Jefferson™
HEALTH IS ALL WE DO

Department of Professional & Continuing Studies

Jeff-at-Night

FALL 2014

Schedule of Courses

Jeff-at-Night, a program provided through the Department of Professional and Continuing Studies in Jefferson School of Health Professions, offers a wide selection of credit-granting courses in health careers for working adults. Through Jeff-at-Night you can:

- Begin or complete an associate or baccalaureate degree or certificate program
- Take prerequisite courses for health professions programs
- Enroll in courses to enhance your professional status.
- Receive academic advising by calling 215-503-8414.

Classes are held in the afternoon, evening, weekends and partially or completely online. Some courses are offered in a seven-week accelerated format, some in fourteen weeks and some follow a customized schedule.

Programs

Degrees

Bachelor of Science (BS)
Health Services Management
Health Services MIS
Health Professions Management

Associate in Science (AS)
Generic AS Degree
Business
Information Systems
Medical Practice Management

Associate in Arts

Certificates

Medical Coding
Medical Practice Management
Human Resources Management
Healthcare Information Systems
English as a Second Language
Professional Communication

Tuition and Fees

View tuition and fees at **www.tju.edu/registrar/tuition**.

Payment Information

Jeff-at-Night students can pay through a monthly payment program. For information, go to the Tuition Management Systems (TMS) webpage at **www.afford.com** and click the tab for "Payment Plans." Or call TMS at 1-800-356-8329.

Jefferson employees are eligible to attend Jeff-at-Night with no tuition charges. In order to receive this tuition benefit, you must be a full-time, non-bargaining employee. To be considered, you must complete a tuition assistance application every semester for which you plan to take classes.

Access the tuition assistance application for your specific institution:

- Jefferson Tuition Assistance Application
- Jefferson Tuition Assistance Application – Methodist

The tuition policy is available on our website at **Jeffersonhr.org**.

For more information, please contact Diane Micciche, Benefits Specialist, at 215-503-6785 or **Diane.Micciche@jefferson.edu**.

Thomas Jefferson University reserves the right to amend any regulations, fees, conditions and courses described herein as circumstances may require without prior notice to persons who might thereby be affected.

Registration Information

There is no cost to register before the first day of class on September 3. Students who register on or after September 4 must pay a $25 late fee.

First-time students

Students who have NOT previously enrolled in Jefferson courses should complete a paper registration form on page 3 and fax, mail or drop it off at the registrar's office.

- Fax your registration 24 hours a day to 215-923-6974. If you fax your registration, please do not mail in the form.
- Mail or drop off registration to:

  University Office of the Registrar
  Thomas Jefferson University
  1015 Walnut Street
  Curtis Building, Ste 115
  Philadelphia, PA 19107

Previously enrolled students

If you have previously taken a Jeff-at-Night course, register online at **banner.jefferson.edu**. If you need help, click the "Banner Tutorial" link.

Drop/Add Deadlines

The last day to drop or add courses:

- Full Semester: September 23
- Accelerated I: September 11
- Accelerated II: November 3

Need More Information?

Call the Jeff-at-Night office at 215-503-8414, email **dpcs@jefferson.edu** or visit **Jefferson.edu/jeff-at-night**.

Need a Course Description?

Go to: **Jefferson.edu/content/dam/tju/jshp/Files/JSHP_Catalog.pdf**

Fall 2014 Course Schedule

CRN	Course Number	Sect.	Course Title	Credits	Session	Day	Start	End
61010	ACCT 101	81	Financial Accounting	3	ACCI	TR	5:20 PM	8:00 PM
61403	ACCT 102	81	Managerial Accounting	3	ACCII	TR	5:20 PM	8:00 PM
61141	ANTH 101	81	Cultural Anthropology	3	E	OL	OL	OL
61075	BIOL 110	81	Human Anatomy & Physiology I	3	E	R	5:20 PM	8:00 PM
61076	BIOL 110	81L	Human Anatomy & Physiology I LAB	1	E	R	8:10 PM	10:00 PM
61220	BIOL 111	81	Human Anatomy & Physiology II	3	E	T	5:20 PM	8:00 PM
61221	BIOL 111	81L	Human Anatomy & Physiology II LAB	1	E	T	8:10 PM	10:00 PM
71658	BIOL 200	81	Body Form & Function	3	ACCI	R/LnL	12:00 PM	12:50 PM
61077	BIOL 315	81	Microbiology Lecture	3	E	T	7:30 PM	9:50 PM
61308	BIOL 316	81	Microbiology LAB	1	E	T	5:20 PM	7:00 PM
61013	CHEM 101	81	General Chemistry I	3	E	W	5:20 PM	8:00 PM
61014	CHEM 101	81L	General Chemistry I LAB	1	E	W	8:10 PM	10:00 PM
61333	CHEM 304	81	Biochemistry	3	E	T	5:00 PM	7:40 PM
61227	CMST 101	81	Essentials of Computing	3	ACCII	TR	5:20 PM	8:00 PM
61530	CMST 201	81	Technology App. for Healthcare	3	ACCI	OL	OL	OL
71946	CODP 200	81	Structure & Function of Human Body	3	E	W	5:20 PM	8:00 PM
71637	CODP 201	81	Human Disease & Treatment	2	E	T	5:20 PM	7:20 PM
71638	CODP 202	81	ICD-10 CM	2	ACCI	R	5:20 PM	8:00 PM
71639	CODP 203	81	CPT Coding Concepts	2	ACCI	MW	5:20 PM	7:20 PM
71640	CODP 204	81	Applications of CPT Coding	2	ACCII	M/OL	5:20 PM	8:00 PM
71641	CODP 205	81	ICD-10 PCS	2	ACCII	TR	5:20 PM	7:20 PM
71947	CODP 206	81	ICD-10 Principles/Applications	1	ACCI	M	5:20 PM	8:00 PM
61015	COMM 101	81	Interpersonal Communications	3	E	T	5:20 PM	8:00 PM
61531	ECON 401	81	Healthcare Policy & Economics	3	ACCI	OL	OL	OL
71948	EDUC 301	81	Methods of Teaching	3	ACCI	M	5:20 PM	8:00 PM
61406	EMS 101	81	Emergency Medical Tech-Basic	3	E	MTWR	7:00 PM	10:00 PM
61017	ENGL 101	81	Composition I	3	E	R	5:20 PM	8:00 PM
70656	ESL 101	81	Intro Listening/Speaking	3	E	M	5:20 PM	8:30 PM
70915	ESL 201	81	Intro Listening/Speaking B	3	E	T	5:20 PM	8:30 PM
71771	ESL 202	81	Introductory Written Skills B	3	E	W	5:20 PM	8:30 PM
70657	ESL 301	81	Intermediate Oral Skills	3	E	T	5:20 PM	8:30 PM
71772	ESL 302	81	Intermediate Written Skills	3	E	W	5:20 PM	8:30 PM
70658	ESL 401	81	Advanced Oral Skills	3	E	W	5:20 PM	8:30 PM
61230	GNST 120	81	Comprehensive Medical Terminology	4	E	OL	OL	OL
71111	GNST 233	81	Career Mgmt for Adults in Transition	3	ACCII	T/LnL	12:00 PM	12:50 PM
61155	HCA 300	81	Health Services Deliv. & Organize	3	ACCII	OL	OL	OL
61340	HCA 303	81	Business & Healthcare Law	3	ACCI	M	5:20 PM	8:00 PM
61104	HIST 111	81	United States History to 1865	3	E	W	5:20 PM	8:00 PM
71773	HLTH 101	81	Personal Health & Wellness	3	ACCII	W	5:20 PM	8:00 PM
61018	HUMN 111	81	Philadelphia & the Arts	3	E	W	5:20 PM	8:00 PM
61276	HUMN 315	81	Methods of Effective Thinking	3	ACCII	OL	OL	OL
61136	MATH 101	81	College Algebra	3	E	M	5:20 PM	8:00 PM
61275	MATH 102	81	Precalculus	3	E	W	5:20 PM	8:00 PM
61089	MATH 301	81	Statistics	3	ACCII	OL	OL	OL
71368	MGMT 102	81	Human Resource Mgmt.	3	ACCII	R	5:20 PM	8:00 PM
61405	MGMT 407	81	Financial Mgmt of HSOs	3	ACCII	OL	5:20 PM	8:00 PM
71636	MUSC 101	81	Music Appreciation	3	ACCI	M/OL	5:20 PM	8:00 PM
61062	NUTR 301	81	Current Concepts in Nutrition	3	ACCII	OL	OL	OL
61568	PHIL 301	81	Healthcare Ethics	3	ACCI	OL	OL	OL
71774	PHIL 401	81	Decision Making in Healthcare	3	ACCII	OL	OL	OL
71144	POSC 101	81	Government of the U.S.	3	E	OL	OL	OL
61020	PSYC 101	81	Intro to Psychology	3	E	OL	OL	OL
71642	PSYC 324	81	Dynamic of Substance Abusers	3	ACCI	T/LnL	12:00 PM	12:50 PM
71643	PSYC 325	81	Treating Substance Abusers	3	ACCII	R/LnL	12:00 PM	12:50 PM
61529	SOC 401	81	Sociology of Health	3	E	OL	OL	OL
61096	SPAN 101	81	Elementary Spanish I	3	E	T	5:20 PM	8:00 PM
			Graduate Courses					
70634	CHEM 504	01	Biochemistry	3	E	T	5:00 PM	7:40 PM
71951	IDSC 526	81	Acct. & Finance for Middle Managers	3	ACCI	MW	5:20 PM	8:00 PM
71956	IDSC 540	81	Launch New Adventures	3	ACCII	OL	OL	OL
71107	IDSC 590	81	Nutrition	3	ACCII	OL	OL	OL
71361	MSED 501	81	The Adult Learner	3	ACCI	OL	OL	OL
71644	MSED 506	81	Online Course Development & Delivery	3	ACCII	OL	OL	OL

Session Codes

E Entire Fall
(September 3 – December 9)
Class 5:20 to 8 p.m.;
Labs 8:10 to 10:20 p.m. –
or otherwise noted

ACC1 First Accelerated
(September 3 – October 21)
Class 5:20 to 8 p.m.
Two evenings unless noted

ACC2 Second Accelerated
(October 23 – December 11)
Class 5:20 to 8 p.m.
Two evenings unless noted

OL Online Class during session code as noted; no in-class sessions

LnL Lunch N Learn OL plus 7 class sessions

Days of the week are marked M**TWRFS**; some sections have special times indicated.

SECTIONS correspond to CRN numbers. Sections denote the following:
81 = Jeff-at-Night and non-matriculating

Double check the matching CRN number when you register.

Fall 2014 Academic Calendar

Classes Begin

Full Semester	September 3
Accelerated I	September 3
Accelerated II	October 23

Drop/Add Period Ends

Full Semester	September 23
Accelerated I	September 11
Accelerated II	November 3

Last date to withdraw with "W" grade

Full Semester	October 22
Accelerated I	September 26
Accelerated II	November 14

Classes End

Full Semester	December 9
Accelerated I	October 21
Accelerated II	December 11

(Please note: End dates include final exam days.)

Last date to remove "I" grade from Fall
October 17

Holidays

Thanksgiving Day	November 26 – 29

Registration
Fall 2014

Please Print

Campus Key or Last 4 digits of Social Security No.

Last Name	First Name	Middle	Former/Maiden Name

Home Address (street, apt. no.)	Is this a new address? ☐ Yes ☐ No

City	State	Zip

County	Home Phone No.

Employer Address (street)

City	State	Zip

County	Work Phone No.

Check One

TJU/TJUH Employee ☐ Full-Time ☐ Part-Time **JHS Member Institution Employee** ☐ Full-Time ☐ Part-Time

Have you previously taken classes at TJU? ☐ Yes ☐ No **If yes, last attended:** _____Term _____Year

If no, please complete the following:

Date of birth *required* _____-_____-_____ **Gender:** ☐ Male ☐ Female

U.S. Citizen? ☐ Yes ☐ No **If no,** Country _____

Ethnicity: ☐ American Indian/Alaskan Native ☐ Black (non-Hispanic) ☐ White ☐ Asian/Pacific Islander ☐ Hispanic

Course Selection

CRN	Course Number	Course Title	Credits	Audit	Day/Time	Tuition/Fees

Please return completed form to:
University Office of the Registrar
Thomas Jefferson University
1015 Walnut Street
Curtis Building, Suite 115
Philadelphia, PA 19107-5009

Fax registration to: 215-923-6974

I certify that the information on this form is accurate and that I understand my responsibilities with respect to payment.

_____
Signature

_____
Date