

## Program Planning Guide

### Certificate in Criminal Justice Administration; C55180AD

Program Length: 2 semesters

Career Pathway Options: Associate in Applied Science Degree in Criminal Justice Technology

Program Sites: Lee Main Campus – Day and Evening; Harnett Main Campus - Day

Suggested Course Schedule:	HOURS			Grade	Semester	Notes
	Class	Lab	Credit			
1st Semester (Fall)						
BUS 137	Principles of Management	3	0	3		
BUS 153	Human Resource Management	3	0	3		
CJC 212	Ethics/Community Relations	3	0	3		
			9			
2nd Semester (Spring)						
CJC 215	Organization and Administration	3	0	3		
POL 130	State & Local Government	3	0	3		
SOC 220	Social Problems	3	0	3		
			9			

Total Semester Hours Credit: 18

#### Course Descriptions:

**BUS 137 Principles of Management 3-0-3**  
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

**BUS 153 Human Resource Management 3-0-3**  
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.

**CJC 212 Ethics & Comm Relations 3-0-3**  
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

**CJC 215 Organization & Administration 3-0-3**  
This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

**POL 130 State and Local Government 3-0-3**  
This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

**SOC 220 Social Problems 3-0-3**  
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 and ICAA as a general education course in Social/Behavioral Sciences.