

CATALOG ADDENDUM (to Catalog 2010/2011)

Effective May 11, 2011

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A.O.S. Degree Program in Homeland Security and Security Management

HEGIS Code 5505

The AOS Degree Program in Homeland Security and Security Management is earned through the successful completion of 61 credits of study. The focus of this associate degree program is twofold. The first area of emphasis is on the organizations, processes, and procedures utilized to protect this country, its' people, and its' infrastructure. The student will learn the organization, roles and responsibilities of the Department of Homeland Security (DHS) and the organizations within the DHS. The student will learn the major components of the National Response Framework, the National Response Plan, the National Infrastructure Protection Plan, and the National Incident Management System. The student will also learn the steps needed to plan for, prepare for, respond to, mitigate and recover from a natural or man-made disaster. The laws affecting individual rights and the threats caused by various types of terrorism

will also be covered. The second area of emphasis within this degree program is on the corporate security or private security firm's organization, processes, and procedures. The student will also be exposed to various methods of investigation and technological tools used by security firms. It also addresses basic legal issues affecting the private security world and addresses the basic elements which threaten the security of organizations, people, and property. In addition, basic leadership and business communications skills will be taught.

***Graduation Requirements:** Students must complete a minimum of 61 credits of required courses with a minimum 2.0 GPA.

REQUIREMENTS FOR THE A.O.S. DEGREE PROGRAM IN HOMELAND SECURITY AND SECURITY MANAGEMENT

General Education Requirements	Credits	Suggested Sequence of Courses	Credits
BUS198 Business Communications	3	Semester 1	
ENG106 College English I	3	CRJ100 Introduction to Criminal Justice	3
PSY104 Introduction to Psychology	3	SEC100 Introduction to Security	3
NET100 Internet	1	LAW100 Law and Ethics for Security Professionals	3
		ERM100 Basic Fire Safety/Basic CPR/and First Aid Training	3
		HSM100 Introduction to Homeland Security	3
		Sub-total	15
Requirements for the Major		Semester 2	
BUS102 Customer Service Management	3	ERM101 Critical Incident Management and Command Systems	3
*BUS203 Effective Leadership	3	HSM101 Contingency and Emergency Planning	3
CRJ100 Introduction to Criminal Justice	3	SEC101 Security Technology	3
CRJ201 Methods of Investigation	3	SEC102 Transportation Security	3
ERM100 Basic Fire Safety/Basic CPR/and First Aid Training	3	SEC103 Personnel and Physical Property Security Management	3
ERM101 Critical Incident Management and Command Systems	3	Sub-total	15
ERM202 Disaster Response and Recovery Operations	3	Semester 3	
HSM100 Introduction to Homeland Security	3	HSM201 Understanding Terrorism	3
HSM101 Contingency and Emergency Planning	3	ENG106 College English I	3
HSM201 Understanding Terrorism	3	BUS102 Customer Service Management	3
HSM204 Natural and Man-Made Disasters	3	SEC203 Security Principles for the Hotel and Travel Industries	3
LAW100 Law and Ethics for Security Professionals	3	PSY104 Introduction to Psychology	3
SEC100 Introduction to Security	3	NET100 Internet	1
SEC101 Security Technology	3	Sub-total	16
*SEC102 Transportation Security	3	Semester 4	
SEC103 Personnel and Physical Property Security Management	3	CRJ201 Methods of Investigation	3
SEC203 Security Principles for the Hotel and Travel Industries	3	ERM202 Disaster Response and Recovery Operations	3
		HSM204 Natural and Man-Made Disasters	3
		BUS203 Effective Leadership	3
		BUS198 Business Communications	3
		Sub-total	15
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Total Credits Required for the A.O.S. Degree Program in Homeland Security and Security Management	61	Total Credits Required for the A.O.S. Degree Program in Homeland Security and Security Management	61

SEC203 Security Principles for the Hotel and Travel Industries
3 Credits

In the years after the 9/11 event, both academics and practitioners have started to look into crisis management issues seeking workable solutions in order to mitigate the negative impacts of safety and security incidences on the tourism industry. The topic of safety and security in the tourism industry is of vital importance globally. This course will explore prevention measure and crisis management options. Topics will include a multidimensional prospective encompassing hospitality, tourism geography, sociology, psychology, and criminology.

Prerequisite: SEC100 Introduction to Security

MEDICAL OFFICE

MET100 Medical Terminology
3 Credits

The purpose of this course is to provide the student with a workable medical vocabulary applicable to all specialties of medicine. The student will first master the art of building a medical vocabulary and then learn to apply it to the basic anatomy and physiology of the systems of the body.

MET115 Medical Coding
3 Credits

This course emphasizes terminology related to national diagnostic and procedure codes (ICD-9-CM and CPT 4) used in standard health insurance procedures and in billing procedures for doctor's offices, clinics and hospitals. An overview of managed care and other health insurance systems is included.

Pre or Corequisite: MET100 Medical Terminology

MET217 Advanced Medical Coding (formerly MET117)
3 Credits

This course emphasizes the billing cycle in an inpatient facility: the flow of patient information to the submission of the Health Insurance claim (UB-92), especially ICD-9 Volumes 1, 2 & 3, DRG, and HCPCS codes. Health insurance terminology will be strongly emphasized. A review and expanded discussion of managed care, public programs, and other health insurance systems are included. Students will be prepared to take standard certification examinations in coding and billing.

Prerequisite: MET115 Medical Coding.

MET201 Medical Office Procedures
3 Credits

Students will set up and maintain patient information files, schedule appointments, transcribe dictation consisting of a variety of medical reports and forms, use diagnostic and procedural codes and fee schedules, prepare health insurance claim forms, process telephone messages, prepare patient bills, format reports and medical documents, and draft letters. Computerized environments will be emphasized.

Prerequisites: KBD104 Keyboarding/Speedbuilding I and MWW112 Microsoft Word

MET216 Medical Insurance and Billing
6 Credits

The purpose of this course is to introduce students to major nationwide medical insurance programs and computer-based billing programs used to simplify the process of billing and filing insurance claim forms. Medical terms and codes are put to practical use processing in billing and insurance systems.

Prerequisite: MET115 Medical Coding

NATURAL and SOCIAL SCIENCES

AST100 Introduction to Astronomy
3 Credits

Students learn the basics of astronomy and its history with an emphasis on how scientific methods and concepts are applied to understanding the evolution and organization of our solar system and galaxy, and the universe in general.

BOT100 Introduction to Botany
3 Credits

This course provides students an introduction to the basic principles of botany. Specifically, the course will introduce students to the biology of plants including plant anatomy, physiology, genetics, evolution, classification, ecology, field identification, and the role of plants in civilization.

SCI100 Environmental Science
3 Credits

This course provides students with an overview of the relationship between humans and their environment. Specifically, the course will introduce students to the environmental problems that we face including human population growth, air pollution, water pollution, loss of biological diversity and energy usage, and discusses potential solutions to these problems. Local environmental issues will also be investigated.

GENERAL EDUCATION

BUS191 Introduction to Business Communications
1 Credit

This course emphasizes the importance of communication in business, and gives special attention to proofreading and mechanics of grammar for use by court reporters. Students will learn to improve communication through various written documents, learn to improve verbal communication and improve interpersonal communication.

BUS198 Business Communications
3 Credits

In this course students will learn to improve communication through various written documents, learn to improve verbal communication and improve interpersonal communication. This course emphasizes the importance of communication in business, and gives special attention to proofreading and mechanics of grammar.

ENG106 College English I
3 Credits

Major emphasis will be placed on the grammatical, mechanical, and rhetorical conventions of college writing. The development of reading, writing, vocabulary, and critical thinking skills will be emphasized through a variety of reading selections, writing assignments, and related activities.

Prerequisite: Any of the following:

- Must pass ASSET Exam Writing Skills and Reading Skills
- ENG001 Developmental English
- Writing Assessment Examination–Grade of C or above (currently applies to Court Reporting A.O.S. only)

ENG207 College English II
3 Credits

The course is divided into five segments: Part One explores active reading, prewriting strategies, developing a thesis,

drafting, and revising. Part Two explores key rhetorical modes: description, narration, example, process, comparison and contrast, classification or division, cause and effect, definition, and argumentation. Part Three deals with literary analysis and writing essay exams. Part Four gives considerable attention to the essential research process. Part Five explores effective sentence construction and practical writing advice.

Prerequisite: ENG106 College English I

ENG208 The Contemporary American Short Story
3 Credits

This literature course focuses on reading and analyzing selected short stories of well-known American writers. The instructor will provide the historical and cultural context that influenced the authors and students will engage in class discussions and write short papers that express individual interpretation and demonstrate an understanding of themes and genres. Where available, films will be used to enhance understanding.

Prerequisite: ENG106 College English I

FRS100 Freshman Seminar
2 Credits

This course is designed to introduce students to the college's procedures, resources and services. It also provides students with the opportunity to cultivate the skills, values and attitudes necessary to become confident and capable students. Students will learn to adopt methods to be successful in college and learn to cope with the challenges of college-level course work by going through time management, learning styles, critical thinking, reading, note taking and test taking techniques, communicating in school and identifying career goals.

NET100 Internet
1 Credit

This course introduces a brief history and exploration of the capabilities of the Internet including hands-on training of the functions, features, protocols and uses through various navigational tools and services of the Internet. The students will be able to demonstrate their understanding of the Internet by using browsers, search engines and electronic mail to find various kinds of information available on the Internet.

PSY104 Introduction to Psychology
3 Credits

In this course, major facts and principles of human behavior will be reviewed, with special reference to perception, learning, memory, thinking, emotional life, and individual differences in intelligence, aptitude, and personality. Emphasis will be placed on the scientific nature of psychological investigations. Psychological research findings will be related to daily life and everyday problems.