance with

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students who wish to request accommodations should contact the ADA Coordinator at (904) 743-1122 at least three weeks prior to the beginning of a semester to schedule an in-take appointment. Students should also notify the registration office at the time of registration of special needs. Documentation of disability is required.

STUDENT GOVERNMENT ASSOCIATION

At the request of interested students, a Student Government Association (SGA) has formed at the college. SGA operates under its own charter, has elected student officers who interact with both students and the college's administration, and holds regular meetings at both campus locations. Faculty advisors attend all regularly scheduled meetings. For additional information concerning SGA, contact the Dean's Office.

JONES COLLEGE DISTANCE LEARNING PROGRAM

Jones College offers a variety of instructional modes to fit the needs of the student and the course. Distance Learning enables students to take a class from home, work, or wherever their travels take them. Early registration is critical. Jones College reserves the right to limit the registration of students requesting distance learning courses to those living outside of the Jacksonville metropolitan areas. Students must take a minimum of two Distance Learning classes each semester.

Jones College is approved to offer the complete Bachelor of Science in Interdisciplinary Studies, Bachelor of Science and Associate in Science Business Administration Majors, the Bachelor of Science and Associate in Science Computer Information Systems Majors and, to Florida residents, the Bachelor of Science and Associate in Science Legal Assisting (Paralegal studies) Majors via the Internet through Distance Learning.

U.S. students who wish to enroll in the on-line majors through distance learning must provide the following:

1. A completed and signed application. A student may apply on-line at <http://www.jones.edu>. To avoid delays, the student may print out the application and sign it. The mailing address is Jones College, 5353 Arlington Expressway, Jacksonville, FL 32211-5588 or fax it to 904-743-4446. Unsigned applications will be returned to the applicant for signature, and must be signed and returned to the college before consideration by the Admissions Committee.

2. Copies of the student's standard high school transcript, indicating the student graduated, or a signed attestation form, which is also found on the College's web site. If the student previously attended college, official copies of college transcripts must also be provided.
3. Payment arrangements must be made prior to each term. Financial aid is available if the student qualifies. The Financial Aid Department will mail the necessary applications once an application for enrollment has been received. The application should include the interest of the student in this program. The cost per credit hour is \$305; the cost for each course is \$915. (Military personnel or veterans should inquire about a special tuition rate.) All DL students will be assessed a technical fee of \$35 per online course.
4. The student must have Internet access and computer software and hardware described on the following page.
5. Required textbooks and supplemental material designated for each course must be purchased. Purchasing may be done over the Internet. The titles of required textbooks and supplemental material, names of publishers, author, and ISBN numbers will be posted on the web page prior to the start of each term.

International students who are in the United States pursuant to the conditions of Form I-20 (Immigration Certificate of Acceptance) may not participate in the Distance Learning courses of study that are offered by the College. This restriction will not apply to international students who continue their education while not residing in the United States.

International students who wish to enroll in the on-line majors will need to provide the following.

1. A completed and signed application. The student may apply on-line at <http://www.jones.edu>. To avoid delays, the student may print out the application and sign it. The mailing address is Jones College, 5353 Arlington Expressway, Jacksonville, FL 32211-5588. The facsimile number is 904-743-4446. Unsigned applications will be returned to the applicant for signature, and must be signed and returned to the college before being considered by the Admissions Committee.

2. Copies of high school transcripts showing graduation and any college transcripts. These transcripts must be in English.
3. Internet access and computer software and hardware as described on the next page.
4. The student must pay in advance for the courses selected. The cost per credit hour is \$305; the cost per course is \$915. All DL students will be assessed a technical fee of \$35 per on-line course.
5. Required textbooks and supplemental material designated for each course must be purchased. Purchasing may be done over the Internet. The titles of required textbooks and supplemental material, names of publisher, author, and ISBN numbers will be posted on the web page prior to the start of each term.

SYSTEM REQUIREMENTS

Students are responsible for having the required Hardware and Software prior to the course start date.

HARDWARE (minimum requirements)

500 MHz Pentium or equivalent processor
256 MB Ram
15" monitor (16 bit color) set to 800 X 600 resolution
CD-Rom
56Kbps Modem
Sound card/speakers
Graphics card

HARDWARE (Recommended)

1000 MHz Pentium or equivalent processor
512 MB Ram
17" monitor (32 bit color) set to 1024 X 768 resolution
DVD-Rom
DSL, Cable modem, or equivalent high speed Internet access
Sound card/speakers
Graphics card

SOFTWARE (minimum requirements)

Windows 2000 with service pack 3
MS Office 2003, with Microsoft Office Compatibility Pack for Word, Excel and Powerpoint 2007 File Formats

SOFTWARE (Recommended)

Windows XP with service pack 2
MS Office 2010

Note (1): Some courses may require the use of additional software. Programming classes may require the use of specific language generating software. The course schedule will designate any special software requirements. Guidelines for the program are issued to each student.

Note (2): Some classes as described in the catalog may require a broadband connection; DSL or Cable.

ACCESS CODE FEE:

Students may be required to purchase an Access code in order to utilize the BlackBoard cyber campus presentation platform. Fees vary for each course and are within an approximate range of \$11.00 to \$45.00 per course and subject to change. The access code may be purchased from the publisher.

A \$35.00 Technical Fee will be charged for each distance learning course in which a student is enrolled.

The Jones College Web Site (<http://www.jones.edu/>) contains information of value to prospective and current Distance Learning students. The information contained in this site has been distilled from several years of experience of students, instructors and staff.

1. For prospective students who are interested in DL, print and read the following to gain a basic understanding of Distance Learning:
 - Frequently Asked Questions (FAQ's) - Jones College Online Learning Requirements:
(<http://www.jones.edu/online-learning/requirements>)
2. Applicable links for DL students are provided below:
 - Login to Class - <http://www.jones.edu/distance-learning>
 - Login Help - <http://www.jones.edu/distance-learning/login-help>
 - DL Booklist - <http://www.jones.edu/current-students/book-list>

The College reserves the right to deny any student re-entry into Distance Learning classes if the student has not demonstrated the ability to successfully complete courses delivered through this medium. A failing grade for the term in the course(s) attempted or a withdrawal of the student for excessive absences can be sufficient grounds for denying continued participation in Distance Learning studies.

DEGREE PROGRAMS

THE BACHELOR OF SCIENCE DEGREE PROGRAM

To qualify for the Bachelor of Science Degree, students are required to accomplish the following:

1. Complete a minimum of 120 Credit Hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the College. In the event preparatory courses are required, this minimum credit requirement will be increased to include these courses. The final 30 credit hours of coursework must be completed at the College. Prerequisite course requirements will be adhered to at all times.
2. Complete a minimum of 42 credit hours at the 3000 and/or 4000 level.
3. Complete a minimum of 36 semester hours of general education. Students will be required to complete two English courses, one Sociology course and two Mathematics courses. The remaining General Education courses must be a mixture of courses from the following two categories: Humanities and the Social Sciences. The suggested courses are listed in each program area.
4. Meet the specified graduation requirements.
5. Abide by all College rules and regulations including satisfactory progress, attendance and conduct; settle all financial obligations to the College prior to graduation.

BUSINESS ADMINISTRATION MAJOR

The Bachelor of Science Degree Program with a Business Administration Major is designed to provide the student with the skills needed to obtain an entry-level position in business administration and the knowledge required to become promotable into a managerial position in an already established career field. A broadly based sequence of business administration core coursework is supplemented by general education and supplemental business courses, and an elective component which permits the student to effectuate an educational program which is consistent with the student' objectives. Distance Learning students will be able to complete the entire course curriculum via Distance Learning.

Area I - Major Component

Credit Hours

APA	2111	Basic Accounting	3
BUL	2131	Business Law-Agency and Business Organizations	3
BUL	2241	Business Law-Contracts and Commercial Paper	3
CGS	1000	Computer Literacy	3
CGS	2100L	Microcomputer Applications	3
GEB	1011	Introduction to Business Enterprise	3
MAN	2021	Principles of Management	3
MAN	3065	Business Ethics	3
MAN	3081	E-Commerce Management	3
MAN	3301	Human Resource Management	3
MAN	3602	International Business	3
MAN	4151	Organizational Behavior	3
MAN	4504	Operations Management	3
MAN	4725	Business Policy and Administration	3
MAR	1021	Introduction to Marketing	3
MAR	2321	Advertising	3
MAR	3503	Consumer Behavior	3
MAR	4310	Public Relations Management	3
SBM	2000	Small Business Management	3
TAX	4013	Federal Taxation - Business	3
Area Total			60

Area II - General Education Component			Credit Hours
ENC	1101	English Composition I	3
ENC	1102	English Composition II	3
EUH	1000	Survey of Western Civilizations I	3
EUH	1001	Survey of Western Civilizations II	3
HUM	2020	Introduction to the Humanities	3
INR	3016	International Relations (Political Science and Geopolitics)	3
MGF	1106	Fundamentals of College Math I	3
MGF	1107	Fundamentals of College Math II	3
PHI	1103	Critical Thinking	3
PSY	2012	General Psychology	3
SYG	2000	Introduction to Sociology	3
WOH	3220	World Encounter	<u>3</u>
Area Total			36

Area III - Supplemental Business Course Component			Credit Hours
CGS	2555L	Introduction to the Internet	3
OST	1100L	Introductory Keyboarding	3
TAX	3001	Federal Taxation - Personal	<u>3</u>
			9

Area IV - Approved Elective Component

To be selected in consultation with the Dean so as to effectuate a balanced educational program. The purpose of this consultation will guarantee that the student chooses the appropriate amount of electives in the 3000 and 4000 level range as required, and that the student's choices reflect the personal career objectives of the student.

Area Total	15
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MINIMUM TOTAL CREDIT HOURS REQUIRED FOR GRADUATION	120
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All courses available at all Campuses.

PLEASE NOTE: STUDENTS ARE REQUIRED TO COMPLETE A MINIMUM OF 42 CREDIT HOURS AT THE 3000 AND/OR 4000 LEVEL. IN ORDER TO MEET THIS REQUIREMENT, YOU WILL HAVE TO TAKE SOME OR ALL OF YOUR AREA IV ELECTIVES AT THE 3000 AND/OR 4000 LEVEL.

COMPUTER INFORMATION SYSTEMS

The Bachelor of Science Degree Program with a Computer Information Systems Major combines a comprehensive series of computer programming courses with essential business and general education courses, and an elective component that permits the student to effectuate an educational program that is consistent with the student's objectives. This program is designed to provide the student with the skills necessary to obtain an entry-level position as a computer programmer, systems analyst, or other position in Computer Information Systems. Distance Learning students will be able to complete the entire course curriculum via Distance Learning.

Area I - Major Component			Credit Hours
CGS	1000	Computer Literacy	3
CGS	1172L	E-Commerce Site Designer I	3
CGS	2173L	E-Commerce Site Designer II	3
CGS	2100L	Microcomputer Applications	3
CGS	2540C	Introduction to Database Management	3
CIS	2321	Business Systems	3
CIS	3325	Business Systems Analysis and Design	3
CIS	4103	Web Performance	3
CIS	4253	Legal and Ethical Issues in Computing	3
CIS	4365	Computer Security Policies and Disaster Preparedness	3
CNT	2000	Networking Essentials	3
CNT	4603	Computer and Network System Administration	3
COP	1006	Problem Solving	3
COP	2222L	Computer Programming - Introduction to C++	3
COP	2800L	Computer Programming - Intro. to JAVA	3
COP	3835L	Designing Web Pages	3
COP	3764L	Structured Query Language (SQL)	3
COP	4225C	UNIX Operating Systems	3
CTS	2433L	Database Design Microsoft SQL Server	3
ISM	4314L	Project Management	3
OST	1100L	Introductory Keyboarding	3
Area Total			63

Area II - General Education Component			Credit Hours
ENC	1101	English Composition I	3
ENC	1102	English Composition II	3
EUH	1000	Survey of Western Civilizations I	3
EUH	1001	Survey of Western Civilizations II	3
HUM	2020	Introduction to the Humanities	3
INR	3016	International Relations (Political Science and Geopolitics)	3
MGF	1106	Fundamentals of College Math I	3
MGF	1107	Fundamentals of College Math II	3
PHI	1103	Critical Thinking	3
PSY	2012	General Psychology	3
SYG	2000	Introduction to Sociology	3
WOH	3220	World Encounter	<u>3</u>
Area Total			36

Area III - Supplemental Business Course Component			Credit Hours
APA	2111	Basic Accounting	3
MAN	2021	Principles of Management	3
MAN	4151	Organizational Behavior	<u>3</u>
Area Total			9

Area IV - Approved Elective Component

To be selected in consultation with the Dean so as to effectuate a balanced educational program. The purpose of this consultation will guarantee that the student chooses the appropriate amount of electives in the 3000 and 4000 level range as required, and that the student's choices reflect the personal career objectives of the student. It is highly recommended that elective coursework include additional coursework with the following designations: CGS, CIS, and COP

Area Total	12
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MINIMUM TOTAL CREDIT HOURS REQUIRED FOR GRADUATION	120
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All courses offered at all Campuses.

PLEASE NOTE: STUDENTS ARE REQUIRED TO COMPLETE A MINIMUM OF 42 CREDIT HOURS AT THE 3000 AND OR 4000 LEVEL. IN ORDER TO MEET THIS REQUIREMENT, YOU WILL HAVE TO TAKE SOME OR ALL OF YOUR AREA I OR AREA IV ELECTIVES AT THE 3000 AND/OR 4000 LEVEL.

LEGAL ASSISTANT (PARALEGAL) MAJOR

The Bachelor of Science Degree Program with a Legal Assistant (Paralegal) Major is designed to prepare students with the skills necessary for entry-level positions as part of a legal team in law firms, banks, savings and loan associations, government agencies, insurance companies, and title companies. The legal assistant (paralegal) usually works under the supervision of an attorney and assumes part of the attorney's workload, freeing the attorney for tasks that only attorneys are qualified to perform. This program is designed to give the student the opportunity to select from a range of legal specializations which will more fully prepare the student for employment in an area which is of interest to the student. This program is designed to be an extension of the Associate in Science Degree Program with a Paralegal Major. Distance Learning students (Florida residents only) will be able to complete the entire program via distance learning. This is not a pre-law program.

Area I - Major Component			Credit Hours
CGS	1000	Computer Literacy	3
CGS	2100L	Microcomputer Applications	3
MAN	4151	Organizational Behavior	3
OST	1100L	Introductory Keyboarding	3
PLA	1003	Introduction to the Law	3
PLA	1104L	Legal Research and Writing I	3
PLA	2114	Legal Research and Writing II	3
PLA	1201	Civil Litigation	3
PLA	1273	Torts	3
PLA	1423	Contracts	3
PLA	2941	Internship in Legal Assisting	3
PLA	2763	Law Office Management	3
PLA	3263	Evidence Law	3
PLA	3305	Criminal Law & Procedure	3
PLA	3436	Corporate Law	3
PLA	3806	Family Law	3
PLA	3885	Constitutional Law	3
PLA	4485	Administrative Law	3
PLA	4605	Wills, Estates and Trusts	3
PLA	4703	Ethics & Professional Responsibility	3
Area Total			60

AAfPE Approved Program

Jones College is an institutional member of, and its paralegal program is approved by the American Association for Paralegal Education.

Area II - General Education Component			Credit Hours
ENC	1101	English Composition I	3
ENC	1102	English Composition II	3
EUH	1000	Survey of Western Civilizations I	3
EUH	1001	Survey of Western Civilizations II	3
HUM	2020	Introduction to the Humanities	3
INR	3016	International Relations (Political Science and Geopolitics)	3
MGF	1106	Fundamentals of College Math I	3
MGF	1107	Fundamentals of College Math II	3
PHI	1103	Critical Thinking	3
PSY	2012	General Psychology	3
SYG	2000	Introduction to Sociology	3
WOH	3220	World Encounter	3
Area Total			36

Area III - Supplemental Business Course Component			Credit Hours
APA	2111	Basic Accounting	3
CGS	2555L	Introduction to the Internet	3
MAN	2021	Principles of Management	3
Area Total			9

Area IV - Approved Elective Component

To be selected in consultation with the Dean so as to effectuate a balanced educational program. The purpose of this consultation will guarantee that the student chooses the appropriate amount of electives in the 3000 and 4000 level range as required, and that the student's choices reflect the personal career objectives of the student.

Area Total	15
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MINIMUM TOTAL CREDIT HOURS REQUIRED FOR GRADUATION	120
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All courses available on all campuses.

PLEASE NOTE: STUDENTS ARE REQUIRED TO COMPLETE A MINIMUM OF 42 CREDIT HOURS AT THE 3000 AND OR 4000 LEVEL. IN ORDER TO MEET THIS REQUIREMENT, YOU WILL HAVE TO TAKE SOME OR ALL OF YOUR AREA IV ELECTIVES AT THE 3000 AND/OR 4000 LEVEL.

ALLIED HEALTH MANAGEMENT MAJOR

The Bachelor of Science Degree Program with an Allied Health Management Major is designed to combine technical and medical office training with business coursework which will enable the allied health practitioner to function as a medical assistant with the ability to move into an entry-level managerial position in a medical office or other health care facility. Technical, office, and business training are supplemented with required general education and elective coursework which permit the student to effectuate an educational program which is consistent with the student's educational objectives.

Area I - Major Component			Credit Hours
CGS	1000	Computer Literacy	3
CGS	2100L	Microcomputer Applications	3
DIE	3212	Nutrition and Diet Therapy	3
GEY	3200	Geriatric Care	3
MEA	235	Introduction to Insurance Coding	3
HSC	3202	Public Health and Safety	3
MAN	4151	Organizational Behavior	3
MEA	107	Introduction to Medical Assisting	3
MEA	108	Universal Precautions for Health Care Professionals	3
MEA	126C	Laboratory Procedures **	3
MEA	135	Human Anatomy & Physiology	3
MEA	138	Introduction to Medical Terminology	3
MEA	139L	Medical Front Office Practices	3
MEA	243	Introduction to Pharmacology	3
MEA	257	Theory of X-Ray & Phlebotomy	3
MEA	283	Job Preparation Orientation and Externship	3
MEA	436	Medical Ethics	3
OST	1100L	Introductory Keyboarding	3
OST	3404C	Office Administration Integration	3
PLA	4524	Medical Malpractice	<u>3</u>
Area Total			60

Area II - General Education Component			Credit Hours
ENC	1101	English Composition I	3
ENC	1102	English Composition II	3
EUH	1000	Survey of Western Civilizations I	3
EUH	1001	Survey of Western Civilizations II	3
HUM	2020	Introduction to the Humanities	3
INR	3016	International Relations (Political Science and Geopolitics)	3
MGF	1106	Fundamentals of College Math I	3
MGF	1107	Fundamentals of College Math II	3
PHI	1103	Critical Thinking	3
PSY	2012	General Psychology	3
SYG	2000	Introduction to Sociology	3
WOH	3220	World Encounter	3
Area Total			36

Area III - Supplemental Business Course Component			Credit Hours
APA	2111	Basic Accounting	3
CGS	2555L	Introduction to the Internet	3
MAN	2021	Principles of Management	3
Area Total			9

Area IV - Approved Elective Component

To be selected in consultation with the Dean so as to effectuate a balanced educational program. The purpose of this consultation will guarantee that the student chooses the appropriate amount of electives in the 3000 and 4000 level range as required, and that the student's choices reflect the personal career objectives of the student.

Area Total	15
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MINIMUM TOTAL CREDIT HOURS REQUIRED FOR GRADUATION	120
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** In Jacksonville, this class is available at the West Campus only. Students are required to bring in verification of negative TB testing by mid-term of Laboratory Procedures class. A current TB test must be on file prior to the start of the Externship.

PLEASE NOTE: STUDENTS ARE REQUIRED TO COMPLETE A MINIMUM OF 42 CREDIT HOURS AT THE 3000 AND/OR 4000 LEVEL. IN ORDER TO MEET THIS REQUIREMENT, THE STUDENT WILL HAVE TO TAKE SOME OR ALL OF THE AREA IV ELECTIVES AT THE 3000 AND/OR 4000 LEVEL.

INTERDISCIPLINARY STUDIES

The Bachelor of Science in Interdisciplinary Studies provides a degree completion program that accommodates those students whose needs are satisfied by a BS degree. Students may elect to take core coursework in a number of areas including, but not limited to: management, marketing, computer applications, computer programming, various legal specializations, medical/allied health, and education. This program prepares students for employment and promotion in those organizations that do not require a four year degree with core coursework in a particular discipline. In addition to the 60 credit core course requirement, 45 credits in general education and 15 credits of supplemental business coursework ensure all graduates have a well rounded education.

Area I - Open Concentration	Credit Hours
Area Total	60

Area II - General Education Component	Credit Hours
ENC 1101 English Composition I	3
ENC 1102 English Composition II	3
EUH 1000 Survey of Western Civilizations I	3
EUH 1001 Survey of Western Civilizations II	3
HUM 2020 Introduction to the Humanities	3
INR 3016 International Relations (Political Science and Geopolitics)	3
MGF 1106 Fundamentals of College Math I	3
MGF 1107 Fundamentals of College Math II	3
PHI 1103 Critical Thinking	3
PSY 2012 General Psychology	3
SYG 2000 Introduction to Sociology	3
WOH 3220 World Encounter	3
General Education Elective (Select 9 hours from any general education course listed in this catalog.)	<u>9</u>
Area Total	<u>45</u>

Area III - Supplemental Business Course Component			Credit Hours
APA	2111	Basic Accounting	3
CGS	1000	Computer Literacy	3
CGS	2100L	Microcomputer Applications	3
MAN	2021	Principles of Management	3
MAN	4151	Organizational Behavior	<u>3</u>
Area Total			15
MINIMUM TOTAL CREDIT HOURS REQUIRED FOR GRADUATION			120

Course availability will be dependent upon campus location.

PLEASE NOTE: STUDENTS ARE REQUIRED TO COMPLETE A MINIMUM OF 42 CREDIT HOURS AT THE 3000 AND/OR 4000 LEVEL. IN ORDER TO MEET THIS REQUIREMENT, YOU WILL HAVE TO TAKE SOME OR ALL OF YOUR AREA I OPEN CONCENTRATION COURSES AND AREA II ELECTIVES AT THE 3000 AND/OR 4000 LEVEL.

ELEMENTARY EDUCATION

The Bachelor of Science Degree Program with an Elementary Education Major is designed to provide students with the skills needed to obtain an entry-level position within a public school system in the state of Florida as elementary educators. In this program students are provided with the tools and the environment to develop skills necessary to act as teachers, facilitators and coaches. Through the use of interactive discussions and “hands-on” approaches students learn and apply concepts in subjects such as science, mathematics, language arts, and social studies. Students learn to assist children understand abstract concepts, solve problems, and develop critical thought processes. Students are required to complete field experience in specific courses. FS 1012.32(2)(d) states that students participating in field experiences in school districts must be fingerprinted. Fingerprinting must be conducted following the school district’s procedures. A background check will be required as a condition of employment. **See Page 6 for additional requirements.**

Area I – Major Components

		Credit Hours
CGS 1000	Computer Literacy	3
CGS 2100L	Microcomputer Applications	3
ARE 4313	Teaching Elementary School Arts	3
EDE 3942	Internship I / Student Teaching	9
EDF 4603	Analysis and Application of Ethical, Legal and Safety Issues in Schools	3
EDG 4410	Teaching Strategies and Classroom Management	3
HLP 4722	Teaching Elementary School Health and Physical Education	3
LAE 3414	Foundation of Literature	3
LAE 4314	Teaching Elementary School Language Arts	3
MAE 2801	Teaching Elementary School Math	3
MUE 3212	Teaching Elementary School Music	3
RED 3012	Teaching Elementary School Reading	3
RED 4519	Diagnostic & Corrective Reading Strategies	3
SCE 3310	Teaching Elementary School Science	3
SSE 3313	Teaching Elementary School Social Studies	3
TSL 4080	Theory and Practice of Teaching ESOL	3
TSL 4240	Issues in Second Language Acquisition	3
EDF 4466	Classroom Assessment & Evaluation	3
	Area Total	60

Area II – General Education Component		Credit Hours
DEP 3103	Child Psychology	3
ENC 1101	English Composition I	3
ENC 1102	English Composition II	3
EUH 1000	Survey of Western Civilizations I	3
EUH 1001	Survey of Western Civilizations II	3
HUM 2020	Introduction to Humanities	3
INR 3016	International Relations (Political Science and Geopolitics)	3
MGF 1106	Fundamentals of College Math I	3
MGF 1107	Fundamentals of College Math II	3
MTG 2204	Geometry	3
PHI 1103	Critical Thinking	3
SYG 2000	Introduction to Sociology	<u>3</u>
Area Total		36

Area III – Education Prerequisite/Supplemental Business Course Component		Credit Hours
CGS 2555L	Introduction to the Internet	3
EDF 1005	Introduction to Education	3
EDF 2085	Teaching Diverse Populations	3
EME 1040	Technology for Educators	3
MAN 2021	Principles of Management	<u>3</u>
Area Total		15

Area IV - CLAST Review Component		
ENC 2111	General Knowledge Review: English Language Skills and Essay	1
MGF 2117	Mathematics General Knowledge Skills for Educators	1
REA 2125	General Knowledge Review: Reading Skills	<u>1</u>
		3

Area V – Approved Elective Component

To be selected in consultation with the Dean so as to effectuate a balanced educational program. The purpose of this consultation will guarantee that the student chooses the appropriate amount of electives in the 3000 and 4000 level range as required, and that the student's choices reflect the personal career objectives of the student.

Area Total	6
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MINIMUM TOTAL CREDIT HOURS REQUIRED FOR GRADUATION	120
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Licensure and Certification

Licensure and certification are required for persons employed in this field in the State of Florida. The curriculum is designed to not only give the students the necessary skills to teach in the Elementary School environment, but to prepare them for licensure requirements and certification examinations.

All courses are available on the Arlington and West campuses in Jacksonville.

PLEASE NOTE: STUDENTS ARE REQUIRED TO COMPLETE A MINIMUM OF 42 CREDIT HOURS AT THE 3000 AND / OR 4000 LEVELS.

THE ASSOCIATE IN SCIENCE DEGREE

To qualify for the Associate in Science Degree, students are required to accomplish the following:

1. Complete a minimum of 60 Credit Hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the College. In the event that preparatory courses are required, this total will be increased by those courses. The final 21 Credit Hours must be completed at the College. Prerequisite course requirements will be adhered to at all times.
2. Complete a minimum of 15 semester hours of general education. Two English courses, one Sociology course, and two Mathematics courses must be completed. The remaining general education class may be selected from the general education courses identified in the course description section of the catalog.
3. Meet the specified graduation requirements. Upper Division courses may be used to satisfy the requirements if approved by the Dean.
4. Abide by all College rules and regulations including satisfactory progress, attendance and conduct; settle all financial obligations to the College prior to graduation.
5. Participate in the first College commencement exercises following completion of all program requirements.

BUSINESS ADMINISTRATION MAJOR

The Associate in Science Degree Program with a Business Administration Major is designed to provide a student with the basic business knowledge necessary to operate a small business, to assume an entry-level managerial or manager trainee position, to assume an entry-level marketing position, or to provide the student with the knowledge necessary to become promotable into an entry-level managerial position in an already established career field. Distance Learning students will be able to complete the entire course curriculum through Distance Learning.

Area I - Major Component	Credit Hours
APA 2111 Basic Accounting	3
BUL 2131 Business Law-Agency & Business Organizations	3
BUL 2241 Business Law-Contracts and Commercial Paper	3
CGS 1000 Computer Literacy	3
CGS 2100L Microcomputer Applications	3
GEB 1011 Introduction to Business Enterprise	3
MAN 2021 Principles of Management	3
MAR 1021 Introduction to Marketing	3
MAR 2321 Advertising	3
OST 1100L Introductory Keyboarding	3
SBM 2000 Small Business Management	3
Major Electives (Select 3 hours of courses from the FIN, MAN, MAR courses listed in the catalog.)	<u>3</u>
Area Total	36
Area II - General Education Component	Credit Hours
ENC 1101 English Composition I	3
ENC 1102 English Composition II	3
MGF 1106 Fundamentals of College Math I	3
MGF 1107 Fundamentals of College Math II	3
SYG 2000 Introduction to Sociology	3
General Education Elective (Select 3 hours of courses at the 1000 and 2000 levels from the General Education courses listed in this catalog.)	<u>3</u>
Area Total	18
Area III - Supplemental Business Course Component	Credit Hours
CGS 2555L Introduction to the Internet	3
Supplemental Business Course Component Electives (Select 3 hours from the BUL, CGS, FIN, GEB, OST, RMI courses listed in the catalog.)	<u>3</u>
	6
MINIMUM TOTAL CREDIT HOURS REQUIRED FOR GRADUATION	60

All courses available at a both campuses.

COMPUTER INFORMATION SYSTEMS MAJOR

The Associate in Science Degree Program with a Computer Information Systems Major is designed to provide a student with basic skills necessary to obtain entry-level employment as a junior programmer, programmer trainee, or other position in the Computer Information Systems industry. The basic sequence of Computer Information Systems courses is supplemented with general education and business offerings which help to ensure the student's productivity and mobility in the business environment.

Area I - Major Component	Credit Hours
CGS 1000 Computer Literacy	3
CGS 1172L E-Commerce Site Designer I	3
CGS 2173L E-Commerce Site Designer II	3
CGS 2100L Microcomputer Applications	3
CGS 2540C Introduction to Database Management	3
CIS 2321 Business Systems	3
CNT 2000 Networking Essentials	3
COP 1006 Problem Solving	3
COP 2222L Computer Programming - Introduction to C++	3
COP 2800L Computer Programming - Intro. to JAVA	3
CTS 2433L Database Design Microsoft SQL Server	3
OST 1100L Introductory Keyboarding	<u>3</u>
Area Total	36
Area II - General Education Component	Credit Hours
ENC 1101 English Composition I	3
ENC 1102 English Composition II	3
MGF 1106 Fundamentals of College Math I	3
MGF 1107 Fundamentals of College Math II	3
SYG 2000 Introduction to Sociology	3
General Education Elective (Select 3 hours of courses at the 1000 and 2000 levels from the General Education courses listed in this Catalog)	<u>3</u>
Area Total	18
Area III - Supplemental Business Course Component	Credit Hours
APA 2111 Basic Accounting	3
MAN 2021 Principles of Management	<u>3</u>
Area Total	6
MINIMUM TOTAL CREDIT HOURS REQUIRED FOR GRADUATION	60

All courses available at both campuses.

LEGAL ASSISTANT (PARALEGAL) MAJOR

The Associate in Science Degree Program with a Legal Assistant Major is designed to prepare a student for entry-level positions as part of the legal team in law firms, savings and loan associations, government agencies, insurance companies, and title companies. The paralegal usually works under the supervision of an attorney and assumes part of the attorney's workload, freeing the attorney for tasks that only attorneys are qualified to perform. Legal courses are supplemented with business and general education offerings which prepare a student for the many roles that he/she may be asked to fulfill in the legal environment. Distance Learning students (Florida residents only) will be able to complete the entire program via distance learning. This is not a pre-law program.

Area I - Major Component

			Credit Hours
CGS	1000	Computer Literacy	3
CGS	2100L	Microcomputer Applications	3
OST	1100L	Introductory Keyboarding	3
PLA	1003	Introduction to the Law	3
PLA	1104L	Legal Research and Writing I	3
PLA	1201	Civil Litigation	3
PLA	1273	Torts	3
PLA	1423	Contracts	3
PLA	2114	Legal Research and Writing II	3
PLA	2763	Law Office Management	3
PLA	2941	Internship in Legal Assisting	3
Major Electives (Select 3 hours from the PLA courses listed in this catalog.)			<u>3</u>
Area Total			36

Area II - General Education Component

			Credit Hours
ENC	1101	English Composition I	3
ENC	1102	English Composition II	3
MGF	1106	Fundamentals of College Math I	3
MGF	1107	Fundamentals of College Math II	3
SYG	2000	Introduction to Sociology	3
General Education Elective (Select 3 hours of courses at the 1000 and 2000 levels from the General Education courses listed in this catalog.)			<u>3</u>
Area Total			18

Area III - Supplemental Business Course Component

			Credit Hours
APA	2111	Basic Accounting	3
MAN	2021	Principles of Management	<u>3</u>
Area Total			6

MINIMUM TOTAL CREDIT HOURS

REQUIRED FOR GRADUATION

60

AAfPE Approved Program Jones College is an institutional member of, and its paralegal program is approved by the American Association for Paralegal Education. All courses available at both campuses.

MEDICAL ASSISTANT MAJOR

The Associate in Science Degree Program with a Medical Assistant Major is designed to provide a student with the basic skills necessary to obtain entry-level employment as a medical assistant, a medical office assistant, or a medical receptionist. The basic sequence of medical courses is supplemented with business and general education offerings designed to provide the student with the skills necessary for a promotion into a managerial role. Students are required to bring in verification of negative TB testing by mid-term of Laboratory Procedures class. A current TB test must be on file prior to the start of the Externship. Upon completion of the program, students can become Certified Medical Assistants by passing the American Medical Technologist (AMT) Certification Exam. Examinations can be administered at Jones College by a proctor, online, or at a local computer test center as coordinated by the Allied Health Management/Medical Assistant Department Chair.

Area I - Major Component			Credit Hours
CGS	1000	Computer Literacy	3
CGS	2100L	Microcomputer Applications	3
MEA	107	Introduction to Medical Assisting	3
MEA	126C	Laboratory Procedures **	3
MEA	135	Human Anatomy & Physiology	3
MEA	138	Introduction to Medical Terminology	3
MEA	139L	Medical Front Office Practices	3
MEA	235	Introduction to Medical Insurance Coding	3
MEA	243	Introduction to Pharmacology	3
MEA	257	Theory of X-Ray and Phlebotomy	3
MEA	283	Job Preparation Orientation & Externship	3
OST	1100L	Introductory Keyboarding	3
Area Total			36
Area II - General Education Component			Credit Hours
ENC	1101	English Composition I	3
ENC	1102	English Composition II	3
MGF	1106	Fundamentals of College Math I	3
MGF	1107	Fundamentals of College Math II	3
SYG	2000	Introduction to Sociology	3
General Education Elective (Select 3 hours of courses at the 1000 and 2000 levels from the General Education courses listed in this catalog.)			3
Area Total			18
Area III - Supplemental Business Course Component			Credit Hours
APA	2111	Basic Accounting	3
MAN	2021	Principles of Management	3
			6
MINIMUM TOTAL CREDIT HOURS REQUIRED FOR GRADUATION			60

** In Jacksonville, this class is offered on the West Campus only.

DIPLOMA PROGRAM

To qualify for a Diploma, students are required to accomplish the following:

1. Complete a minimum of 24 Credit Hours with an average grade of "C" Grade Point Average of 2.0) or higher for all work taken at Jones College. In the event that preparatory courses are required, this total will be increased by those courses. The final 12 Credit Hours must be completed at Jones College. Prerequisite course requirements will be adhered to at all times.
2. Meet the specified graduation requirements.
3. Abide by all College rules and regulations including satisfactory progress, attendance and conduct, and settle all financial obligations to Jones College prior to graduation.
4. Participate in the first College commencement exercises following completion of all program requirements.

The Medical Insurance Coding Specialist Diploma Program is not offered at the Arlington Campus. Listings of specific offerings, tuition rates and calendars can be found in this catalog.

NOTE:

Typing proficiency required. Your campus Dean/Director will provide you with the details when you register for classes.

**MEDICAL INSURANCE CODING SPECIALIST
DIPLOMA PROGRAM - West**

The Medical Insurance Coding Specialist diploma program is designed to prepare students for front office work in a physician's office, medical clinics and other related facilities. This diploma will provide each student with skills in insurance coding and billing with a clear knowledge of how to use the ICD9 and CPT manuals for that purpose. Students will also obtain clerical and computer skills as well as a knowledge of human anatomy and terminology to assist them in their careers.

Semester 1		Credit Hours
CGS 1000	Computer Literacy	3
MEA 107	Introduction to Medical Assisting	3
MEA 135	Human Anatomy and Physiology	3
MEA 138	Introduction to Medical Terminology	<u>3</u>
		12

Semester 2		Credit Hours
CGS 2100L	Microcomputer Applications	3
HIM 0036C	Insurance Coding	3
MEA 139L	Medical Front Office Practices	3
MEA 243	Introduction to Pharmacology	<u>3</u>
		12

MINIMUM TOTAL HOURS REQUIRED FOR GRADUATION 24

Note: Diploma Program students will normally register for four courses per semester. Each diploma program is structured so the student can complete all applicable coursework in two concurrent semesters.

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CGS 3106L	Advanced Microcomputer Applications	89
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EDF 4603	Analysis and Application of Ethical, Legal and Safety Issues in Schools	95
PLA 4464	Bankruptcy Law	112
APA 2111	Basic Accounting	85
ENC 0002	Basic English	95
MAT 0100	Basic College Mathematics	104
MAN 3065	Business Ethics	100
BUL 2131	Business Law - Agency and Business Organizations	86
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MAN 4725	Business Policy and Administration	102
CIS 2321	Business Systems	89
CIS 3325	Business Systems Analysis and Design	90
DEP 3103	Child Psychology	93
PLA 1201	Civil Litigation	109
PLA 2950	CLA Review	111
EDF 4466	Classroom Assessment & Evaluation	94
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COP 2222L	Computer Programming-Introduction to C++	91
COP 2800L	Computer Programming-Introduction to JAVA	92
COP 2805L	Computer Programming-JAVA	92
CIS 4365	Computer Security Policies and Disaster Preparedness	90

PLA	3885	Constitutional Law	112
MAR	3503	Consumer Behavior	103
PLA	1423	Contracts	110
PLA	3436	Corporate Law	111
FIN	3345	Credit Management	97
PLA	3305	Criminal Law and Procedure	111
PHI	1103	Critical Thinking	109
CTS	2433L	Database Design Microsoft SQL Server	93
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REA	0008	Developmental Reading	113
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MAN	3081	E-Commerce Management	100
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LAE	3414	Foundation of Literature	99
MGF	1106	Fundamentals of College Math I	107
MGF	1107	Fundamentals of College Math II	107
ENC	2111	General Knowledge Review: English Language Skills and Essay	96
REA	2125	General Knowledge Review: Reading Skills	113
PSY	2012	General Psychology	113
CGS	1363L	Geographic information Systems	87
MTG	2204	Geometry	108
GEY	3200	Geriatric Care	97
MAN	3064	Global Business Ethics	100
MAN	4600	Global Business Management	102
MAN	3625	Global Human Resource Management	101
MAE	4310	How Children Learn Mathematics	99
MEA	135	Human Anatomy and Physiology	105
INP	3391	Human Relations	98

MAN 3301	Human Resource Management	100
HIM 0036C	Insurance Coding	98
MAN 3602	International Business	101
BUL 2261	International Business Law	86
ACG 3252	International Financial and Managerial Accounting	85
MAN 3655	International Management	101
MAR 4156	International Marketing	104
INR 3016	International Relations (Political Science And Geopolitics)	99
CGS 2069L	Internet Marketing	87
PLA 2941	Internship in Legal Assisting	110
CGS 3559L	Internet Search Techniques	89
EDE 3942	Internship /Student Teaching	94
GEB 1011	Introduction to Business Enterprise	97
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HUM 2020	Introduction to the Humanities	98
MEA 235	Introduction to Medical Insurance Coding	106
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MAR 1021	Introduction to Marketing	102
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MEA 138	Introduction to Medical Terminology	105
MEA 243	Introduction to Pharmacology	106
SYG 2000	Introduction to Sociology	115
OST 1100L	Introductory Keyboarding	108
FIN 3105	Investments	97
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MEA 283	Job Preparation Orientation and Externship	107
MAN 4401	Labor Relations and Collective Bargaining	102
MEA 126C	Laboratory Procedures	105
PLA 2763	Law Office Management	110
EDF 3123	Learning Environment and Teaching Strategies	94
CIS 4253	Legal and Ethical Issues in Computing	90

BUL	3322	Legal Issues in International Business	86
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PLA	2114	Legal Research and Writing II	110
ECO	1013	Macroeconomics	93
MAR	3613	Marketing Research	103
SYO	3110	Marriage and the Family	115
MGF	2117	Mathematics General Knowledge Skills for Educators	108
MEA	436	Medical Ethics	107
MEA	139L	Medical Front Office Practices	106
PLA	4524	Medical Malpractice	112
CGS	2100L	Microcomputer Applications	88
ECO	1023	Microeconomics	93
ECO	3223	Money and Banking	93
CNT	2000	Networking Essentials	90
DIE	3212	Nutrition and Diet Therapy	93
OST	3404C	Office Administration Integration	108
MAN	4504	Operations Management	102
MAN	4151	Organizational Behavior	101
GEB	2210	Presentations and Communications	97
MAN	2021	Principles of Management	100
COP	1006	Problem Solving	91
ISM	4314L	Project Management	99
MAR	3836	Promotional Policies and Strategies	104
HSC	3202	Public Health and Safety	98
MAR	4310	Public Relations Management	104
REA	2125	General Knowledge Review: Reading Skills	
PLA	4615	Real Estate Law	113
MAR	3232	Retailing Management	103
RMI	2001	Risk Management	114
MAR	3403	Sales Management	103
SBM	2000	Small Business Management	114
COP	3764L	Structured Query Language	92
EUH	1000	Survey of Western Civilizations I	96

EUH	1001	Survey of Western Civilizations II	96
EDF	2085	Teaching Diverse Populations	94
ARE	4313	Teaching Elementary School Arts	85
HLP	4722	Teaching Elementary School Health and Physical Education	98
LAE	4314	Teaching Elementary School Language Arts	99
MAE	2801	Teaching Elementary School Math	99
MUE	3212	Teaching Elementary School Music	108
RED	3012	Teaching Elementary School Reading	114
SCE	3310	Teaching Elementary School Science	114
SSE	3313	Teaching Elementary School Social Studies	115
EDG	4410	Teaching Strategies and Classroom Management	95
EME	1040	Technology for Educators	95
TSL	4080	Theory and Practice of Teaching ESOL	116
MEA	257	Theory of X-Ray & Phlebotomy	106
PLA	1273	Torts	109
MEA	108	Universal Precautions for Health Care Professionals	105
COP	4225C	Unix Operating System	92
CIS	4103	Web Performance	90
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COURSE DESCRIPTIONS

** INDICATES DOUBLE PERIOD CLASS - CLASS MEETS FOR 90 CONTACT HOURS*

#INDICATES COURSE IS NOT IN COMMON COURSE NUMBERING

(DL) INDICATES COURSE IS OFFERED THROUGH DISTANCE LEARNING

ACG 3252(DL) INTERNATIONAL FINANCIAL AND MANAGERIAL ACCOUNTING

An examination of environmental factors affecting international accounting standards and multinational corporate operations. Prerequisite: MAN 3602

3 Credit Hours

APA 2111(DL) BASIC ACCOUNTING

This course defines accounting objectives and their relation to business. The student is taught fundamental principles of accounting, the recording of transactions in elementary journals, and posting ledgers. The trial balance, working papers, financial statements, payroll calculation, and bank reconciliation are included. Prerequisite: MGF 1106

3 Credit Hours

ARE 4313 TEACHING ELEMENTARY SCHOOL ARTS

Provide students with a professional and personal experience in art and in art education. The students will learn elementary art procedures to be transferred to their perspective students. Students enrolled in this course possess a very basic level of previous art knowledge and experience.

3 Credit Hours

BUL 2131(DL) BUSINESS LAW - AGENCY AND BUSINESS ORGANIZATIONS

Law is studied in relation to the proper conduct of business. The course includes a survey of law concerning bailments, personal and real property, insurance, secured transactions, and bankruptcy, agency and employment, and business organization and regulation.

3 Credit Hours

BUL 2241(DL) BUSINESS LAW - CONTRACTS AND COMMERCIAL PAPER

Law is studied in relation to the proper conduct of business. The course includes a survey of the nature and source of law, courts and courtroom procedure, and the basic laws of contracts, both common law and UCC sales, and negotiable instruments.

3 Credit Hours

BUL 2261(DL) INTERNATIONAL BUSINESS LAW

This course provides a survey of international laws and regulations affecting the international business arena. A special emphasis will be placed on the evolving changes in international regulation and its impact on multinational companies.

3 Credit Hours

BUL 3322(DL) LEGAL ISSUES IN INTERNATIONAL BUSINESS

This course gives the international business student an overview of the legal concepts affecting individuals and/or organizations that are involved in international business. The student will be exposed to a broad survey of legal issues businesses confront in the international marketplace. Specifically, the student will learn about the treaties giving rise to international law, differing legal regimes, international dispute resolution processes including principles of jurisdiction, differing governmental structures as they relate to commerce, global information systems regulations and international social issues affecting businesses and their operations. Prerequisites: MAN 3602, BUL 2261

3 Credit Hours

CGS 1000(DL) COMPUTER LITERACY

A general study of computers, their basic operations, their impact on society and the individual, and their use in a business environment. This course provides overviews, concepts and terminologies of the major areas within the computing industry. The course prepares students to effectively communicate with industry professionals using computing language. Topics studied include hardware, software, communication, security, systems concepts, systems and applications software, and an introductory discussion about programming languages.

3 Credit Hours

***CGS 1172L(DL) E-COMMERCE SITE DESIGNER I**

This course is designed to teach students the basic concepts of conducting business on-line and technological issues associated with constructing an electronic commerce (e-commerce) website. Prerequisites: CGS 1000

3 Credit Hours

***CGS 1363L(DL) GEOGRAPHIC INFORMATION SYSTEMS**

An introductory study of geographic information systems (GIS) and its use across multiple disciplines. This course prepares students to use the GIS technology by learning the fundamentals of geospatial data analysis and orthophotography. Topics include the navigation of digital maps and the display of spatial data, geospatial data sources and the relevance of geometric shapes, and the fundamentals of geography in global positioning. Prerequisite: CGS 1000, CGS 2100L (co-requisite)

3 Credit Hours

CGS 2069L(DL) INTERNET MARKETING

This course will present the development of an Internet Business Strategy with a particular emphasis on the Marketing functions of Advertising, Promotion, Distribution, and Project Management. Current and Experimental Applications will be taught on the classroom computers. Prerequisites: CGS 1172L and CGS 2100L

3 Credit Hours

***CGS 2100L(DL) MICROCOMPUTER APPLICATIONS**

An introductory course which develops an understanding of commonly used microcomputer software packages. Students are instructed using practicums in Word Processing, Spreadsheet and Database software. Lab assignments require time outside of this course period. Prerequisite: CGS 1000

3 Credit Hours

***CGS 2173L(DL) E-COMMERCE SITE DESIGNER II**

This course is designed to extend the knowledge gained in the E-Commerce Site Designer I class and apply this knowledge to creating and implementing a transaction-enabled business-to-consumer web site using various electronic-commerce strategies and products. The course focuses on applying theory and design to E-Commerce web construction. Prerequisite: CGS 1172L

3 Credit Hours

***CGS 2540C(DL) INTRODUCTION TO DATABASE MANAGEMENT**

This course provides the student with a solid foundation in Relational Database Management Systems and RDBMS Technology. It emphasizes an end-to-end solution, beginning with requirements and processing through conceptual design, logical database design, physical database design, and implementation, using a RDBMS and the SQL Language. It involves extensive database manipulation and querying using SQL. It also stresses transactions. Prerequisites: CGS 1000, CGS 2100L

3 Credit Hours

***CGS 2555L(DL) INTRODUCTION TO THE INTERNET**

The Internet and how to use it in business, education, and life in general. The course includes the history and future potential of the Internet, some of the ways one can connect to the Internet, personally and for an office, and basic information search techniques. The course focuses on the tools of the Internet and how to use them: E-mail, File Transfer Protocol and Archie, Gopher and Veronica, Public and Private Electronic Discussion Groups, The Web and some of its Search Engines and Directories, and TELNET. Prerequisite: CGS 1000

3 Credit Hours

***CGS 3106L(DL) ADVANCED MICROCOMPUTER APPLICATIONS**

This course develops a deep understanding of Microsoft Office. Students will be brought to a level preparing them for all the Microsoft Office Users Certification exams. Students are instructed using practicums in Word Processing, Spreadsheet, and Database software. Outside lab assignments required. Prerequisite: CGS 2100L

3 Credit Hours

***CGS 3559L(DL) INTERNET SEARCH TECHNIQUES**

Learning to use the Internet to search for current events for research and speech development. Developing advanced skills in using the Internet. Requires Dean and Instructor approval. Prerequisite: CGS 2555L

3 Credit Hours

**CIS 2234(DL) COMPUTATIONAL FINANCE FOR IT
MANAGEMENT**

This course will provide the student with the basic concepts of how to manage information technology (IT) within organizational settings. Topics covered in the course include technology topics such as hardware, software, and networking. Other areas covered are IT Applications, Methodologies and Techniques for developing, purchasing and implementing information systems (IS) and Techniques for developing, purchasing and implementing information systems (IS) and user support. Special focus will be on alternative approaches to planning and managing IT resources and the IS organization. Prerequisites: CGS 1000, CGS 2100L

3 Credit Hours

CIS 2321(DL) BUSINESS SYSTEMS

This course in business systems design and engineering presents an overview of management information systems, the systems development cycle, and project development and management for students interested in computer programming and the modeling of information systems to complement contemporary business enterprises. Prerequisite: COP 1006

3 Credit Hours

CIS 3325(DL)

BUSINESS SYSTEMS ANALYSIS & DESIGN

An advanced systems analysis and design course using Object Oriented Programming (OOP) methodology and CASE tools. Students will complete a semester long team project which will be related to community business organizations. Prerequisite: CIS 2321

3 Credit Hours

CIS 4103(DL)

WEB PERFORMANCE

In this course, students will examine the fundamental ideas, techniques, and tools used to assess web server performance. Students will compare various models, metrics, benchmarks, and performance tests. Through projects and reproducible experiments, students will evaluate web servers and develop solutions to optimize them. Prerequisites: CGS 1000, CNT 2000

3 Credit Hours

CIS 4253(DL)

LEGAL AND ETHICAL ISSUES IN COMPUTING

This course provides a discussion of Legal and Ethical Issues faced by computing professionals. The course will use the student's prior experiences in software development as a framework by demonstrating lecture concepts through coding examples and technical situations. Students will be required to give and justify options about given computing situations. Students will also present an opinion to the class about one specific software development issue. Prerequisite: CGS 1000

3 Credit Hours

CIS 4365(DL)

COMPUTER SECURITY POLICIES AND DISASTER PREPAREDNESS

This course will cover material about computer security policies. Included with these policies will be specific plans about disaster preparedness in computing. These policies and plans will determine how computer professionals should react to security breaches or destructive acts of nature. Students will study existing policies and will use and develop software for creating and tracking these policies and plans. Prerequisite: CGS 1000

3 Credit Hours

CNT 2000(DL)

NETWORKING ESSENTIALS

This course will provide the student with an opportunity to gain an understanding of the fundamental concepts involved in creating a network and in making any network operate properly. Included are what's involved in network communications and the kind of network models appropriate in various business circumstances. Prerequisite: CGS 1000

3 Credit Hours

CNT 4603(DL) COMPUTER AND NETWORK SYSTEM ADMINISTRATION

An introduction to Unix and Microsoft Windows SYSTEMS and NETWORK ADMINISTRATION. Topics include: installation, maintenance, and extension of a multi-user computer system; development of administrative policies and procedures; user practical troubleshooting and problem solving. Prerequisites: CGS 1000, COP 4225
3 Credit Hours

COP 1006(DL) PROBLEM SOLVING

This course will provide the student with an opportunity to gain an understanding of fundamental logic and problem solving techniques, and to develop skills utilizing models containing concise logic structures. Prerequisites: CGS 1000, MGF 1106
3 Credit Hours

***COP 2222L(DL) COMPUTER PROGRAMMING-INTRODUCTION TO C++**

This course provides a foundation for the use of the C++ Programming language. Prerequisite: COP 1006. Outside lab assignments required.

3 Credit Hours

***COP 2224L(DL) COMPUTER PROGRAMMING - C++**

An investigation of file structures, data structures, and business application development using C++. The course will also provide an overview of object oriented analysis and design. Outside lab assignments required. Prerequisite: COP 2222L

3 Credit Hours

***COP 2332L(DL) COMPUTER PROGRAMMING - VISUAL BASIC I**

The course introduces the student to Visual Basic 6.0, the most widely used Rapid Applications Development (RAD) language used in the world today. It provides a foundation for the use of the Visual Basic Programming language. Prerequisite: COP 1006

3 Credit Hours

***COP 2333L(DL) COMPUTER PROGRAMMING - VISUAL BASIC II**

A continuation of learning Visual Basic I. Included are the integration of graphics and graphical User Interface Concepts, external devise, Object-Oriented Programming, Active X, multimedia, Networking and the Internet, and Data Structures. Prerequisite: COP 2332L

3 Credit Hours

***COP 2800L(DL) COMPUTER PROGRAMMING INTRODUCTION TO JAVA**

This course provides a foundation for the use of the JAVA programming language. Topics include JAVA basic components, loops, decision structure, I/O operations. Introduction to JAVA's Object-Oriented features include arrays, references, classes, objects inheritance, and data encapsulation. This course introduces GUI Design using JAVA's AWT Package and JAVA's predefined packages. Outside lab assignments required. Prerequisite: COP 1006.

3 Credit Hours

***COP 2805L(DL) COMPUTER PROGRAMMING - JAVA**

An investigation of file structures, data structures, and business applications using Java. The course will also provide an overview of object oriented analysis and design. Outside lab assignments required. Prerequisite: COP 2800L

3 Credit Hours

***COP 3764L(DL) STRUCTURED QUERY LANGUAGE**

This course introduces the student to the basic operations of the structured query language (SQL). Database creation, single table queries, multi-table queries, database restrictions, and using SQL will high-level programming languages are discussed. Prerequisite: CGS 2540C

3 Credit Hours

***COP 3835L(DL) DESIGNING WEB PAGES**

Designing basic pages for display on the world wide web, fundamental design elements and contemporary design tools are discussed. Prerequisites: CGS1000, CGS 1172L

3 Credit Hours

COP 4225C(DL) UNIX OPERATING SYSTEM

A course designed to introduce the student to the UNIX Operating System. Shell commands, editors, mail management and programming are covered. A server dedicated to this course will allow students to explore the options of this powerful operating system. Prerequisite: COP 2222L

3 Credit Hours

***CTS2433L(DL) DATABASE DESIGN MICROSOFT SQL SERVER**

This course teaches the student how to develop a logical data model, create databases, files, objects space management and growth strategies. The student will use transact SQL and data transformation services to manipulate data and extract data in XML format. Programming business logic using stored procedures, transactions, triggers, user-defined functions and views are also covered. The student will learn to optimize database performance by using SQL profiler and the index tuning Wizard. Security management will be covered from the viewpoint of data access, object-level security and application rolls. Prerequisites: CGS 1000, CGS 2100L, CGS 2540C

3 Credit Hours

DEP 3103 (DL) CHILD PSYCHOLOGY

This course explores the processes by which children develop into adults. Changes and growth are examined from conception to the end of adolescence.

3 Credit Hours

DIE 3212(DL) NUTRITION AND DIET THERAPY

A study of all general medicine as it pertains to nutrition and dietary practice worldwide, with an added emphasis on the role that diet and nutrition play in patient education, care and maintenance in the health care professions.

3 Credit Hours

ECO 1013(DL) MACROECONOMICS

A basic study of economics and cultural changes with research into the economic system and its development by free competition under the capitalistic system. The nature and evolution of money, the banking system, price determination and wages, a consideration of monopoly, the laws of supply and demand, and public production control.

3 Credit Hours

ECO 1023(DL) MICROECONOMICS

This course includes a study of the tools for economic analysis, the market system price theory, theory of the firm, and theories of production and distribution.

3 Credit Hours

ECO 3223(DL) MONEY AND BANKING

A study of the nature and function of money and credit instruments; the Federal Reserve System; monetary theory and fiscal policies; expansion and stabilization of the money supply. Prerequisite: ECO 1013

3 Credit Hours

EDE 3942 INTERNSHIP / STUDENT TEACHING

Student teaching in either an elementary or a middle school under the direction of a certified classroom teacher. Prerequisite: All Core Courses, Completed formal application.

9 Credit Hours

EDF 1005 INTRODUCTION TO EDUCATION

An introductory course in Education. This course is a comprehensive and realistic look at the nature of students and how they learn. Provides an orientation to education careers, ethics, and the historical, philosophical and sociological foundation of education. Field experience is required.

3 Credit Hours

EDF 2085 TEACHING DIVERSE POPULATIONS

This course is designed to study multicultural education. Emphasis is on such dimensions of diversity as culture, ethnicity, race, language, social class, exceptionally, gender, age, and sexual orientation and their implications for educational policy, curriculum and methodology. Prerequisite: EDF 1005

3 Credit Hours

EDF 3123 LEARNING ENVIRONMENT AND TEACHING STRATEGIES

Examines developmentally appropriate education materials, strategies, and environments for young children. Explores an integrated approach to curriculum planning and scheduling which emphasizes active learning. Prerequisite: EDF 1005

3 Credit Hours

EDF 4466 CLASSROOM ASSESSMENT & EVALUATION

Classroom measurement skills in designing traditional and alternative assessments, using results for student evaluation and instructor performance and interpretation of standardized test results. Prerequisite: EDF 1005

3 Credit Hours

EDF 4603 ANALYSIS AND APPLICATION OF ETHICAL, LEGAL AND SAFETY ISSUES IN SCHOOLS

Critical analysis of contemporary educational issues, including ethical, safety, legal cultural, and linguistic considerations which directly impact schooling in a democracy. Prerequisites: EDF 1005, EDF 2085, EME 1040

3 Credit Hours

EDG 4410 TEACHING STRATEGIES AND CLASSROOM MANAGEMENT

Instructional, organizational, and classroom management strategies to create effective learning environments. Twenty hours in-school experience required. Prerequisites: EDF 1005, EDF 2085, EME 1040

3 Credit Hours

EME 1040 TECHNOLOGY FOR EDUCATORS

Introduction to technology for educators, including classroom management tools, multimedia, communication networks, interactivity, educational software and legal, ethical and social issues.

3 Credit Hours

#ENC 0002(DL) BASIC ENGLISH

This course emphasizes a thorough understanding of the mechanics of standard college English and applies the understanding to the formulation of written material, which would be acceptable in the college classroom and the professional workplace. (Admissions by Placement Examination administered prior to the first semester of study.)

3 Credit Hours

ENC 1101(DL) ENGLISH COMPOSITION I

The focus of this course is on the resources of the writer, the choices the writer makes when explaining or persuading, the tools of the researcher, and the strategies for the writing process. Compositions include narrative, comparative, analytical, persuasive essays, and the research paper. Students will be writing a minimum of 6,000 words throughout the course.

3 Credit Hours

ENC 1102(DL) ENGLISH COMPOSITION II

The focus of this course is on the resources of the writer, both documented and creative, writing from reading, conversation and imagination and the strategies used in writing effective research, persuasive, comparative, analytical and special documents used for these purposes in the business environment. Compositions will include narrative, descriptive, and creative subjects and will stress the importance of clear, effective communication from writer to reader. The research project, including writing, will also receive attention. Students will be writing a minimum of 9,000 words throughout the course. Prerequisite: ENC 1101

3 Credit Hours

ENC 2111 GENERAL KNOWLEDGE REVIEW: ENGLISH LANGUAGE SKILLS AND ESSAY

This course is designed for students who desire a brief, comprehensive review of the essential communication skills including essay writing and grammar. It is required for students who are preparing for the General Knowledge Test. Prerequisites: ENC 1101 and ENC 1102

1 Credit Hour

EUH 1000(DL) SURVEY OF WESTERN CIVILIZATIONS I

This course consists of a survey of the cultural beginnings of civilizations and the diffusion and accumulation of culture through the reformation. This course includes reading and writing competencies.

3 Credit Hours

EUH 1001(DL) SURVEY OF WESTERN CIVILIZATIONS II

This course in Modern Western institutions includes the development of modern Europe to the present. This course includes reading and writing competencies. Prerequisite EUH 1000

3 Credit Hours

FIN 2104(DL) FINANCIAL STRATEGIES

An examination of the complexities of money management; consumer credit operations; borrowing money; banking services; nature of investments; the various types of insurance; home ownership; taxation; and retirement plans.

3 Credit Hours

FIN 3105(DL) INVESTMENTS

A study of securities and securities markets; analysis of various categories of corporate securities, public securities, and other investments; types of risk and taxes that affect investment policy, timing, selection, and investment values.

3 Credit Hours

FIN 3345(DL) CREDIT MANAGEMENT

A study of the management of the credit and collection activities of business organizations, including economic and social implications, specific types of available credit, and management and analysis of consumer and commercial credit. Prerequisites: APA2111 or instructor approval.

3 Credit Hours

GEB 1011(DL) INTRODUCTION TO BUSINESS ENTERPRISE

A study of the characteristics and functions of business in the free enterprise environment, including opportunities, ownership, management, organization, marketing, physical plant, personnel, finance, ethics and law.

3 Credit Hours

GEB 2210(DL) PRESENTATIONS AND COMMUNICATIONS

This course provides a practical working knowledge of current business communications and develops the skills necessary to analyze, evaluate and formulate effective written, oral and multimedia presentations. Prerequisites: GEB 1011 or MAN 2021, ENC 1101

3 Credit Hours

GEY 3200(DL) GERIATRIC CARE

An in-depth look into the physical and psychological changes that occur as individuals move into older adulthood. A review of theories of aging and hands-on applications of those theories. Students will spend time in local nursing homes working with the elderly.

3 Credit Hours

***HIM 0036C INSURANCE CODING**

This course provides training in the basics of CPT, HCPCS and ICD9-CM Diagnosis Coding. The course covers concepts of coding, practical applications, Medicaid rules, and coding issues by specialty. Billing tips are also included in the course. Prerequisites: MEA 135 and MEA 138. This course will cover all the subject matter needed to pass the CPC examination sponsored by the AAPC (American Academy of Professional Coders).

3 Credit Hours

**HLP 4722 TEACHING ELEMENTARY SCHOOL HEALTH
AND PHYSICAL EDUCATION**

Strategies and practice for healthy, safety, nutrition, social, and Physical Education in the elementary school.

3 Credit Hours

HSC 3202(DL) PUBLIC HEALTH AND SAFETY

This course will emphasize the demographics of the new public health workforce as well as the ever-changing performance standards, patient expectations, and health preoccupations of that workforce. Developments in the areas of disease prevention, federal, state and local government contributions to health care, infectious disease control, environmental health issues and globalized health care and medicine will be emphasized.

3 Credit Hours

HUM 2020(DL) INTRODUCTION TO THE HUMANITIES

A survey course in the humanities to include: the visual arts, performing arts, environmental arts, and language arts.

3 Credit Hours

INP 3391(DL) HUMAN RELATIONS

A study of the fundamentals of the processes of motivating, communicating, and cooperating with management, co-workers, and the public.

3 Credit Hours

**INR 3016(DL) INTERNATIONAL RELATIONS (POLITICAL SCIENCE
GEOPOLITICS)**

This course promotes understanding and analysis of significant trends in the emerging new world system and relates those trends and events to domestic political science and society in other nation states.

3 Credit Hours

ISM 4314L(DL) PROJECT MANAGEMENT

This course covers the fundamental knowledge areas related to successful project management. Topics include project selection and initiation, work breakdown structure and scope management, scheduling, budgeting and cost analysis, quality control, project communications plans, project risk analysis, resource leveling, procurement issues, and using Microsoft Project Software. Prerequisites: CGS 1000, CGS 2100L, CIS 2321

3 Credit Hours

LAE 3414 FOUNDATION OF LITERATURE

This course is designed to acquaint students with the wealth of literature available to elementary school children and to examine teaching strategies for including literature in the curriculum.

3 Credit Hours

**LAE 4314 TEACHING ELEMENTARY SCHOOL
LANGUAGE ARTS**

Content, principles, materials, and techniques involved in teaching, speaking, listening, writing, and spelling in the elementary school; organizing for instruction.

3 Credit Hours

MAE 2801 TEACHING ELEMENTARY SCHOOL MATH

This course addresses mathematics appropriate for the elementary school including the six basic sets of numbers, concepts, learning sequences, algorithms, problem-solving techniques, error patterns, number systems, and geometry. Prerequisite: MGF 1106

3 Credit Hours

MAE 4310 HOW CHILDREN LEARN MATHEMATICS

This course for pre-service elementary school teachers includes instructional strategies, learning activities, the use of manipulative, lesson planning, evaluation of mathematical learning, and diagnostic techniques. Prerequisite: MAE 2801

3 Credit Hours

MAN 2021(DL) PRINCIPLES OF MANAGEMENT

An analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources and organizational structure are introduced.

3 Credit Hours

MAN 3064(DL) GLOBAL BUSINESS ETHICS

Administration. Principles of ethics are applied to international business activity, the economic system of Europe and the United States and the business firm. Topics are examined from the perspective of the expatriate manager, the strategic decision-maker, stakeholder group and non-U.S. as well as U.S. business organizations. Prerequisites: GEB 1011, BUL 2261 and MAN 3602.

3 Credit Hours

MAN 3065(DL) BUSINESS ETHICS

An examination of current moral issues in business, as well as an analysis of the main theories of moral obligation, right and wrong action, good and bad values. Prerequisite: GEB 1011

3 Credit Hours

MAN 3081(DL)E-COMMERCE MANAGEMENT

This course will examine the E-Commerce/E-Business from both a managerial and a global perspective. Today's managers must identify the challenges facing their firms; understand the technologies that will help them meet these challenges; design business processes to take advantage of technologies; and create management procedures and policies to implement the required changes. To these ends, the foundation, operations, organizational forms, and challenges of managing in today's E-Business environment will be examined. Prerequisite: GEB 1011

3 Credit Hours

MAN 3301(DL) HUMAN RESOURCE MANAGEMENT

An analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. Prerequisite: MAN 2021.

3 Credit Hours

MAN 3602(DL) INTERNATIONAL BUSINESS

This course provides a current view of international business and allows students to fully appreciate how business is conducted today. The emphasis is on how international business decisions have an impact on all business functions. Current topics identify and discuss the entrepreneurial focus and the global manager in world business. Exercises give students an understanding of cultural, political considerations in addition to geographic perspective. Prerequisites: GEB 1011

3 Credit Hours

MAN 3625(DL) GLOBAL HUMAN RESOURCE MANAGEMENT

Provides an introductory knowledge and skill base in aspects of global human resource management to assist with the effective management of people in international settings. Focus given to preparing employees for international assignments, international training and compensation, and management from a distance, among other international labor issues. Prerequisites: MAN 2021, MAN 3655

3 Credit Hours

MAN 3655(DL)INTERNATIONAL MANAGEMENT

A study of international management practices. Topics include an introduction to international management and the multinational enterprise; the cultural environment of international management, planning in an international setting, organizing for international operations, directing international operations, international staffing, and the control process in an international context. Prerequisite: MAN 2021

3 Credit Hours

MAN 4151(DL) ORGANIZATIONAL BEHAVIOR

This course is learning about how individuals work and why individual/workers behave as they do in the workplace. The course investigates how individuals, groups and whole organizations work together more effectively within the increasing pace of corporate change and global competition. Each organization develops a culture of their own, however, their success is often attributed to how they deal with fundamental employee/management social and cultural issues. What can managers do to motivate employees toward greater productivity? How does management diffuse conflict? The course material was developed from theory, research, and the experiences of many successful managers. The field is one in which many questions and opportunities for improvement remain. The experiences of successful managers coupled with a thorough understanding of theory and applications will provide the framework for enabling students to become more effective managers. Prerequisite: MAN 2021

3 Credit Hours

MAN 4401(DL) LABOR RELATIONS AND COLLECTIVE BARGAINING

A study of the environmental, historical, and legal framework of union-management relations; union structure at all levels; and collective bargaining, with an emphasis on issues of wages, economic supplements, and union security.

3 Credit Hours

MAN 4504(DL) OPERATIONS MANAGEMENT

This class focuses on operations decision making management techniques to improve the processes and productivity in organizations. Discussions of quality and outcomes, efficiency, forecasting, work flow processes, inventory control, design of goods and services, waiting lines, and critical path. Managing a project from beginning to end, including how to identify needs, and define, assign, and track items, is addressed. Prerequisites GEB 1011, MAN 2021

3 Credit Hours

MAN 4600(DL) GLOBAL BUSINESS MANAGEMENT

This class builds on the concepts presented in MAN 3655, with a specific focus on management of the multinational corporation and special topics related to international business. It is also a capstone course, drawing from a variety of functional disciplines. Prerequisite: MAN 3655

3 Credit Hours

MAN 4725(DL) BUSINESS POLICY AND ADMINISTRATION

A study of production and operations management concerned with analysis of the decision-making process and use of managerial and team decision-making techniques by middle and upper management personnel. This is the capstone course for students completing a Bachelors Degree in Business Administration. This course will be scheduled in the student's last semester.

3 Credit Hours

MAR 1021(DL) INTRODUCTION TO MARKETING

This course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods and industrial goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing.

3 Credit Hours

MAR 2321(DL) ADVERTISING

This course presents a comprehensive overview, from a managerial viewpoint, of the field of advertising and shows the relationship of advertising to marketing, social institutions, and customer psychology. Included in the study are sales promotion, media organization, market functioning, brand promotion, analysis of consumer behavior and budgeting. The course culminates with the student planning an advertising campaign. Prerequisite: MAR 1021

3 Credit Hours

MAR 3232(DL) RETAILING MANAGEMENT

A study of retailing structures, institutions, environments, and operations, including planning, merchandising and inventory management, product displays and promotions, store layouts and site selection, and the integration of e-tailing. Emphasis on entrepreneurial and small business retail strategy. Prerequisites: MAR 1021, SBM 2000.

3 Credit Hours

MAR 3403(DL) SALES MANAGEMENT

Contemporary sales force management. Emphasis on sales force strategies, sales management responsibilities and skills including recruiting, selection and training issues, motivational factors, and determinants of sales force performance. Prerequisite: MAR 1021

3 Credit Hours

MAR 3503(DL) CONSUMER BEHAVIOR

This is an extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions. Prerequisite: MAR 1021

3 Credit Hours

MAR 3613(DL) MARKETING RESEARCH

User-oriented analysis of the marketing research process, including problem definition, proposal preparation, research design, sampling methods, data collection, data analysis, interpretation and presentation of findings. Prerequisite: MAR 1021

3 Credit Hours

MAR 3836(DL) PROMOTIONAL POLICIES AND STRATEGIES

An examination of the principles and techniques involved in establishing effective promotional policies and strategies employed in successful marketing. Included is a study of various promotional activities designed to influence consumer buying decisions. Prerequisite: MAR 1021

3 Credit Hours

MAR 4156(DL) INTERNATIONAL MARKETING

This course addresses the economic, political and social changes that have occurred over the last decade that have dramatically altered the way we conduct global business. The book examines recent events including emerging markets in Eastern Europe, Asia, Latin America, and the move away from traditional distribution structures in Europe and Japan. Explanations and discussions are devoted to the restructuring, reorganizing, and refocusing of companies as they respond to changing competitive milieu of the global marketplace. Emphasis is on the strategic implications of competition in different country markets. The text is designed to stimulate curiosity about management practices and opportunities outside the home country and raise consciousness about the importance of viewing international marketing strategies from a global perspective. Prerequisite: MAR 1021.

3 Credit Hours

MAR 4310(DL) PUBLIC RELATIONS MANAGEMENT

Managing relationships of firms/organizations with its customers and non-customer public, the media, community, government, investors, intermediaries, and employees. Topics include ethics, public opinion, publicity, event planning, primary/secondary research, communication, writing for the media, and managing medial relations. Prerequisite: MAR 1021

3 Credit Hours

#MAT 0100(DL) BASIC COLLEGE MATHEMATICS

This course emphasizes a thorough understanding of the mechanics of college mathematics and applies that understanding to the solution of problems that would be found in the everyday workplace. (Admission by Placement Examination administered prior to the first semester of study.)

3 Credit Hours

#MEA 107 INTRODUCTION TO MEDICAL ASSISTING

This course provides a background for understanding and exploring medical office practices and the functions and responsibilities of the medical assistant. The student is introduced to the legal and ethical issues that impact the profession, to patient communication and education, and is given an overview of the administrative and financial operations of a medical office.

3 Credit Hours

#MEA 108 UNIVERSAL PRECAUTIONS FOR HEALTH CARE PROFESSIONALS

This course will educate the health care professional in the areas of facility safety, air and water safety, occupational hazards, protection, prevention, exposure and documentation of incidents, security and safety maintenance and scheduling of inspections.

3 Credit Hours

#*MEA 126C LABORATORY PROCEDURES

A study of laboratory and clinical procedures to include vitals, surgical sterilization procedures, surgical instruments, patient charting, patient safety, chain of infection, levels of infection control, universal precautions, electrocardiograms, injections, venipuncture, urinalysis, and various blood studies. Students must purchase a lab coat and closed toed shoes for this class. Students must have a negative TB test result by mid-term of this class. Prerequisites: MEA 135 and MEA 138. Corequisite: MEA 107

3 Credit Hours

#MEA 135 HUMAN ANATOMY AND PHYSIOLOGY

An introduction to the anatomy and physiology of the human body including skin, sensory, muscular/skeletal, nervous, endocrine cardiovascular, blood and lymph, respiratory, digestive, urinary, and reproductive systems. Prerequisite: MEA 138 or taken concurrently.

3 Credit Hours

#MEA 138 INTRODUCTION TO MEDICAL TERMINOLOGY

This course presents a system of medical word analysis with the introduction of 300 prefixes, suffixes, and word elements that will assist the medical assisting student in correctly interpreting, defining, spelling, and utilizing appropriate medical terminology.

3 Credit Hours

#*MEA 139L MEDICAL FRONT OFFICE PRACTICES

An introductory study of those skills that are required to perform front office functions in a medical office. Includes insurance, CPT coding for Quality and Medical Manager System. Prerequisite: MEA 138 and OST 1100 or Keyboarding proficiency. Keyboarding proficiency may be demonstrated during the admissions process by completing a standard typing test in the campus library. The minimum acceptable test score for proficiency demonstration is 20 words per minute.

3 Credit Hours

#MEA 235 INTRODUCTION TO MEDICAL INSURANCE CODING

This course introduces insurance coding theory and application. CPT, HCPCS and ICD9-CM Diagnosis Coding, practical applications, Medicaid rules, and coding issues by specialty are presented. Prerequisites: MEA 135, MEA 138

3 Credit Hours

#MEA 243 INTRODUCTION TO PHARMACOLOGY

An introductory study of the basic mathematics of pharmacology which includes review of basic math, proportions, systems of measurement, calculation of drug dosages, drug legislation and standards, pharmaceutical preparations, and the effects of medications on selected body systems. Prerequisites: MEA 135, MEA 138, and demonstrate an understanding of basic mathematics by passing the mathematics part of the Pre-Admission Test or successfully completing MGF 1106.

3 Credit Hours

#MEA 257 THEORY OF X-RAY AND PHLEBOTOMY

This is a review course for basic machine operator certification in X-Ray. This prepares the student to take the State of Florida, BMO examination. (Not offered on campus.) Students will also review for the NCCT examination for phlebotomy techniques. Prerequisites: MEA 135 and MEA 138.

3 Credit Hours

#MEA 283 JOB PREPARATION ORIENTATION AND EXTERNSHIP

This course prepares the student for employment in the health care field as a medical assistant. Students are presented with material that will assist them in preparing for the job interview and for success on the job. The first portion of the course includes the American Red Cross Standard First Aid and CPR instruction and completion of a clinical skills competency checklist. After successful completion of this portion of the course, the student will then participate in a 135 hour externship in a health care facility. A final grade for the course will be awarded upon successful completion of the externship. Prior to placement in an externship position, the student will be required to purchase a lab coat or uniform and closed-toed shoes to be worn in the health care facility. Additional specific health information or tests may be required by the health care facility prior to placement. Students entering the Jones College Medical Assisting and Allied Health programs do so with the express understanding that this course is a mandatory part of both programs. Prerequisites: MEA 107, MEA 135, MEA 138, and MEA 139L.

3 Credit Hours

#MEA 436 MEDICAL ETHICS

An introduction to the legal side of the medical office. Provides a foundation of law to be used as a guide against which individual behavior may be measured. The student will be exposed to legal concepts of standards of care, scope of employment, criminal and civil acts, contracts, negligence and ethical concepts.

3 Credit Hours

MGF 1106(DL) FUNDAMENTALS OF COLLEGE MATH I

A course designed to relate mathematical concepts to everyday experiences. Topics studied include critical thinking skills, sets, logic, systems of numeration, number theory, and the real number system.

3 Credit Hours

MGF 1107(DL) FUNDAMENTALS OF COLLEGE MATH II

A continuation of MGF1106. Topics include algebra, graphs, functions, systems of linear equations, inequalities, statistics, probability, and geometry. Prerequisite: MGF 1106.

3 Credit Hours

PHI 1103(DL) CRITICAL THINKING

A study of effective thinking based on adequate evidence and following approved procedures. Emphasis is placed on the detection of common fallacies and the method of analyzing arguments to determine their validity.

3 Credit Hours

PLA 1003(DL) INTRODUCTION TO THE LAW

This course is designed to introduce beginning students to the study of the law, the organization of the legal system, and the paralegal's role in the legal system. The course explores such topics as sources of law, classification of the law, steps in the litigation process, contracts, torts, real property, constitutional law, and criminal law and procedure.

3 Credit Hours

***PLA 1104L(DL) LEGAL RESEARCH AND WRITING I**

This course provides an introduction to the techniques and methodology of legal research and the basics of legal writing and analysis. The course will familiarize students with the various components of a law library and emphasizes developing research skills using primary and secondary authority and other available research tools and publications. Students will receive instruction in the use of online database research systems to supplement manual research skills. Prerequisite: PLA 1003

3 Credit Hours

PLA1201(DL) CIVIL LITIGATION

An introduction to the Federal and State legal system with emphasis on the power, functions, and procedures of both court systems. Prerequisite: PLA 1003 and ENC 1101

3 Credit Hours

PLA 1273(DL) TORTS

A study of civil wrongs causing harm to persons or property. The course includes within its coverage intentional torts, negligence, and strict liability in tort. Additionally, the Law of Products liability, Workers Compensation and Business Torts are covered. Prerequisite: PLA 1003

3 Credit Hours

PLA 1423(DL) CONTRACTS

A study of the basic principles of contract formation. Emphasis is placed on the offer, consideration and acceptance. Additionally, the classical theories of Contract Law is contrasted with the requirements of the Uniform Commercial Code where a sale of goods is involved. Prerequisite: PLA 1003

3 Credit Hours

PLA 2114(DL) LEGAL RESEARCH AND WRITING II

Continuing the development of research and writing skills learned in Legal Research and Writing I, this course explores the relationship of legal writing to the entire legal process. Students will research and prepare various legal documents for "presentation" including legal briefs, other legal memoranda, pleadings, and legal correspondence. Students will receive further instruction in the use of online databases. Prerequisites: ENC 1101 and PLA 1104L.

3 Credit Hours

PLA 2763(DL) LAW OFFICE MANAGEMENT

This course covers the organization, operation, marketing, and management of a typical law office. Students will learn the fundamentals of how a law office functions, and essential office management skills such as timekeeping and billing; calendaring, docket control and case management; and records and file management. Students will become familiar with legal assistant ethics and the avoidance of malpractice. Prerequisite: PLA 1003.

3 Credit Hours

PLA 2941(DL) INTERNSHIP IN LEGAL ASSISTING

As part of the preparation process for a career in Legal Assisting, the student is permitted to serve an internship in a legal environment acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment and working conditions satisfactory to the student, the instructor and the employer. Students are required to complete a 135 hour field experience. The ability to participate in this course will be available only to students who have completed all listed major component requirements in the Paralegal Associate Degree program. Students entering either Jones College Legal Assisting program do so with the express understanding that this course is a mandatory requirement of both programs.

3 Credit Hours

PLA 2950(DL) CLA REVIEW

This course is designed to assist students in pursuit of professional certification by presenting a comprehensive review of every subject covered on the certification examination. Moreover, the course offers tips and techniques on taking the CLA examination by engaging students in a series of mock quizzes and exams designed to enhance the student's prospects for success on the CLA examination. The course offers those students preparing for careers in the paralegal field an opportunity to review the relevant areas of law covered on the CLA examination. Students must have completed all Associate Degree major component requirements except PLA 2941. PLA 2941 may be taken concurrently.

3 Credit Hours

PLA 3263(DL) EVIDENCE LAW

This course explores the entire nature of evidence, from its definition to its use and importance in the American Legal System. It is designed to provide the student with practical information about Evidence Law, and the role evidence plays in litigation. Emphasis is placed on the Federal Rules of Evidence, and variations in the Florida Evidence Code. Prerequisite: PLA 1104L

3 Credit Hours

PLA 3305(DL) CRIMINAL LAW AND PROCEDURE

This course provides an in depth investigation of the substantive and procedural aspects of Criminal Law. While exploring the basic theories of crime and punishment, this course enables the student to gain a practical understanding of how such theories are applied in real cases. Prerequisite: PLA 1104L

3 Credit Hours

PLA 3436(DL) CORPORATE LAW

This course explores the different types of business organizations and the law relating to each. Emphasis is placed on corporations and partnership organized under the laws of the state of Florida as well the MBCA and UPA. Prerequisite: PLA 1104L

3 Credit Hours

PLA 3806(DL) FAMILY LAW

This course is an introduction to the Law of Domestic Relations. Students are exposed to essential requirements for establishing valid marriages; securing divorces and obtaining support, custody, and alimony. Prerequisite: PLA 1104L

3 Credit Hours

PLA 3885(DL) CONSTITUTIONAL LAW

The Constitution of the United States and the Declaration of Rights provisions of the Constitution of the State of Florida are discussed. The course involves an intense study of landmark decisions of the U.S. Supreme Court and the impact of those decisions on the social and economic fabric of American life. Prerequisite: PLA 1104L

3 Credit Hours

PLA 4464(DL) BANKRUPTCY LAW

This course is an introduction to the law of bankruptcy. Differences between Chapters 7, 11, and 13 filings are discussed in detail. Prerequisite: PLA 1104L

3 Credit Hours

PLA 4485(DL) ADMINISTRATIVE LAW

This course involves a study of the major areas of Administrative Law. Topics covered range from the creation of administrative agencies to Judicial Review of Agency Action. Additionally, the course is designed to provide the student with the practical knowledge, skills and abilities necessary to be successful in various administrative law environments. Prerequisite: PLA 1104L

3 Credit Hours

PLA 4524(DL) MEDICAL MALPRACTICE

An overview of Medical Malpractice as it pertains to malpractice and negligence, with an emphasis placed on both civil and criminal malpractice, as defined by state and federal law. Concepts such as Duty, Breach of Duty, Causation and damages will also be emphasized and discussed.

3 Credit Hours

PLA 4605(DL) WILLS, ESTATES AND TRUSTS

This course involves the study of the law of wills, trusts and estates. The Florida Probate Code and cases decided under that Code will be emphasized. Prerequisite: PLA 1104L

3 Credit Hours

PLA 4615(DL) REAL ESTATE LAW

This course involves the study of the fundamentals of real estate transactions. Real estate contracts, abstract of titles, closing statements, and landlord-tenant relationships are discussed. The student will be introduced to various deeds, mortgages, and easements. Prerequisite: PLA 1104L

3 Credit Hours

PLA 4703(DL) ETHICS AND PROFESSIONAL RESPONSIBILITY

This course involves a comprehensive study of the major areas of legal ethics, placing emphasis on how the rules affect paralegals. Additionally, the course examines ethical rules, regulations and guidelines promulgated by the Florida and American Bar Associations, and the rules, regulations and guidelines of various Paralegal Associations. Prerequisite: PLA 1104L

3 Credit Hours

PSY 2012(DL) GENERAL PSYCHOLOGY

A comprehensive survey of the diverse and expanding field of human psychological research. Emphasis is placed on understanding the dynamics of human behavior.

3 Credit Hours

REA 0008 DEVELOPMENTAL READING

This course is designed to increase the student's ability to comprehend college level written material. Emphasis is placed on vocabulary, comprehension, learning strategies, and study skills presented through a range of interdisciplinary readings.

3 Credit Hours

REA 2125 GENERAL KNOWLEDGE REVIEW: READING SKILLS

This course is designed for students who desire an in-depth study of literal and critical reading skills and strategies. Required when taking the college level academic skills test.

1 Credit Hour

RED 3012 TEACHING ELEMENTARY SCHOOL READING

Principles, procedures, and current practices for teaching reading. Specific techniques and materials for word identification, content reading and comprehension, leading to the understanding of the reading process and effective reading instruction and recognition and assessment of reading problems.

3 Credit Hours

RED 4519 DIAGNOSTIC & CORRECTIVE READING STRATEGIES

Acquaints prospective reading educators with nature of diagnostic and corrective procedures to be used in elementary school classroom. Prerequisite: RED 3012

3 Credit Hours

RMI 2001(DL) RISK MANAGEMENT

This course is a study of the basic principles of sound risk management including risk identification and evaluation. Insurance as a risk management tool, its nature, applicable laws, and analysis of policies are included.

3 Credit Hours

SBM 2000(DL) SMALL BUSINESS MANAGEMENT

This course examines the various aspects of starting, acquiring and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Prerequisite: GEB 1011

3 Credit Hours

SCE 3310 TEACHING ELEMENTARY SCHOOL SCIENCE

Identify concepts, methods, techniques, and evaluation procedures for teaching science at an elementary level.

3 Credit Hours

SSE 3313 TEACHING ELEMENTARY SCHOOL SOCIAL STUDIES

This course focuses on the acquisition of knowledge, skills, and dispositions for designing and teaching effective social studies lessons for diverse elementary students.

3 Credit Hours

SYG 2000(DL) INTRODUCTION TO SOCIOLOGY

This course is a survey of sociological concepts essential for an understanding of individual, society and societal structure. Students will gain insight into social interaction and social processes, and focus on understanding how these processes influence society. This course covers a wide range of topics including socialization of children, culture, crime and deviance, family medicine, education and stratification.

3 Credit Hours

SYO 3110(DL) MARRIAGE AND THE FAMILY

The family is studied as the primary social institution in historical and contemporary American society. Special emphasis is given to the interrelationships of the family, sex education, and the legal and social factors affecting marital adjustment.

3 Credit Hours

TAX 3001(DL) FEDERAL TAXATION - PERSONAL

A study of federal income tax laws and their application to individual income. What constitutes incomes and deductible expenditures is given special emphasis. Sample returns and problems are used in the development of skills in preparation of individual returns.

3 Credit Hours

TAX 4013(DL) FEDERAL TAXATION - BUSINESS

A study of federal income tax laws and their application to partnership and corporate income. What constitutes income and deductible expenditures is given special emphasis. Sample returns and problems are used in the development of skills in the preparation of tax returns. Prerequisite APA 2111

3 Credit Hours

TSL 4080 THEORY AND PRACTICE OF TEACHING ESOL

The course is designed to provide a survey of information and skills concerning the education of students who are ELL (English Language Learners). It addresses the 25 ESOL standards. The course focuses on cross cultural understanding and methods of teaching English to speakers of other languages. It provides an introduction to linguistics and develops the capability necessary to work with families of students learning English.

3 Credit Hours

TSL 4240 ISSUES IN SECOND LANGUAGE ACQUISITION

Examination of English phonology, morphology, syntax, and semantics to assist future teachers to understand and develop ESOL instructional strategies by equipping them with pertinent knowledge about both linguistics and first and second language acquisition research. Prerequisite: TSL 4080.

3 Credit Hours

WOH 3220 (DL) WORLD ENCOUNTER

This course covers major themes and issues in world history since 1500. These include regional and global, cultural and economic development, exploration, migration, spread of diseases, imperialism, decolonization, and post-colonial change such as economic and cultural globalization.

3 Credit Hours

2010-2012 COLLEGE CALENDAR

Effective Fall Semester 2010, there will be a one week only drop/add period.

FALL SEMESTER, 2010

Registration & Orientation	Mon-Fri	Aug 30 - Sept 3
Fall Semester Classes Begin	Tuesday	September 7
Last Day to Enter Classes for Fall Semester	Monday	September 13
Registration & Orientation for Mini-Term	Mon-Thur	October 18-21
Fall Semester Mini-Term Begins	Monday	October 25
Last Day to Enter Classes for Mini-Term	Saturday	October 30
Thanksgiving Holiday	Thur-Fri	November 25-26
End of Mini-Term	Saturday	December 18
End of Fall Semester	Saturday	December 18
Christmas & New Year's Holiday	December 20 - January 2, 2011	

WINTER SEMESTER, 2011

Registration & Orientation	Mon-Fri	Dec 27-Dec 31 2010
Winter Semester Classes Begin	Monday	January 3
Last Day to Enter Classes for Winter Semester	Saturday	January 8
Martin Luther King, Jr., Holiday	Monday	January 17
Registration & Orientation for Mini-Term	Mon-Thur	February 14-17
Winter Semester Mini-Term Begins	Monday	February 21
Last Day to Enter Classes for Mini-Term	Saturday	February 26
End of Mini-Term	Saturday	April 16
End of Winter Semester	Saturday	April 16

SPRING/SUMMER SEMESTER, 2011

Registration & Orientation Spring/Summer Semester Classes Begin	Mon-Fri Monday	April 25-April 29 May 2
Last Day to Enter Classes for Spring/Summer Semester	Saturday	May 7
Memorial Day Holiday	Monday	May 30
Registration & Orientation for Mini-Term Spring/Summer Semester Mini-Term Begins	Mon-Thur Monday	June 13-16 June 20
Last Day to Enter Classes for Mini-Term	Saturday	June 25
Independence Day	Monday	July 4
End of Mini-Term	Saturday	August 13
End of Spring/Summer Semester	Saturday	August 13

FALL SEMESTER, 2011

Registration & Orientation Fall Semester Classes Begin	Mon-Fri Tuesday	Aug 29 - Sept 2 September 6
Last Day to Enter Classes for Fall Semester	Monday	September 12
Registration & Orientation for Mini-Term Fall Semester Mini-Term Begins	Mon-Thur Monday	October 17-20 October 24
Last Day to Enter Classes for Mini-Term	Saturday	October 29
Thanksgiving Holiday	Thur-Fri	November 24-25
End of Mini-Term	Saturday	December 17
End of Fall Semester	Saturday	December 17
Christmas & New Year's Holiday	December 19 - January 1, 2012	

WINTER SEMESTER, 2012

Registration & Orientation	Mon-Fri	Dec 26-Dec 30 2011
Winter Semester Classes Begin	Monday	January 2
Last Day to Enter Classes for		
Winter Semester	Saturday	January 7
Martin Luther King, Jr., Holiday	Monday	January 16
Registration & Orientation for		
Mini-Term	Mon-Thur	February 13-16
Winter Semester Mini-Term Begins	Monday	February 20
Last Day to Enter Classes for		
Mini-Term	Saturday	February 25
End of Mini-Term	Saturday	April 14
End of Winter Semester	Saturday	April 14

SPRING/SUMMER SEMESTER, 2012

Registration & Orientation	Mon-Fri	April 23-April 27
Spring/Summer Semester		
Classes Begin	Monday	April 30
Last Day to Enter Classes for		
Spring/Summer Semester	Saturday	May 5
Memorial Day Holiday	Monday	May 28
Registration & Orientation for		
Mini-Term	Mon-Thur	June 11-15
Spring/Summer Semester		
Mini-Term Begins	Monday	June 18
Last Day to Enter Classes for		
Mini-Term	Saturday	June 23
Independence Day	Monday	July 4
End of Mini-Term	Saturday	August 11
End of Spring/Summer Semester	Saturday	August 11

FALL SEMESTER, 2012

Registration & Orientation	Mon-Fri	Aug 27 - Aug 31
Fall Semester Classes Begin	Tuesday	September 4
Last Day to Enter Classes for Fall Semester	Monday	September 10
Registration & Orientation for Mini-Term	Mon-Thur	October 15 - 19
Fall Semester Mini-Term Begins	Monday	October 22
Last Day to Enter Classes for Mini-Term	Saturday	October 26
Thanksgiving Holiday	Thur-Fri	November 22-23
End of Mini-Term	Saturday	December 15
End of Fall Semester	Saturday	December 15
Christmas & New Year's Holiday	December 17 -	January 1, 2013

Holidays are for faculty and students. Staff members are on a separate holiday schedule.

BOARD OF TRUSTEES

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Kathleen Gerding	Corporate Secretary

COLLEGE OFFICERS

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Dee Thornton	Dean of the College
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Everett Smith	Dean/Director, West Campus
Richard Dawson	Associate Dean, Arlington Campus
Denise Parsons	Associate Dean, West Campus
Holly Kelley	Director of Computer Information Systems
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Julia Moloney	Librarian, Arlington Campus
Ted Hornoi-Centerwall	Librarian, West Campus

ARLINGTON CAMPUS ADMINISTRATION AND STAFF

Calvin Slatter	Dean/Director
Richard Dawson	Associate Dean - Evenings
John Manzone	Dean's Office Assistant - Evenings
Teresa Whiteford	Default Management Coordinator/ Assistant to Corporate President
Carol Dunman	Administrative Assistant to Dean/Director
Troy Crews	Career Development
Robert Farnsworth	Library Assistant - Evenings
Grace Winter	Library Assistant - Days
Jeanne Sullivan	Bookstore Representative
Phyllis Quillen	Financial Assistance Advisor
Thea Kerstetter	Career Development Assistant

WEST CAMPUS ADMINISTRATION AND STAFF

Everett Smith	Dean/Director
Denise Parsons	Associate Dean-Evenings
Fannie Interlandi	Administrative Assistant to Dean/Director
Troy Crews	Career Development
Vicki Seipel	Admissions Representative
Leslie Khoshaba	Financial Aid Advisor
Anita Crumbacker	Financial Aid Advisor
Ella Jones	Library Assistant - Days
Diane Amato	Bookstore Representative
Corlee King	Admissions Representative

STAFF AND SUPPORT SERVICES

Teresa Ayers	Assistant Director of Financial Assistance
Joann Bragg	Administrative Assistant to the President of the College
Ed Coulther	Printshop Manager
Jim Davis	Maintenance
Willie Clarke	Windows Administration
Reuben Eib	Netware Administrator
Mary Lou Geary	Exit Interview Clerk
Patricia Cribbs	Switchboard Operator
Renee Mobley	Switchboard Operator
Gloria Poole	Switchboard Operator
Jeannie Drabek	Switchboard Operator

Nancy Grandia
Brooks Bragunier
Sharolyn Fanton
Wendy Jowers
Gennifer Mathurin

Eva "Nell" Wells
Jeanette Robey
Victor Santiago
Cynthia Surles
Cheryl Wrobleski
Lillian Young

Accountant
Word Processing/Mailroom/Router
Records Office Clerk
Admissions Telephone Secretary
Financial Assistance Officer/Veteran
Control Clerk
Office Assistant/Administration
Financial Assistance Officer
Hardware Technician
Admissions Secretary
Accounts Payable
Building Facilities Manager

JACKSONVILLE FACULTY

The instructors who serve the two Jacksonville Campuses may teach at both campuses. Teaching assignments may vary from term to term depending upon the volume of students, curricula sequence and the interest in any given class.

For this reason, unless otherwise indicated, teachers are listed in this catalog as teaching at both campuses. An asterisk * indicates teaching at West Campus only.

Christina Black Business Administration	B.A., Case Western Reserve University M.B.A., Case Western Reserve University J.D., Case Western Reserve University
Cynthia Ballinger General Education	B.S., University of Florida M.S., Nova Southeastern University
Nicholas Bergan General Education	B.S., St. Louis University M.S., Florida State University
Ingrid Bethel Legal Assistant	B.A. Howard University J.D. Florida Coastal School of Law
Meredith Brasca Legal Assistant	B.A., Jacksonville University M.A., University of Florida J.D., Cuny Law School
Michael Brooks Legal Assistant	B.S., University of Florida J.D., University of Florida
Jessica Brown Legal Assistant	B.A., Jacksonville University J.D. Florida Coastal School of Law

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B.S. University of Phoenix
M.B.A., University of Phoenix

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Business Administration

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B.S., Jones College
M.B.A., Florida Metropolitan University

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Computer Information Systems

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M.S., Troy University
M.S., Air Force Institute of Technology

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Computer Information Systems

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B.S., University of North Florida
M.A., Webster University

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M.A., University of North Florida

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M.S., Chadwick University
Ph.D., Columbus University

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M.A., University of Alabama,
Birmingham
Ph.D., University of Tennessee

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M.S., American Intercontinental
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M.S., Brockport College

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M.Edu., Florida A & M University

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Ph.D., Florida State University

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M.Ed, College of New Jersey
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J.D., Florida Coastal School of Law

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M.P.A., California State University

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D/Min., Luther Rice Seminary

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M.A., Fairleigh Dickinson University

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M.S., University of Phoenix

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MACC., Florida International University
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M.S., University of Phoenix

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M.A., Florida International University

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M.B.A., University of North Carolina at
Chapel Hill

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University

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B.S., Jones College

*Michael Worrell
Business Administration

A.A., Saint Leo College
B.S., University of Maryland
M.B.A., City University

ARLINGTON CAMPUS PROGRAM LISTINGS

Programs Offered

Tuition Charges

Bachelor of Science Degree Program:

*Allied Health Management Major	\$305 per Credit Hour
*Business Administration Major	\$305 per Credit Hour
*Computer Information Systems Major	\$305 per Credit Hour
*Elementary Education	\$305 per Credit Hour
*Interdisciplinary Studies.....	\$305 per Credit Hour
*Legal Assistant (Paralegal) Major	\$305 per Credit Hour

Associate in Science Degree Program:

*Business Administration Major	\$305 per Credit Hour
*Computer Information Systems Major	\$305 per Credit Hour
*Legal Assistant (Paralegal) Major	\$305 per Credit Hour
*Medical Assistant Major	\$305 per Credit Hour

*Programs Approved for the Training of Veterans-Tuition Charges \$260 Per Credit Hour.

Some courses offered only at the West Campus.

WEST CAMPUS PROGRAM LISTINGS

Programs Offered

Tuition Charges

Bachelor of Science Degree Program:

*Allied Health Management Major	\$305 per Credit Hour
*Business Administration Major	\$305 per Credit Hour
*Computer Information Systems Major	\$305 per Credit Hour
*Elementary Education	\$305 per Credit Hour
*Interdisciplinary Studies.....	\$305 per Credit Hour
*Legal Assistant (Paralegal) Major	\$305 per Credit Hour

Associate in Science Degree Program:

*Business Administration Major	\$305 per Credit Hour
*Computer Information Systems Major	\$305 per Credit Hour
*Legal Assistant (Paralegal) Major	\$305 per Credit Hour
*Medical Assistant Major	\$305 per Credit Hour

Diploma Program:

*Medical Insurance Coding Specialist.....	\$335 per Credit Hour
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*Programs Approved for the Training of Veterans-Tuition Charges \$260 Per Credit Hour; Diploma Programs Approved for the Training of Veterans-\$285 Per Credit Hour.