



**Program Planning Guide**

**Public Safety Administration Associate in Applied Science Degree, A55480, Part-time**

Program Length: 8 semesters

Career Pathway Options: Associate in Applied Science in Public Safety Administration

Program Site/s: Online

Suggested Course Schedule:	Hours			Notes:	
	Class	Lab	Credit		
<b>1st Semester (Fall )</b>					
PAD 151	Intro to Public Administration	3	0	3	
POL 120	American Government	3	0	3	
ACA 122	College Transfer Success	0	2	1	
		6	2	7	
<b>2nd Semester (Spring)</b>					
PAD 152	Ethics in Government	3	0	3	
ENG 111	Writing and Inquiry	3	0	3	
		6	0	6	
<b>3rd Semester (Summer)</b>					
PAD 254	Grant Writing	3	0	3	
MAT 143	Quantitative Literacy	3	0	3	
		6	0	6	
<b>4th Semester (Fall)</b>					
PAD 251	Public Finance and Budgeting	3	0	3	
Humanities Elective		3	0	3	
		6	0	6	
<b>5th Semester (Spring)</b>					
PAD 252	Public Policy Analysis	3	0	3	
CJC 240	Law Enforcement Mgmt & Supervision	3	0	3	
		6	0	6	
<b>6th Semester (Summer)</b>					
CJC 170	Critical Incident Management				
	Public Safety	3	0	3	
WBL 111	Work-based Learning	0	10	1	
Communications Elective		3	0	3	
		6	10	7	
<b>7th Semester (Fall)</b>					
Major Elective				4	
Major Elective		3	0	3	
Major Elective		3	0	3	
Elective	Concentration Elective	3	0	3	
		9	0	13	
<b>8th Semester (Spring)</b>					
Major Elective		3	0	3	
Major Elective		3	0	3	
Elective	Concentration Elective	3	0	3	
Elective	Concentration Elective	3	0	3	
Elective	Concentration Elective	3	0	3	
		15	0	15	
<b>Total Semester Hours Credit Required for Graduation:</b>				<b>66</b>	

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**Communications Elective (Take 3 credits)**

		<i>Class</i>	<i>Lab</i>	<i>Credit</i>
COM 231	Public Speaking	3	0	3
COM 120	Intro to Interpersonal Com	3	0	3
ENG 112	Writing/Research in the Disc	3	0	3
ENG 114	Prof research & Reporting	3	0	3

**Humanities Elective (Take 3 credits)**

		<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
HUM 110	Technology & Society	3	0	3
HUM 115	Critical Thinking	3	0	3
HUM 120	Cultural Studies	3	0	3
HUM 121	The Nature of america	3	0	3
PHI 240	Intro to Ethics	3	0	3

Concentration Requirements, choose one:

1. Correction Services
2. Law Enforcement Services
3. Emergency and Fire Management

**Correction Services**

		<i>Class</i>	<i>Lab</i>	<i>Credit</i>
PST 120	NCDPS Correctional Officer Training	6	4	8
or Take 9 Credits From				
CJC 141	Corrections	3	0	3
CJC 225	Crisis Intervention	3	0	3
CJC 232	Civil Liability	3	0	3
CJC 233	Correctional Law	3	0	3

**Law Enforcement Electives (Take 12 credits)**

		<i>Class</i>	<i>Lab</i>	<i>Credit</i>
CJC 111	Intro to Criminal Justice	3	0	3
CJC 113	Juvenile Justice	3	0	3
CJC 120	Interviews/Interrogations	1	2	2
CJC 121	Law Enforcemnt Operations	3	0	3
CJC 131	Criminal Law	3	0	3
CJC 132	Court Procedure & Evidence	3	0	3
CJC 141	Corrections	3	0	3
CJC 221	Investigative Principles	3	2	4
CJC 225	Crisis Intervention	3	0	3
CJC 231	Constitutional Law	3	0	3

**Emergency and Fire Management (Take 12 Credits)**

		<i>Class</i>	<i>Lab</i>	<i>Credit</i>
EMS 110	EMT	6	6	9
EMS 122	EMS Clinical Practicum I	0	0	1
EMS 130	Pharmacology	3	3	4
EMS 131	Advanced Airway Management	1	2	2
EMS 160	Cardiology I	2	3	3
EMS 220	Cardiology II	2	3	3
EMS 221	EMS Clinical Practicum II	0	0	2
EMS 231	EMS Clinical Practicum III	0	0	3
EMS 240	Patients with Special Challenges	1	2	2
EMS 241	EMS Clinical Practicum IV	0	0	4
EMS 250	Medical Emergencies	3	3	4
EMS 260	Trauma Emergencies	1	3	2
EMS 270	Life Span Emergencies	3	3	4
EMS 285	EMS Capstone	1	3	2

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<b>Major Electives (Take 16-21 credits)</b>		<i>Class</i>	<i>Lab</i>	<i>Credit</i>
BUS 151	People Skills	3	0	3
BUS 153	Human Resource Management	3	0	3
BUS 270	Professional Development	3	0	3
CIS 110	Intro to Computers	3	0	3
CJC 111	Intro to Criminal Justice	3	0	3
CJC 113	Juvenile Justice	3	0	3
CJC 121	Law Enforcemnt Operations	3	0	3
CJC 141	Corrections	3	0	3
CJC 225	Crisis Intervention	3	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	3
CTI 120	Network & Sec Foundation	2	2	3
CTS 130	Spreadsheet	2	2	3
HEA 110	Personal Health/Wellness	3	0	3
HEA 112	First Aid & CPR	1	2	2
HSE 110	Intro to Human Services	2	2	3
SOC 210	Intro to Sociology	3	0	3
SOC 220	Social Problems	3	0	3
SPA 111	Elementary Spanish I	3	0	3

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Course/Title	class	lab	clinic	credits	Course Descriptions:
ACA 122, College Transfer Success	0	2	0	1	<p>This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions.</p> <p>This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.</p> <p>This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.</p>
BUS 151, People Skills	3	0	0	3	<p>This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns.</p>
BUS 153, Human Resource Management	3	0	0	3	<p>This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.</p>
BUS 270, Professional Development	3	0	0	3	<p>This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job.</p>
CIS 110, Introduction to Computers	2	2	0	3	<p>This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.</p> <p>This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative).</p> <p>This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative)</p>
CJC 111, Intro to Criminal Justice	3	0	0	3	<p>This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options.</p> <p>This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.</p> <p>This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.</p>

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CJC 113, Juvenile Justice	3	0	0	3	This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
CJC 120, Interviews/Interrogations	1	2	0	2	This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.
CJC 121, Law Enforcement Operations	3	0	0	3	This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
CJC 131, Criminal Law	3	0	0	3	This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.
CJC 132, Court Procedure & Evidence	3	0	0	3	This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.
CJC 141, Corrections	3	0	0	3	This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

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CJC 170, Critical Incident Management Public Safety	3	0	0	3	This course prepares the student to specialize in the direct response, operations, and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters, terrorism, and school/work place violence. Upon completion, the student should be able to identify and discuss managerial techniques legal issues, and response procedures to critical incidents.
CJC 221, Investigative Principles	3	2	0	4	This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.
CJC 225, Crisis Intervention	3	0	0	3	This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.
CJC 231, Constitutional Law	3	0	0	3	The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.
CJC 232, Civil Liability	3	0	0	3	This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.
CJC 233, Correctional Law	3	0	0	3	This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.
CJC 240, Law Enforcement Mgmt & Supervision	3	0	0	3	This course provides a study of the best known methods and practices of police leadership and management. Topics include the role of the manager in law enforcement, communications, time-management in law enforcement, managing problems, training and law enforcement productivity. Upon completion, students should be able to identify and discuss methods and practices capable of moving law enforcement agencies forward into the twenty-first century.
CTI 110, Web, Pgm, & Db Foundation	2	2	0	3	This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.

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CTI 120, Network & Sec Foundation	2	2	0	3	This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.
CTS 130, Spreadsheet	2	2	0	3	This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.
EMS 110, EMT	6	6	3	9	This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.
EMS 122, EMS Clinical Practicum I	0	0	3	1	<i>Prerequisite: Take EMS-110</i> This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competency with fundamental paramedic level skills.
EMS 130, Pharmacology	3	3	0	4	<i>Prerequisite: Take EMS-110</i> This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.
EMS 131, Advanced Airway Management	1	2	0	2	<i>Prerequisite: Take EMS-110</i> This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics must meet current guidelines for advanced airway management in the pre-hospital setting. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.
EMS 160, Cardiology I	2	3	0	3	<i>Prerequisite: Take EMS-110</i> This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and rhythm interpretation. Upon completion, students should be able to recognize and interpret rhythms.
EMS 220, Cardiology II	2	3	0	3	<i>Prerequisite: Take all: EMS-122, EMS-130, and EMS-160</i> This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, cardiac pharmacology, and patient care. Upon completion, students should be able to manage the cardiac patient.
EMS 221, EMS Clinical Practicum II	0	0	6	2	<i>Prerequisite: Take one: EMS-121 or EMS-122</i> This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon

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					completion, students should be able to demonstrate continued progress in advanced-level patient care.
EMS 231, MS Clinical Pract III	0	0	9	3	<i>Prerequisite: Take EMS-221</i> This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.
EMS 240, Patients w/Special Challenges	1	2	0	2	<i>Prerequisite: Take one set: Set 1: EMS-120, EMS-121, EMS-130, and EMS-132; Set 2: EMS-120, EMS-122, EMS-130, and EMS-131</i> This course includes concepts of crisis intervention and techniques of dealing with special needs patients and is required for paramedic certification. Topics include behavioral emergencies, abuse, assault, challenged patients, personal well-being, home care, and psychotherapeutic pharmacology. Upon completion, students should be able to recognize and manage frequently encountered special needs patients.
EMS 241, EMS Clinical Practicum IV	0	0	12	4	<i>Prerequisite: Take EMS-231</i> This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.
EMS 250 Medical Emergencies	3	3	0	4	<i>Prerequisite: Take all: EMS-122 and EMS-130</i> This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment.
EMS 260, Trauma Emergencies	1	3	0	2	<i>Prerequisite: Take all: EMS-122 and EMS 130</i> This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.
EMS 270, Life Span Emergencies	3	3	0	4	<i>Prerequisite: Take all: EMS-122 and EMS-130</i> This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies.



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EMS 285, EMS Capstone	1	3	0	2	<i>Prerequisite: Take all: EMS-220, EMS-250, and EMS-260</i> This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.
ENG 111, Writing & Inquiry	3	0	0	3	<i>Prerequisite: Take one set: Set 1: DRE-097; Set 2: ENG-002; Set 3: BSP-4002</i> <i>Corequisites: Take ENG-011</i> This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. <i>This is a Universal General Education Transfer Component (UGETC) course.</i>
HEA 110, Personal Health/Wellness	3	0	0	3	This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
HEA 112, First Aid & CPR	1	2	0	2	This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
HSE 110, Intro to Human Services	2	2	0	3	This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

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MAT 143, Quantitative Literacy	2	2	0	3	<p><i>Prerequisite: Take one set: Set 1: DMA-010, DMA-020, DMA-030, and DRE-009; Set 2: DMA-1010, DMA-020, DMA-030, and ENG-002; Set 3: DMA-010, DMA-020, DMA-030, and BSP-4002; Set 4: DMA-025, and DRE-098; Set 5: DMA-025, and ENG-002; Set 6: DMA-025, and BSP-4002; Set 7: MAT-003 and DRE-098; Set 8: MAT-003 and ENG-002; Set 9: MAT-003 and BSP-4002; Set 10: BSP-4003 and DRE-098; Set 11: BSP-4003 and ENG-002; Set 12: BSP-4003 and BSP-4002</i></p> <p><i>Corequisite: MAT-043</i></p> <p>This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course. Successful completion of MAT-152 permits a student to register for MAT-143 without the coreq MAT-043.</p>
PAD 151, Intro to Public Admin	3	0	0	3	<p>This course includes an overview of the role of the public administrator in government and an examination of the development and implementation of public policy. Topics include public personnel administration and management, decision making, public affairs, ethics, organizational theories, budgetary functions within governmental agencies, and other governmental issues. Upon completion, students should be able to explain the functions of government in society and in the lives of people composing that society.</p>
PAD 152, Ethics in Government	3	0	0	3	<p>This course introduces the ethical issues and problems within the public administration field. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator's role. Upon completion, students should be able to understand the moral dimensions of public administrative decision making.</p>
PAD 251, Public Finance & Budgeting	3	0	0	3	<p>This course provides an overview of the public finance and budgeting processes used in the allocation of public resources to meet differing public interests. Topics include the political environment, government expenditures, revenues, taxation, budgetary process theories and techniques, and the relation of government finance to the economy. Upon completion, students should be able to recognize impacts of government revenue and expenditure policies and understand the role of budgeting in executing governmental policy.</p>
PAD 252, Public Policy Analysis	3	0	0	3	<p>This course is a study of methods and techniques used to determine the effectiveness of public programs. Emphasis is placed on the concept of ecology and environmental impact, informal groups and information networks, and the relationship between public and private sectors. Upon completion, students should be able to analyze case studies with the use of political analysis techniques.</p>

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PAD 254, Grant Writing	3	0	0	3	This course covers the basic techniques of successful grant writing. Topics include concept development, funding sources research, and writing skills relevant to the grants process. Upon completion, students should be able to demonstrate a basic understanding of the grants process.
POL 120, American Government	3	0	0	3	This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.
SOC 210, Introduction to Sociology	3	0	0	3	This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.
SOC 220, Social Problems	3	0	0	3	This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.
SPA 111, Elementary Spanish I	3	0	0	3	This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.
WBL 111, Work-Based Learning I	0	0	10	1	This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to

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					evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.