



ICDC Teach-Out Supplement
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The Trident University International (Trident) catalog consists of two parts: Policy Handbook and Academic Programs, which reflect current academic policies, procedures, program and degree offerings, course descriptions, and other pertinent information. This supplement to the catalog was prepared on the basis of the best information available at the time. Pursuant to the catalog rights policy, as laws, rules, accreditation standards and policies change from time to time the information in this addendum will be updated as deemed appropriate by the university administration. Trident University International assumes no responsibility for editorial, clerical, and programming errors that may have occurred in the publication of the supplement.

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ICDC Policy Information

ICDC Teach—Out Notification

Students at ICDC College were notified of the closure of ICDC College and the agreement by Trident University to serve as the Teach-Out partner. The teach-out plan has received approval of ICDC’s accreditor, Accrediting Commission of Career Schools and Colleges, and Trident’s accreditor, the WASC Senior College and University Commission (WSCUC), and it has been acknowledged by the U.S. Department of Education and the California Bureau for Private Postsecondary Education.

ICDC Teach-Out Tuition

Program	Classroom Hours	Homework Hours	Semester Hours	Tuition
Alcohol and Drug Counseling Diploma	810	135	24	\$ 15,775
Accounting Office Specialist Certificate	480	120	16	\$ 9,700
Associates of Occupational Studies Alcohol and Drug Counseling	1910	410	60.5	\$ 36,750
Associates of Occupational Studies Business Management and Accounting	1820	455	60.5	\$ 36,750
Associates of Occupational Studies Health Care Management	1820	455	60.5	\$ 36,750
Associates of Occupational Studies Homeland Security	1820	455	60.5	\$ 36,750
Addiction Treatment Counseling Certificate	480	120	16	\$ 9,700
Computerized Accounting Diploma	720	180	24	\$ 15,775
Homeland Security and Investigations Diploma	720	180	24	\$ 15,775
Medical Office Management Diploma	720	180	24	\$ 15,775
Medical Office Specialist Certificate	480	120	16	\$ 9,700
Paralegal Certificate	720	180	24	\$ 15,775
Security and Crime Prevention Specialist Certificate	480	120	16	\$ 9,700



Academic Programs

ICDC Associate of Occupational Studies Alcohol and Drug Counseling

Program Introduction

This “Associate of Occupational Studies – Alcohol and Drug Counseling” program is a 60.5 Semester Credit Hour program requiring 91 weeks of combined General Education courses along with Occupational theory and applied skills training. The program focuses on developing a student’s academic and occupational competencies as a broad-based foundation in various modalities pertinent to becoming an Alcohol and Drug Counselor.. The program also follows industry standards which place a degree of reliance upon the Addiction Counseling Competencies: The Knowledge, Skills and Attitudes of Professional Practice (TAP 21), and the 12 Core Functions of the Substance Abuse Counseling. The ADC150 through ADC154 and ADC156 through ADC158 courses are approved courses of training by the California Consortium of Addiction Programs and Professions (CCAPP) which is an IC&RC member board.

Program Objectives

The program’s objective is to prepare the student with foundation of General Education courses and the knowledge and skills training for an entry-level position as an Alcohol and Drug Counselor having earned an “Associate of Occupational Studies” (A.O.S.) degree. Upon completion of this Associate of Occupational Studies Degree Program for Alcohol and Drug Counseling, the student will have the required proficiencies in didactic or educational tools and the technical skills as commonly found for educational programs within the substance abuse counseling field.

This Associate of Occupational Studies Degree program is designed to provide the student with a diverse understanding and a set of counseling skills applicable to many types of substance abuse counseling agencies. With a foundation of general education building block courses, the student will then develop a thorough knowledge and applied skills in basic substance abuse counseling subject areas as Psychoactive Drugs; Pharmacology; Law and Ethics, Prevention, Education, Outreach, Referral; Case Management; Individual, Group and Family Counseling; Personal and Professional Growth; Supervised Counseling; and Field Work Experience.

As a result of having then established their basic knowledge and applied skills in related Alcohol and Drug Counseling course studies, to facilitate an even greater level of learning outcomes and skills, the student will successfully complete advanced course training in applied subject areas such as Behavioral and Social Psychology; Conflict Resolution Counseling; Counseling Reports and Record Keeping; Domestic and Family Violence Counseling; Individual and Group Counseling; Treatment Strategies and Planning; Outreach and Referral Techniques; Models for Recovery; Techniques for Psychology Education; Techniques for Family Systems Counseling; Techniques for Mandated Programs; Techniques for Multicultural Counseling; and Chemical Dependency and Co- occurring Disorders Counseling. Using various case studies, research techniques, resources and systems, students will enhance their acquired knowledge, critical thinking abilities, occupational skill level, and ultimately their opportunities for employment and advancement in the Substance Abuse Counseling field.

Program Core Courses

CP 150	Introduction to Computers, Microsoft Word	2
ADC 150	Alcohol and Drug Introduction and Overview	2
ADC 151	Pharmacology and Psychoactive Drugs	2



ADC 152	Law and Ethics, Prevention, Education, Outreach, Referral	2
ADC 153	Case Management	2
ADC 154	Individual, Group, and Family Counseling	2
ADC 155	Treatment Strategies and Planning	2
ADC 156	Personal and Professional Growth and Employment Preparation	2
ADC 157	Supervised Laboratory Counseling	2
ADC 158	Agency Orientation and Field Work Practicum/Experience	6
ADC 250	Advanced Conflict Resolution Counseling	2
ADC 251	Advanced Chemical Dependency and Co-occurring Disorders Counseling	2
ADC 252	Advanced Individual Counseling	2
ADC 253	Advanced Group Counseling	2
ADC 254	Advanced Domestic and Family Violence Counseling	2
ADC 255	Advanced Techniques for Family Systems Counseling	2
ADC 256	Advanced Techniques for Outreach and Multicultural Counseling	2
ADC 257	Advanced Models for Recovery	2
ADC 258	Advanced Behavioral and Social Psychology	2
ADC 259	Gambling Addiction and the Five Domains of Practice	2.5
ADC 260	Advanced Techniques for Managed Programs	2
ADC 261	Advanced Counseling Reports and Record Keeping	2
AGE260	Quantitative Applications in the Business Environment	2
AGE261	Psychology in the Business Environment	2
AGE262	English/Writing (Composition) in the Business Environment	2
AGE263	Critical Thinking in the Business Environment	2
AGE264	Civics – Government at Work	2
AGE265	Sociology in the Business Environment	2

Degree Semester Hour Requirement

A minimum of 60.5 semester hours

Associate of Occupational Studies Business Management and Accounting

Program Introduction

This “Associate of Occupational Studies – Business Management and Accounting ” Degree program is a 60.50 Semester Credit Hour program requiring 91 weeks of combined General Education courses along with Occupational theory and applied skills training. The program focuses on developing a student’s academic and occupational competencies as a broad-based foundation in Business and Accounting studies pertinent to Business Management and Accounting Program.

Program Objectives

The program’s objective are to prepare the student with comprehensive knowledge and skills for an entry-level position as a Business Management and Accounting administrator, having earned an “Associate of Occupational Studies” (A.O.S.)degree. This A.O.S. Degree program is designed to provide the student with an understanding of the Business Management and Accounting system referencing the business through the Federal Court Systems and local agencies. With a foundation of general education building block courses, the student will then develop a thorough knowledge and applied skills Business Law, Accounting Ethics and Corporate Law, E-Business, Business Market and Advertising, Cost Accounting, Intermediate Accounting, Fundamentals of Insurance, and Human Relations and Employment Law.

As a result of having then established their basic knowledge and applied skills in related Business Management and Accounting Program to facilitate an even greater level of learning outcomes, the student will successfully complete



advanced course training in applied subject areas such as Advance Control and UCC Law, Business Law, Accounting Ethics and Corporate Law, Advance Security and Loss Prevention for Businesses, intellectual Property Law, Payroll Management etc. Using various Business Management and Accounting research techniques, resources and systems, students will enhance their acquired knowledge, critical thinking abilities, occupational skill level, and ultimately their opportunities for employment and advancement in the Business Management and Accounting fields.

Program Core Courses

CP 150	Microsoft Office and Microsoft Word	2
CP 152	Microsoft Excel and PowerPoint	2
CA 150	Business Communication	2
CA 151	Business Math/ Introduction to Bookkeeping	2
CA 152	Bookkeeping Fundamentals I	2
CA 153	Bookkeeping Fundamentals II	2
CA 154	Applied Accounting	2
CA 155	Computerized Accounting I	2
CA 160	Computerized Accounting II and Employment Preparation	2
CA 161	Computerized Accounting III	2
CA 158	Tax Preparer I	2
CA 159	Tax Preparer II	2
BMA 250	Business Management	2
BMA 251	Business Finance	2
BMA 252	Cost Accounting	2
BMA 253	Intermediate Accounting	2
BMA 254	Human Relations with Employment and Labor Law	2
BMA 255	Contract and UCC Law	2
BMA 256	Fundamentals of Risk Management	2
BMA 258	Payroll Management	2
BMA 259	Business Marketing and Advertisement	2
BMA 260	Business Entrepreneurship and Start-Up Business	2
BMA 261	Business and the Internet	2
BMA 262	Advanced Business Communications	.5
BMA 263	Business Law	2
AGE260	Quantitative Applications in the Business Environment	2
AGE261	Psychology in the Business Environment	2
AGE262	English/Writing (Composition) in the Business Environment	2
AGE263	Critical Thinking in the Business Environment	2
AGE264	Civics – Government at Work	2
AGE265	Sociology in the Business Environment	2

Degree Semester Hour Requirement

A minimum of 60.5 semester hours

Associate of Occupational Studies Healthcare Management

Program Introduction

This “Associate of Occupational Studies – Healthcare Management” Degree program is a 60.5 Semester Credit Hour program requiring 91 weeks of combined occupational theory, applied skills training, and General Education courses. The program focuses on developing a student’s occupational competencies and academic learning in the



field of health care management, using a broad- based foundation in a medical office environment with common practices in Health Care Management Administrative systems.

Program Objectives

The program’s learning objectives are to provide the student with comprehensive knowledge and skills sets in the field of Healthcare Management. Program objectives will enable students to develop administrative / managerial knowledge and skill capabilities required in various health care administrative environments with particular emphasis on electronic health records transactions. The student will also develop knowledge and skills through sound medical office practices and health care administrative procedures. By successfully completing the individual and comprehensive learning courses, with pre-determined learning outcomes, the student will earn an “Associate of Occupational Studies” (A.O.S.) Degree in “Healthcare Management”.

The Associate of Occupational Studies in Healthcare Management program provides each student with a foundation in medical office management and health care administration. Advanced health care management training includes: electronic healthcare records (EHR); human relations; employment and labor law; payroll management; workplace management issues; public health management practices; and health care management for the global environment.

Electronic health care records is currently one of the fastest developing forms of maintaining a patient’s medical record in an electronic format, accessible by computers on a network for the primary purpose of providing health care and health-related services. Students will develop first hand, the knowledge and comprehensive skills sets, using an industry standard electronic health care records system for medical records management. This new emerging form of patient records management will advance the skills of the student in a unique patient records environment which represents the future for patient care and medical history access by integrating multiple systems of administration, financial, and clinical departmental systems.

Program Core Courses

CP 150	Introduction to Computers and Microsoft Word	2
CP 152	Microsoft Excel and Microsoft PowerPoint	2
MOM 151	Anatomy and Physiology and Medical Terminology I	2
MOM 152	Anatomy and Physiology and Medical Terminology II	2
MOM 153	Business Math/ Introduction to Bookkeeping	2
MOM 154	Bookkeeping Fundamentals I	2
MOM 156	Medical Billing Procedures and Insurance Forms	2
MOM 159	Computerized Billing II	2
MOM 160	Medical Office Procedures / Medical Law and Ethics / Medical Records Filing	
MOM 161	Infection Control / Asepsis	
MOM 162	Patient Preparation and Care / CPR / First Aid	
MOM 163	Computerized Billing I / Employment Preparation	
HCM 250	Introduction to the United States Healthcare System	2
HCM 251	Management of Contemporary Healthcare Settings	2
HCM 252	Medical Billing Management	2
HCM 253	Healthcare Business Management	2
HCM 254	Health Data Management	2
HCM 255	Workplace Management Issues	2
BMA 254	Human Relations and Employment Law	2
BMA 258	Payroll Management	2
HCM 256	Management of Electronic Health Records I	2
HCM 257	Management of Electronic Health Records II	2
HCM 258	Public Health Practice Management	2
HCM 259	Healthcare Management in the Global Environment	2



HCM 260	Business Communications	.5
AGE260	Quantitative Applications in the Business Environment	2
AGE261	Psychology in the Business Environment	2
AGE262	English/Writing (Composition) in the Business Environment	2
AGE263	Critical Thinking in the Business Environment	2
AGE264	Civics – Government at Work	2
AGE265	Sociology in the Business Environment	2

Degree Semester Hour Requirement

A minimum of 60.5 semester hours

Associate of Occupational Studies Homeland Security

Program Introduction

This “Associate of Occupational Studies – Homeland Security” Degree program is a 60.50 Semester Credit Hour program, requiring 91 weeks of combined general education courses along with occupational theory and applied skills training. Homeland Security has evolved from a basic concern regarding terrorism, but to now include a widening range of investigation and security issues which are not just domestic, they are global. The program focuses on developing a student’s academic and occupational competencies as a broad-based foundation through various disciplines of education, training, and security application, all pertinent to possessing the knowledge and understanding for successful employment and advancement in the field of Homeland Security.

Program Objectives

The “Associate of Occupational Studies – Homeland Security” program’s objectives and design are to provide the student with a diverse understanding and foundation of skill strengthening general education courses, along with a collective of industry related security disciplines which are inherent in the emerging field of Homeland Security. With a foundation of general education building block courses, the student will then develop a thorough and fundamental knowledge with applied skills necessary to protect people, information and locations from threats to their safety and security at our borders, airports, waterways and seaports or in response to man-made and/or natural disasters, and terrorist assaults.

As a result of having then established their basic fundamental knowledge and applied skills and to facilitate an even greater level of learning outcomes and skills, the student will successfully complete advanced course training in applied disciplines such as Border, Port, and Costal Security; Global Terrorism; Industrial Espionage; Explosive Incident Assessment: Methods, Practice, Protocols; Regulatory Issues in Weapons of Mass Destruction; Psychology of Terrorism; Transportation and Cargo Security Management; Chemical, Biological, and Radiological Hazards; Evaluation of Security Programs; Advanced Security and Loss Prevention for Businesses; Special Operations in Emergency Medical Services; Workplace Violence Prevention and Reaction; Natural Disaster Management; Psychology of Disaster; etc.

Program Core Courses

CP 150	Intro to Computers and Microsoft Word	2
HSI 170	Introduction to Homeland Security, Law and Ethics, and Security Strategies	2
HSI 171	Retail Loss Prevention and Powers to Arrest	2
	Crime Prevention, and Crime Prevention through Environmental Design (CPTED)	2
HSI 173	Principles	
HSI 175	Communications Training, Report Writing	2
HSI 176	The Penal Code, Civil Law, Employment Preparation	2
HSI 177	Intelligence Analysis, 9/11 Commission	2



HSI 178	Cyber Security, and Security Technology	2
HSI 179	Emergency Management, Recovery, Security Disaster Medical Operations	2
HSI 180	Investigations, Research, Law and Evidence	2
HSI 181	Hazardous Materials (Hazmat "HAZOPER" Certification)	2
	Chemical Agents and Weapons of Mass Destruction (WMD), Baton and Fire Safety	2
HSI 182	Training and CPR/First Aid, and Firearms Training	
HS 250	Global Terrorism and Psychology of Terrorism	2
HS 251	Chemical, Biological, and Radiological Hazards	2
HS 252	Explosive Incident Assessment: Methods, Practice, Protocols	2
HS 253	Regulatory Issues in Weapons of Mass Destruction	2
HS 254	Disaster Management and Emergency Response	2
HS 256	Psychology of Disaster	2
HS 257	Business Security and Evaluation	2
HS 258	Workplace Violence Prevention and Reaction	2
HS 259	Industrial Espionage	2
HS 260	Border, Port, and Coastal Security	2
HS 261	Transportation and Cargo Security Management	2
HS 263	Profiling International Terrorist Groups	2
HS 264	Counterintelligence and Security	2
HS 265	Advance Security Principles: Homeland Security Policies and Leadership	.5
AGE260	Quantitative Applications in the Business Environment	2
AGE261	Psychology in the Business Environment	2
AGE262	English/Writing (Composition) in the Business Environment	2
AGE263	Critical Thinking in the Business Environment	2
AGE264	Civics – Government at Work	2
AGE265	Sociology in the Business Environment	2

Degree Semester Hour Requirement

A minimum of 60.5 semester hours

ICDC Diploma Programs

Alcohol and Drug Counseling Diploma

Program Introduction

The Alcohol and Drug Counseling "Diploma" program provides each student with the education and clinical skills required to perform the function of an Alcohol and Drug Counselor. This 36 week, 24.0 Semester Credit Hour program is designed to provide students with the skills, tools and understanding to perform the duties of an Alcohol and Drug Counselor and emphasizes the Addiction Counseling Competencies: The Knowledge, Skills and Attitudes of Professional Practice (TAP 21), and the 12 Core Functions of Substance Abuse Counseling. The program is approved by CCAPP, NAADAC, with reciprocity by IC&RC.

Program Objectives

The primary objective of the Alcohol and Drug Counseling Program focuses upon developing a diverse understanding of didactic or educational tools along with the application of technical skills developed during the program and then applied during supervised field work experience, as established for educational programs by various state certification boards for chemical dependency counseling.

Program Core Courses

CP 150	Introduction to Computers, Microsoft Word	2
ADC 150	Alcohol and Drug Introduction and Overview	2



ADC 151	Pharmacology and Psychoactive Drugs	2
ADC 152	Law and Ethics, Prevention, Education, Outreach, Referral	2
ADC 153	Case Management	2
ADC 154	Individual, Group, and Family Counseling	2
ADC 155	Treatment Strategies and Planning	2
ADC 156	Personal and Professional Growth and Employment Preparation	2
ADC 157	Supervised Laboratory Counseling	2
ADC 158	Agency Orientation and Field Work Practicum/Experience	6

Degree Semester Hour Requirement

A minimum of 24 semester hours

Computerized Accounting Diploma

Program Introduction

This 36 Week, 24 Semester Credit Hour “Diploma” program offers in-depth instruction in computerized accounting and income tax preparation software. It provides training in a variety of office skills such as typing, data entry, and spreadsheets. The course will also teach students how to deal with Windows operating environment, and Microsoft Office. The program seeks to prepare students for positions such as accounting clerk, bookkeeper, income tax preparer, entry-level accountant, accounts receivable/payable assistant payroll coordinator, and assistant office manager.

Program Objectives

This program is specially designed to calculate, post, and verify primary financial data used to produce and maintain financial and statistical documents. All companies need personnel to perform bookkeeping functions. There is a place in this industry for bookkeepers in today’s market. You will earn a tax preparer certificate approved by the California Tax Education Council and launch a career preparing federal and state income tax returns for individuals and small business. The student will develop skills in using a pre-determined of research and materials that enhance their educational process and help to facilitate a positive learning outcome.

Program Core Courses

CP 150	Microsoft Office and Microsoft Word	2
CP 152	Microsoft Excel and PowerPoint	2
CA 150	Business Communication	2
CA 151	Business Math/ Introduction to Bookkeeping	2
CA 152	Bookkeeping Fundamentals I	2
CA 153	Bookkeeping Fundamentals II	2
CA 154	Applied Accounting	2
CA 155	Computerized Accounting I	2
CA 160	Computerized Accounting II, and Employment Preparation	2
CA 161	Computerized Accounting III	2
CA 158	Tax Preparer I	2
CA 159	Tax Preparer II	2

Degree Semester Hour Requirement

A minimum of 24 semester hours

Homeland Security and Investigation Diploma

Program Introduction

The Homeland Security and Investigation program provides each student with the educational knowledge and training skills required for entry-level employment in the emerging field of Homeland Security and Investigation.



Homeland Security has evolved to not only include concerns regarding terrorism, but also natural and man-made disasters, and emergency management.

This 36 week, 24.00 Semester Credit Hour program provides instruction on how to help secure our borders, airports, waterways and seaports. The program also provides instruction on how to respond to natural disasters and/or terrorist assaults, analyze intelligence, research, and to learn the latest security technology

Program Objectives

The primary objective of the Homeland Security and Investigation program is to prepare its students for the growing field of safety, security and emergency management. This program prepares individuals for careers in Homeland Security, both in the public and private sectors through a broad-based understanding of the emerging discipline of Homeland Security. Students of this program shall develop the fundamental knowledge and skills necessary to protect people, information and locations from threats to their safety and security.

Program Core Courses

CP 150	Intro to Computers and Microsoft Word	2
HSI 170	Introduction to Homeland Security, Law and Ethics, and Security Strategies	2
HSI 171	Retail Loss Prevention and Powers to Arrest	2
	Crime Prevention, and Crime Prevention through Environmental Design (CPTED)	2
HSI 173	Principles	
HSI 175	Communications Training, Report Writing	2
HSI 176	The Penal Code, Civil Law, Employment Preparation	2
HSI 177	Intelligence Analysis, 9/11 Commission	2
HSI 178	Cyber Security, and Security Technology	2
HSI 179	Emergency Management, Recovery, Security Disaster Medical Operations	2
HSI 180	Investigations, Research, Law and Evidence	2
HSI 181	Hazardous Materials (Hazmat "HAZOPER" Certification)	2
	Chemical Agents and Weapons of Mass Destruction (WMD), Baton and Fire Safety	2
HSI 182	Training and CPR/First Aid, and Firearms Training	

Degree Semester Hour Requirement

A minimum of 24 semester hours

Medical Office Management Diploma

Program Introduction

This 36 Week, 24 Semester Credit Hour "Diploma" program will open many opportunities for on-site work in private medical offices, hospitals, and clinics. Upon successful completion of this program the students will be able to understand what insurance is and why we need it; understand the different types of insurance coverage and administrators; recognize and use CPT, ICD-9; know insurance and the reflective medical terminology; possess the ability to perform billing for Medicaid, Medicare and commercial accounts, be able to determine usual, customary and reasonable charges; and be able to identify all body systems and be able to explain their functions; identify the body's anatomy using appropriate identifying terminology.

Program Objectives

The overall objective is to train individuals in managing, business or front office for the medical industry. Business office procedures are taught as well as medical terminology and medical business practices. The student will develop skills in using a pre-determined of research and materials that enhance their educational process and help to facilitate a positive learning outcome.

Program Core Courses

CP 150	Introduction to Computers and Microsoft Word	2
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CP 152	Microsoft Excel and PowerPoint	2
MOM 150	Medical Office Procedures / Medical Law and Ethics / Employment Preparation	2
MOM 151	Anatomy and Physiology and Medical Terminology I	2
MOM 152	Anatomy and Physiology and Medical Terminology II	2
MOM 153	Business Math/ Introduction to Bookkeeping	2
MOM 154	Bookkeeping Fundamentals I	2
MOM 156	Medical Billing Procedures and Insurance Forms	2
MOM 159	Computerized Billing II	2
MOM 160	Medical Office Procedures / Medical Law and Ethics / Medical Records Filing	2
MOM 161	Infection Control / Asepsis	2
MOM 162	Patient Preparation and Care / CPR / First Aid	2
MOM 163	Computerized Billing I / Employment Preparation	2

Degree Semester Hour Requirement

A minimum of 24 semester hours

Addiction Treatment Counseling Certificate

Program Introduction

The Addiction Treatment Counseling “Certificate” program provides each student with the education and clinical skills required for entry-level employment in career fields of Addiction Counseling. This 24 week, 16.0 Semester Credit Hour program exceeds the standards of training, established by various local, state, and national certifying agencies across the United States for course work, knowledge, and counseling skill-sets, in order to register as a Counselor in your specific state. The program places a high degree of importance in learning and understanding upon the Addiction Counseling Competencies: The Knowledge, Skills and Attitudes of Professional Practice (TAP 21).

Program Objectives

The primary objective of the Addiction Treatment Counseling Program focuses upon developing in the student the didactic or educational tools and the technical skill-sets as established for educational programs by various local, state, and national certifying agencies across the United States.

Program Core Courses

CP 150	Introduction to Computers, Microsoft Word	2
ADC 150	Alcohol and Drug Introduction and Overview	2
ADC 151	Pharmacology and Psychoactive Drugs	2
ADC 152	Law and Ethics, Prevention, Education, Outreach, Referral	2
ADC 153	Case Management	2
ADC 154	Individual, Group, and Family Counseling	2
ADC 155	Treatment Strategies and Planning	2
ADC 156	Personal and Professional Growth and Employment Preparation	2

Degree Semester Hour Requirement

A minimum of 16 semester hours

Accounting Office Specialist Certificate

Program Introduction

This 24 Week, 16 Semester Credit Hour “Certificate” program was developed by a CPA and stresses real-world procedures to prepare the students for a new job or to improve their chances for advancement in current positions. Case study problems utilize actual company situations to provide real-life experience. This program offers in-depth instruction in computerized accounting using popular accounting and income tax preparation



software. It provides training in a variety of office skills such as typing, data entry, and spreadsheets. The course will also teach students how to deal with the Windows operating environment, Microsoft Word and Microsoft Excel.

Program Objectives

This program is specially designed to teach bookkeeping preparing for a more specialized career in accounts receivable, payroll, or other areas of accounting. The program suits the need of those who are currently employed in the field as well those who are interested in beginning a new entry-level career in the profession. All companies need personnel to perform bookkeeping functions. There is a place in this industry for bookkeepers in today's market. You will earn a tax preparer certificate approved by the California Tax Education Council and launch a career preparing Federal and State income tax returns for individuals and small business. The student will develop skills in using a pre-determined of research and materials that enhance their educational process and help to facilitate a positive learning outcome.

Program Core Courses

CP 150	Introduction to Computers, and Microsoft Word	2
CP 152	Microsoft Excel, and PowerPoint	2
CA 151	Business Math, and Introduction to Bookkeeping	2
CA 152	Bookkeeping Fundamentals I	2
CA 154	Applied Accounting	2
CA 160	Computerized Accounting II, and Employment Preparation	2
CA 157	Computerized Accounting III and Employment Preparation	2
CA 158	Tax Preparer I	2
CA 159	Tax Preparer II	2

Degree Semester Hour Requirement

A minimum of 16 semester hours

Medical Office Specialist Certificate

Program Introduction

This 24 Week, 16 Semester Credit Hour "Certificate" program is designed to develop a working knowledge of the microcomputer and the procedures for completing insurance billing using MediSoft. Students will also learn Microsoft Word, Microsoft Excel, and light bookkeeping. The program will teach the students essential skills for beginning a career assisting with patients, keeping patients, keeping patient records and scheduling appointments. This program will open many opportunities for on-site full or part-time work in private medical offices, hospitals, and clinics. Upon successful completion of this program the students will be able to understand what insurance is and why we need it; identify all body systems, their anatomy and be able to explain their functions; understand the different types of insurance coverage and administrators; recognize and use CPT, ICD-9; know insurance and medical terminology; possess the ability to perform billing for Medicaid, Medicare and commercial accounts, be able to determine usual, customary and reasonable charges.

Program Objectives

This program is designed to prepare the graduate with the skills for the administrative and clerical work in medical offices, in hospitals and other healthcare facilities. The student will develop skills in using a pre-determined of research and materials that enhance their educational process and help to facilitate a positive learning outcome.

Program Core Courses

CP 150	Introduction to Computers and Microsoft Word	2
MOM 151	Anatomy and Physiology and Medical Terminology I	2
MOM 152	Anatomy and Physiology and Medical Terminology II	2



MOM 153	Business Math / Introduction to Bookkeeping	2
MOM 156	Medical Billing Procedures and Insurance Forms	2
MOM 160	Medical Office Procedures / Medical Law and Ethics / Medical Records Filing	2
MOM 161	Infection Control / Asepsis	2
MOM 163	Computerized Billing I / Employment Preparation	2

Degree Semester Hour Requirement

A minimum of 16 semester hours

Paralegal Certificate

Program Introduction

The Paralegal “Certificate” program is a 36 Weeks, 24 Semester Credit Hour program of training. The program focuses on developing a student’s familiarity in specialized areas of law pertinent to the Paralegal profession.

Program Objectives

The program’s objective is to prepare the student with comprehensive skills for an entry-level position as a Paralegal. The program is designed to provide the student with an understanding of the legal system referencing the law office through the Federal Court Systems and local agencies. The student will develop a thorough knowledge and skill level in Contract Law, Family Law, Property Law, Criminal Law, Bankruptcy Law, Business Law and Ethics, Immigration and Constitutional Law, Legal Research, Civil Litigation Procedures, Law Office Procedures, Wills, Trusts and Estate Administration, and Torts. In addition, the student will develop a proficiency in MS Word, as well as research skills using the Internet and other legal research systems. The student will develop skills in using a pre-determined of research and materials that enhance their educational process and help to facilitate a positive learning outcome.

Program Core Courses

CP 150	Introduction to Computers and Microsoft Word	2
P 150	Introduction to Paralegal and Legal Research and Writing I	2
P 151	Civil Procedure and Litigation	2
P 152	Law Office Procedures, Immigration	2
P 153	Torts, Constitutional Law	2
P 154	Property and Administrative Law	2
P 155	Legal Research and Writing for the Paralegal II	2
P 156	Employment Law, and Evidence	2
P 157	Criminal Law, Employment Preparation	2
P 158	Wills, Estate Administration, Bankruptcy	2
P 159	Contracts, and Business Law	2
P 160	Family Law	2

Degree Semester Hour Requirement

A minimum of 24 semester hours

Security and Crime Prevention Specialist Certificate

Program Introduction

The Security and Crime Prevention Specialist program provides each student with the educational knowledge and skill-sets required for entry-level employment in the Security and Crime Prevention industry. This 24 week, 16.00 Semester Credit Hour “Certificate” program, Security and Crime Prevention has developed into a career field that enables individuals to not only provide public and/or private security for our homes and businesses, but to provide the planning, analysis, and implement protective measures to educate and help secure our neighborhoods and local businesses.



Program Objectives

This program, provides a comprehensive and in-depth level of instruction and skills development in security and crime prevention that includes the pursuit of local firearms, baton, and chemical agent licensing/permits, along with First Responder CPR. The program also provides basic instructional training in local Penal and Civil Codes, Criminal Law and Evidence, Disaster Response, the Powers to Arrest, Report Writing, and Crime Prevention. Students will develop the fundamental knowledge and skills necessary to protect people, homes, and businesses, using information and communications from potential and existing threats to their safety and security and that of others.

Program Core Courses

SCPS 119	Introduction to Computers and Microsoft Word	2
SCPS 170	Introduction to Paralegal and Legal Research and Writing I	2
SCPS 171	Civil Procedure and Litigation	2
SCPS 173	Law Office Procedures, Immigration	2
SCPS 175	Torts, Constitutional Law	2
SCPS 176	Property and Administrative Law	2
SCPS 176	Legal Research and Writing for the Paralegal II	2
SCPS 181	Employment Law, and Evidence	2
SCPS 182	Criminal Law, Employment Preparation	2

Degree Semester Hour Requirement

A minimum of 16 semester hours

ICDC Teach-Out Course Descriptions

ADC 150 – Alcohol and Drug Introduction and Overview (2 Semester Hours)

Alcohol and Drug Introduction and Overview

This course examines the history of alcohol and other mood-changing drugs in the United States, the myths and stereotypes of alcohol use, the sociocultural factors that contribute to the use of drugs, and the patterns and progressions of alcoholism.

ADC 151 - Pharmacology and Psychoactive Drugs (2 Semester Hours)

Pharmacology

This course examines chemical dependency and/or addiction. The pharmacology of alcohol and other psychoactive drugs and their interaction, addiction and cross-addiction, dependency/addiction stages and patterns, and diagnostic laboratory results are discussed. Pharmacological and Physiological treatment and recovery strategies which include Methadone maintenance, chemo-therapy, individual counseling, group counseling, didactic education groups, stress management, self-help groups, and on-going health care is discussed.

Psychoactive Drugs

This course examines the effects of alcohol and similar legal psychoactive drugs to the body and in behavior, tolerance, cross-tolerance, and the synergistic effects of psychoactive drugs. The course also addresses the differences between male versus female uses of psychoactive drugs. Finally, this module addresses the Disease of Alcoholism, including signs and symptoms, THIO research, endocrine research, AMA definition, and Jellinik's "The Disease Concept of Alcoholism".

ADC 152 - Law and Ethics, Prevention, Education, Outreach, Referral (2 Semester Hours)

Law and Ethics, Prevention, Education, Outreach, Referral



This course examines current legal and liability issues that include employment problems, patient's rights, professional liability, legal and regulatory restrictions, potential hazards resulting from non-compliance in professional ethics and responsibilities, community prevention and education, outreach, communication theories and screening techniques, intervention and referral, crisis intervention, and crisis counseling techniques and theories.

ADC 153 - Case Management (2 Semester Hours)

Case Management

This course examines assessment, orientation, treatment planning and relapse prevention (aftercare planning). Students will learn administrative requirements for admission, interpersonal dynamics and their potential influence on client behavior. Information needed to complete the intake interview. Students learn the general nature and goals of the treatment program. Students learn about rules that govern client conduct and infractions that can lead to disciplinary action or discharge from the program. Students learn the components of a recovery plan that include problem-solving models and processes. Students learn how to chart the results of the assessment and treatment plan. Students will also be exposed to the role of an aftercare program in the treatment process, and the AA's Twelve Steps and traditions to the recovery process.

ADC 154 - Individual, Group and Family Counseling (2 Semester Hours)

Individual, Group and Family Counseling

This course examines the objectives to counseling to include exploration of a problem and its ramifications, examination of attitude and feelings, and various therapeutic approaches. Theories of family co-dependency are also covered with techniques for motivation for family involvement in the treatment process. Group counseling will also be examined to include the purpose and function of different types of counseling groups, along with models of group counseling intervention.

ADC 155 – Treatment Strategies and Planning (2 Semester Hours)

Treatment Strategies and Planning

The student learning objective of this course is to identify client problems and explore strategies of ranking problems that need resolution. In this course, students will learn to establish immediate and long-term treatment strategies, as well as determine the treatment methods and resources that can be used by their clients. Students will further expand their understanding about therapeutic effects of various treatment methods, as well as how well-developed treatment strategies can assist their client.

ADC 156 - Personal and Professional Growth and Employment Preparation (2 Semester Hours)

Personal and Professional Growth

This course examines counselor burnout, signs and symptoms, recognizing personal strengths and limitations using that knowledge to promote personal and professional growth. This course also examines the recovering counselor, realizing the job will not keep you sober. This course also examines ethical and professional standards as the relationship of consultation to counselor support and performance. This course will also cover the voluntary certification and credentialing requirements of various private organizations such as the California Certification Board of Alcohol and Drug Counselors (CCBADC), and the International Certification Reciprocity Consortium (ICRC).

Employment Preparation

During this course, students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). The student will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews. Students will also gain insight and



important skills involving employment search techniques and tracking methods commonly used during successful job hunting.

ADC 157 - Supervised Laboratory Counseling (2 Semester Hours)

Supervised Laboratory Counseling

This course is designed to occur concurrently with the Field Work Experience (Practicum/Externship) module. Under the supervision of a qualified instructor, this module provides an opportunity for the student to debrief their experiences at the externship facility, discussing cases and applicable skill-sets, along with reinforcement and application of the “Eight Domains” and “12 Core Functions”.

ADC 158 - Agency Orientation, Field Work Practicum/Experience (6 Semester Hours)

Agency Orientation

During this course, and as part of the field experience required for the student, the student will receive three hours of agency orientation leading to their Field Work Experience Module.

Field Work Practicum/Experience

During this course, the student will be required to complete orientation and complete assigned field experience under the supervision of a qualified clinical supervisor where the student will be called upon to demonstrate in providing counseling. Focus will be placed on completing the requirements of the “Eight Domains”: Clinical Evaluation, Treatment Planning, Referral, Service Coordination, Counseling, Client, Family and Community Education, Documentation and Professional Responsibility. The format for this training is commonly completed on a one-to-one and/or small group.

ADC 250 – Advanced Conflict Resolution Counseling (2 Semester Hours)

The objective of this course is for the advanced student learning to focus on increasing their knowledge and counseling skills level when dealing with several current issues. Students will develop additional skills in inventive ways of resolving conflict; how to mediate conflict between others; what to do if the opposing party refuses to participate in resolution; conflicts and consequences of conflict in the workplace; what to do when resolution does not work; using problem solving techniques to find inventive ways in resolving conflict; etc.

ADC 251 – Advanced Chemical Dependency and Co-occurring Disorders Counseling (2 Semester Hours)

The objective of this course is for the advanced student learning to focus on developing a greater depth and skill in the application of an appropriate treatment plan by identifying individuals with chronic substance and poly-substance abuse; anxiety disorders; mood disorders; personality disorders; persons with antisocial personality disorders; passive aggressive and self-defeating personality disorders; psychotic disorders; etc.

ADC 252 – Advanced Individual Counseling (2 Semester Hours)

The objective of this course is for the advanced student learning to focus on enhancing their knowledge and counseling skill level when providing treatment to individuals who are either substance abusers or dependent on substances.

Students will further explore applications of treatment approaches that includes cognitive-behavioral therapy; reality therapy; Gestalt therapy; Aversion therapy; solution- focused brief therapy; and others. Students will continue to explore the effectiveness of any one theory or model or under what conditions one theory or model may be more effective than another.

ADC 253 – Advanced Group Counseling (2 Semester Hours)

The objective of this course is for the advanced student learning to focus on enhancing their knowledge and counseling skill level when engaging in treatment counseling in a group environment. The student further develops



their skills of leadership and mediation, which are enhanced as the student strengthens the ability for clients to learn “who they are, their capabilities, and their impact or importance to others. Students will further develop the skills in determining the more common types of group counseling used, psychotherapy group or psycho educational group.

ADC 254 – Advanced Domestic and Family Violence Counseling (2 Semester Hours)

The objective of this course is for the advanced student learning to focus on a greater knowledge and understanding as to the cycle of violence. Students will grasp a greater application of skills and understanding that the cycle of violent behavior is intergenerational. Students will develop a deeper understanding of how domestic violence, mental health and substance abuse intersect, and the effective practices of trauma-sensitive and culturally competent counseling is crucial to the client.

ADC 255 – Advanced Techniques for Family Systems Counseling (2 Semester Hours)

The objective of this course is for the advanced student learning to focus on the family as a system. The dysfunctional family will be explored in terms of its roles, rules, relationships and patterns. The impact of chemical dependency on the family members and the family unit will be examined, including co-dependency and children's issues.

ADC 256 – Advanced Techniques for Outreach and Multicultural Counseling (2 Semester Hours)

The objective of this course is for the advanced student learning to focus on increasing their knowledge, understanding, and ability to successfully develop prevention strategies that must be established on a sound planning process. Students will enhance their skills and knowledge based upon Ethnic and Cultural considerations and availability of community- based addiction services and resources. The student will also develop a greater understand and application that there are limits to their scope of counseling. Student will apply to a greater level, their abilities to identify the needed referral based upon specific reason(s), explaining to the client the nature of the referral, and answering why the referral will help the client. Students will explore the evolution of race and ethnicity in our society and how these prevailing attitudes express themselves in the therapeutic group process. Mixed race therapy in a therapeutic group setting is studied to see its impact on the effectiveness of the group. The importance of cultural diversity in a therapeutic group setting is evaluated as it enhances the group process and promotes treatment goals. The importance of cultural competence is also assessed as it relates to the success of the therapeutic group process. Culture, race, and attitudes are also explored to measure their impact on the client. Students participating in a group therapy opportunity have shown to benefit from a culturally diverse therapeutic group experience.

ADC 257 – Advanced Models for Recovery (2 Semester Hours)

The objective of this course is for the advanced student learning to focus on increasing their knowledge while enhancing their counseling skills while applying various recovery models such as AA Associated 12-Step programs; a Psycho educational Model: Rational Recovery; The Gorski Model; The Stage Model; Pharmacotherapy; Treatment Matching; and a Cognitive-Behavioral/Social Learning Model.

ADC 258 – Advanced Behavioral and Social Psychology (2 Semester Hours)

The objective of this course is for the advanced student learning to focus on increasing their knowledge and counseling skills level relating to behavioral and social psychology. This class provides the student with greater understandings of behavioral modifications and social mannerisms involved in positives and negatives in social psychology, to include groups and prejudices, functional assessments.



ADC 259 – Gambling Addiction and the Five Domains of Practice (2.5 Semester Hours)

During this course, students will develop the skill sets and understanding of the Five Domains associated with Gambling Addiction. The Five Domains are: Addiction Theories, Basic Knowledge of Problem and Pathological Gambling, Gambling Counseling Practice, Special Issues in Gambling Treatment, and Professional Issues.

ADC 260 – Advanced Techniques for Mandated Programs (2 Semester Hours)

The objective of this course is for the advanced student learning to focus on increasing their knowledge and understanding of the various court mandated programs which will range from 12 hour educational programs to residential type programs. The student will enhance the applications and their knowledge of such mandated programs as DUI programs, Anger Management programs, Rehabilitation and Residential programs, Domestic Violence programs, and Outpatient programs. Students will develop a greater depth of knowledge and applications of mandated programs managed by Probation and other such agencies as the Parole Department, Child and Family Services, and even those by an employer.

ADC 261 – Advanced Counseling Reports and Record Keeping (2 Semester Hours)

The objective of this course is for the student to develop greater skills and increase their knowledge of creating and maintaining complete client records; charting the results of the assessment and treatment plan; writing complete reports, to include progress notes, discharge summaries, and related client data.

AGE 260 – Quantitative Applications in the Business Environment (2 Semester Hours)

The objective of this course is for the student to develop basic quantitative mathematical applications and skill-sets which are applicable to the business environment. This course concentrates on review and development of typical mathematical practices and applications used by most business practitioners. Practical application problems are presented throughout the course. The course is categorized into two distinct segments. The first segment of the course covers fundamental business mathematical applications, thereby establishing the fundamental concepts to be applied during the second segment. The second segment of this course then applies these fundamental business mathematical applications to a series of real world, real business environments of which the student may be called upon to demonstrate during employment.

AGE 261 – Psychology in the Business Environment (2 Semester Hours)

The objective of this course is to enhance the student's understanding as to the art and science of Psychology while examining varied applications to a working/business environment. The course is designed to first establish an understanding of the "science of human behavior", and then, using real world, real business type environments, apply this training by analyzing and synthesizing situations based upon conditional settings. Course content introduces the history of psychology, major theories of personality and learning, along with general research and developmental issues. The course has a holistic approach and addresses some of the biological basis of behavior, social factors, and learning to best understand the unique coping styles of the individual to understand human behavior in a business environment.

AGE 262 – English/Writing (Composition) in the Business Environment (2 Semester Hours)

The objective of this course is for the student to develop and apply a greater proficiency in the writing process with a focus on the business environment. This course provides the opportunity for students to develop greater proficiencies in the writing processes for the business environment by demonstrating their ability to provide written business communications which are commonly and not so commonly found in most businesses. The student learning experience will include developing persuasive, argumentative, and other commonly used written practices. The student will also examine writing styles, methods of effective reasoning, and available resources used in the typical business environment.



AGE 263 – Critical Thinking in the Business Environment (2 Semester Hours)

The objective of this course is for the student to develop the knowledge and proficiencies in the use of critical thinking and problem solving skills for the business environment. Students will develop the abilities to distinguish among opinions, facts, and interferences; distinguish between underlying or implicit assumptions; thoughtfully evaluate diverse perspectives and alternate points of view often experienced in a business environment; developing informed questions in order to make informed judgments; solve problems by applying discipline-appropriate methods and standards. Based on these learned skills, students will be asked to recognize, analyze and assess ethical issues and situations which can surface in a typical and not so typical business environment; analyze and evaluate the strengths and weaknesses of issues and/or situations, while integrating their knowledge and critical thinking processes to defend it or argue against it with logical arguments which support business decisions.

AGE 264 – Civics – Government at Work (2 Semester Hours)

The objective of this course is to enhance the student's understanding of the applications of both civil law and civil code with respect to most local government agencies. Students will examine the electoral system, voting systems, control of legal systems, adoption of legal codes and political privacy. The student will also develop a better understand of the mass media, and public opinion that can be seen from the business environment to government systems. Students will increase their knowledge and understanding of government, local authority, consent of the governed, the common good, individual rights, civil society, civic and voluntary organizations which are important to most businesses.

AGE 265 – Sociology in the Business Environment (2 Semester Hours)

The objective of this course is for the student to develop a greater knowledge and understanding about human social actions, social structure and functions when functioning within a business environment. Student learning will also focus upon the understanding of social processes often found in many business environments. Students will study such social issues as culture, race and ethnicity, gender and sexuality, social mobility, religion, secularization, law, and deviance sometimes experienced in the business environment. This learning and skill building will provide students with an advantage when dealing with other employees and supervisors in the workplace.

BMA 250 – Business Management (2 Semester Hours)

The objective of this course is to introduce students to the nature of management, the evolution of management thought, strategic management and planning concepts, as well as decision making and creative problem solving. Students will explore the concepts of motivation and leadership in a changing business environment. Other overview topics will include types of business organizations, organizational structures, various dynamics within organizations, administration dynamics, and work distribution functions.

BMA 251 – Business Finance (2 Semester Hours)

During this course, students will be introduced to the basics of business finance. Students will learn the role of the financial manager and the common techniques utilized for obtaining and using funds to maximize value. Additional topics covered in this course include: discounted (CF) Cash Flow analysis, valuation methods, risk and return, financial analysis, financial planning and control, working capital management, cost of capital, capital structure, common stock and long term debt financing, and credit management.

BMA 252 – Cost Accounting (2 Semester Hours)

The course will introduce students to cost concepts, cost accounting process and principles, and integrated accounts. Course topics include introduction to cost accounting, cost concepts, cost accounting for materials, labor and overhead, job costing, process costing, cost control, reconciliation of cost and financial accounts, integrated accounts, cost accounting methods, etc.



BMA 253 – Advanced Bookkeeping (2 Semester Hours)

During this course, students will continue to develop working knowledge of applications used in preparing financial statements, for reporting cash and receivables, for conducting inventories, as well as for income, capital depreciation, liabilities, investments, and stockholders' equity, conceptual reporting guidelines, and the concept of liquidity, financial flexibility, risk, operating capability, and return on investment. With the conceptual discussions, students will begin to understand the environment that gave rise to a specific procedures used in accounting.

BMA 254 – Human Relations and Employment Law (2 Semester Hours)

During this course, students will develop the basic knowledge and understanding of legal guidelines involved in human resources management. Students will examine common policies and practices involved in hiring employees, terminating employees, as well as employee layoff procedures. Students will further be exposed to common practices for conducting interviews and investigating applicant qualifications. Furthermore, course topics will include common human employment law issues, such as compliance with federal and state wage requirements, common benefit packages, issues with workplace health and safety, discrimination, Americans with Disabilities Act, the Family and Medical Leave Act, Age Discrimination in Employment Act, Workers' Compensation, unemployment insurance, etc...

BMA 255 – Contract and UCC Law (2 Semester Hours)

The objective of this course is for the student to develop a greater skill level and understand into the law involving contracts, both retail and commercial. During this course, the student will learn the nature and classes of contracts, defining the Agreement, capacity and genuine assent, consideration, legality and public policy, form of paper and electronic contracts, interpretation of contracts, third person and contracts, discharge of contracts, and breach of contract and remedies. Student will also develop and advance their understanding, knowledge, and interpretive skills with case studies and applications of statutory contract law. Student studies, enhanced by content with real-world examples, will include classic contract law and contemporary rulings. Applications of the Uniform Commercial Code and the required performances of UCC contracts are examined.

BMA 256 – Fundamentals of Risk Management (2 Semester Hours)

The learning objective of this course is for the student to develop a greater depth of knowledge and skill-sets by examining risk management. Students will develop understanding of the different forms of risks exposures, such as pre- loss, post loss, market, credit, operating, and the four steps in the risk management process. The student will examine and comprehend other forms of risk such as value, earnings, liquidity, business, reputation, trading, corporate, equity price and interest rate. Furthermore, course topics will include legal and regulatory risk. Student learning shall also include bank regulations and risk involved with financial institutions. 78

BMA 258 – Payroll Management (2 Semester Hours)

During this course, students will develop greater skills and knowledge relating to the management of a "general payroll system". Students will learn how to define payroll parameters and approach system implementations. Topics will include daily processing functions, electronic payroll processing, payroll applications with QuickBooks, and other systems that will enable the payroll specialist to complete their tasks effectively and efficiently.

BMA 259 – Business Marketing and Advertisement (2 Semester Hours)

This course is designed to introduce and provide an overview of marketing, management, and related employment opportunities. Students will explore important marketing and advertisement concepts, functions, communication, and interpersonal skills necessary for marketing and management careers. Students will develop an understanding of concepts and strategies needed to communicate information about products, services, ideas and/or images to achieve a desired outcome.



BMA 260 – Business Entrepreneurship and the Start-Up Business (2 Semester Hours)

During this course, students will be exposed to both theory principles and practical applications of the business entrepreneurship. Students will develop an understanding of the role of entrepreneurial business in United States and the impact on the national and global economy. Students will explore the skills and commitments necessary to start a business and continue to operate an entrepreneurial venture. Students will be trained on key elements of a business plan. Students will also be exposed to important factors that have a significant impact on sales in small business. In addition, students will explore various issues that arise in business entrepreneurship, such as: business finance, personnel management and the current practices of managing a small business. The course will emphasize the challenges and rewards of entrepreneurship.

BMA 261 – Business and the Internet (2 Semester Hours)

During this course, students will be introduced to various models for conducting business-to-business and business-to-consumer electronic transactions. The primary goal of this course is to provide students with an understanding of the impact the World Wide Web has on businesses conduct and the opportunities that arise as a result of Internet availability. Topics include the application of e-business strategic management, how to leverage technology to enhance business, the unique characteristics of the e-marketing, and how the legal, ethical, and regulatory environments act as a filter for conducting e-business.

BMA 262 – Advanced Business Communications (0.5 Semester Hours)

During this course students will explore communication technologies in the world of business and the implications of communication technologies on organizational structure and conduct. Students will explore business written, oral, as well as electronic communication through carefully organized and designed memos, letters, reports, and presentations. Students will develop understanding of communication theories, develop strategies for planning managerial communications, and build skills in oral and written reporting as well as persuading.

BMA 263 – Business Law (2 Semester Hours)

During this course students will be introduced to law concepts that apply to the business environment. The course will discuss the structure of the judicial system in the United States and illustrate how judicial procedures apply to business. Students will also analyze product liability, tort and contract law, and examine how these concepts affect the business.

CA 150 - Business Communication (2 Semester Hours)

During this course students will explore business written, oral, as well as electronic communication through carefully organized and designed memos, letters, reports, and presentations. Students will develop understanding of communication theories, develop strategies for planning managerial communications, and build skills in oral and written reporting as well as persuading. Students will explore communication technologies in the world of business and the implications of communication technologies on organizational structure and conduct.

CA 151 – Business Math / Introduction to Bookkeeping (2 Semester Hours)

During this course, students will be introduced to basic principles of bookkeeping. Students will develop the knowledge, understanding, and skill sets used in the applications of accounting principles, both theory and practice. Students will also review of basic math functions with emphasis on practical problems including interest calculations, discount calculations, percentage calculations and payroll calculations. Students will develop in performing business mathematical operations using electronic calculator.

CA 152 – Bookkeeping Fundamentals I (2 Semester Hours)

During this course, students will advance their knowledge, understanding, and applications of accounting principles. Students will develop this knowledge and skill sets by the application of recording and summarizing of financial information through various exercise simulations of company records. It is through these practice



applications that students will understand and be able to apply a company's assets, liabilities, owner equity, debits and credits, journalizing and posting transactions, financial statements, adjusting procedures, closing procedures, sales journals, and purchase journalizing. Students will also develop the understanding of applications for cash journals, costing merchandise inventory, pricing merchandise, negotiable instruments, and controlling cash.

CA 153 – Bookkeeping Fundamentals II (2 Semester Hours)

During this course, students will continue advancing their knowledge, understanding, and applications of accounting principles. Students will develop the knowledge, understanding and skill sets used in the applications of accounting principles and practice in the areas of payroll, property – plant – and equipment depreciation, partnerships and corporations, chart of accounts – journalizing and posting; cash receipts and cash disbursement journalizing; worksheet procedures; trail balances; financial statements; payroll register; bank reconciliation; and partnership division of net income applications.

CA 154 – Applied Accounting (2 Semester Hours)

During this course, students will be required to apply the theory learned in Bookkeeping I and apply that knowledge to a real-life business simulations. Students will be required to apply their knowledge and skill sets to create a company's accounting books that include chart of accounts, general ledger, accounts receivable ledger, accounts payable ledger and basic management reports. Students will practice making entries and posting to accounts for an entire accounting cycle.

CA 155 – Computerized Accounting I (2 Semester Hours)

During this course, students will develop the knowledge and skill sets required in using "Sage/Peachtree Accounting", a popular, integrated, software accounting package. Students will learn by studying the Peachtree Accounting software program and setting up a simulated new company. Students will also learn to structure transactions for cash business; accounts receivable; sales for service business; accounts payable and purchases for a service business; cash payments and cash receipts; preparing the financial statements; purchases of inventory in a merchandise business; sales of inventory in a merchandise business; payroll; job costing; and fixed assets. Students will accomplish this by creating files, entering data, and producing journals and financial statements.

CA 158 – Tax Preparer I (2 Semester Hours)

During this first course segment and that of CA 159, students will develop the knowledge, understanding and skill sets required for the computing, preparing and filing of individual income taxes. This first course segment covers the following topics: Introduction to Individual Tax Returns; Gross Income and Exclusions; Business Expenses and Retirement Plans; Self-employment and Employee Expenses; Standard Itemized and Certain Other Deductions; Credits and Special Taxes; Accounting Periods, Methods and Depreciation.

CA 159 – Tax Preparer II (2 Semester Hours)

During this second course segment which follows CA 158, students will further develop the knowledge, understanding and skill sets required for the computing, preparing and filing of individual income taxes. This second course segment covers the following topics: Capital Gain and Losses; Withholding, Estimated Payment, and Payroll Taxes; Partnership Taxation; Corporate Tax; The State Resident Individual Tax Return; State Adjustments and Special Items; Nonresident Taxation and State Amt.; State Corporations and Partnerships; Multi-state Taxation; and State Tax Practitioner Requirements.

CA 160 – Computerized Accounting II, and Employment Preparation (2 Semester Hours)

During this course, students will develop the knowledge and skill sets required to use "QuickBooks", which is an integrated, software accounting package used by most small businesses. Students will learn how to set up a simulated new company. Students will also learn to save a file, utilize the system default accounts and the main



menus, enter and pay bills, make cash payments, create credit memo, write a check, make debit card payments, receive payments, enter sales receipts, make deposits with value on hand, and pay sales tax.

In addition, students will develop proficient skill levels in how to seek employment including locating sources of employment; utilize their computer skills using the Microsoft Word program while preparing a resume, writing letters of application; developing interviewing skill-sets for employment; and finally, developing or enhancing their skill-sets in job search techniques and follow up methods / techniques.

CA 161 – Computerized Accounting III (2 Semester Hours)

During this course, students will develop the knowledge and skill sets required in using “QuickBooks Accounting”, a popular, integrated, software accounting package. Students will develop these skills by studying the QuickBooks Accounting software program and setting up a simulated new company. Students will practice entering bills, paying bills, writing checks, creating invoices, receive payments, enter cash sales and make deposits. Students will also practice setting up end of period procedures to include general journal entries concerning inventory management, receive items, sell items, process sales discounts, adjust quantity / value on hand, and pay sales tax. Students will also be called upon to customize, update and prepare for the accrual basis of accounting by setting up payroll and processing, pay employees, pay payroll liabilities and process payroll forms; banking transfer of funds, reconcile accounts, and enter credit card charges; track jobs, recording job income, record job payroll expenses, and track time for employees and jobs; and finally, customizing company files with reports using graphs, sub accounts, invoices, letters, and memorized transactions.

CP 150 – Introduction to Computers, Microsoft Word (2 Semester Hours)

This course serves as an introduction to PC and Microsoft Word. Students will learn to distinguish between hardware/software and different types of computer programs. They will learn to open, copy, move, rename, delete and undelete files, in addition to using word processing features and general navigation within the Windows Operating System. Students will also gain proficiency in using internet browsers, search and email. Students will further be developing their knowledge, skill set, and confidence in using Microsoft Word. Students will be asked to demonstrate proficiency through exercises that include Getting Started with Word, tools, editing skills, and formatting. Students will be asked to create documents in Word using a variety of editing and formatting tools and skills learned in the course.

CP 152 – Microsoft Excel and PowerPoint (2 Semester Hours)

This course provides students with knowledge of the use of Microsoft Excel and PowerPoint. Upon completion of this course, students develop knowledge and skills in using Microsoft Excel and spreadsheets. Students will learn to create and save workbooks, format text and date, select ranges and format the data. Students will develop ability to create, format and modify charts, as well as ability to manage formulas and spreadsheets. Furthermore, students will learn to create engaging PowerPoint presentations. Topics will include creating slides, inserting and formatting images, and applying special effects, manipulating data, adding comments, narrating the slide show as well as presenting a slide show on a computer.

HCM 250 – Introduction to the United States Healthcare System (2 Semester Hours)

During this course, students will develop a greater knowledge of the infrastructure of the current U.S. healthcare system. Student learning and discussion will include healthcare management as a business in United States, the role of U.S. government in healthcare management, types of healthcare facilities, types of third-party payers that operate in United States, and exploration of healthcare professions within United States.

HCM 251 – Management of Contemporary Healthcare Settings (2 Semester Hours)

During this course, students will examine and explore a wide range of management issues dealing with various health care settings such as: Hospitals, Ambulatory facilities, Mental Health, Long-Term care, Home Health Care,



Hospice, Rehabilitation, Dental care, and Correctional facilities. In each type of facility, students will learn about regulatory issues, quality improvement, risk management, coding and reimbursement issues, and the specific role of the Health Information professional. As a manager, students will develop the knowledge and ability to differentiate between the different types of facilities and the regulations, documentation, and trends associated with each area. 84

HCM 252 – Medical Billing Management (2 Semester Hours)

During this course, students will enhance their knowledge in medical billing management for various types of healthcare facilities. Medical billing practices for in-patient facilities, ambulatory surgery centers, mental health facilities, and skilled nursing facilities will be further examined. This course not only focuses on the management of medical billing practices but also entails methods of supervising the revenue cycle and managing staff that perform medical billing and coding procedures within various health care settings.

HCM 253 – Healthcare Business Management (2 Semester Hours)

This course outlines the general principles of business management with an emphasis on managing a healthcare practice. This course examines the management of human, financial, and physical resources in healthcare settings, with a focus on planning, design, selection, implementation, integration, testing, evaluation, and support. The course examines the importance of professionalism in health care delivery while highlighting various healthcare management practices such as strategic planning, business financial principles, and healthcare regulations. Students will also explore and apply quality improvement tools and techniques often used in the industry.

HCM 254 – Health Data Management (2 Semester Hours)

During this course, students will examine the often practiced methods used to evaluate the structure, content, and standards of healthcare data management, with an emphasis on accuracy, completeness, compliance with various regulations and standards. Students will be called upon to research, collect, organize, and present healthcare data and statistics with a focus on quality management, effectiveness, and performance improvement.

HCM 255 – Workplace Management Issues (2 Semester Hours)

During this course, students will examine holistic approaches towards preventing and responding to potential workplace issues as managers, such as violence and insubordination. Students will develop the ability to design a simplistic multidisciplinary strategy involving senior management, HR managers, attorneys, employees, security, safety, public relations, and maintenance. In addition, students will learn how to develop effective incident reporting systems, along with tailored plans, policies and procedures. Case studies and simulations will enable students to develop effective practices in dealing with workplace issues.

HCM 256 – Management of Electronic Health Records I (2 Semester Hours)

During this course, students will develop knowledge and skill-sets for managers involving the concepts and principles of modern health information technology. Students will utilize computer medical software and business procedures common to healthcare settings. Students will develop management skills for electron health records that include patient billing, itemized statements, data entry, electronic health claims and records, and collection procedures. Students will study and gain skill-sets in electronic health record maintenance and explore paperless charting systems. As managers, students will learn to apply management policies and procedures to the use of networks, including intranet and Internet applications, to facilitate the electronic health record (HER), personal health record (PHR), public health, and other administrative/management applications.

HCM 257 – Management of Electronic Health Records II (2 Semester Hours)

This course further enhances and develops the healthcare manager's knowledge and skill-sets involving the concepts and principles of electronic health records. Students will continue to enhance their skills and understanding of electronic health record maintenance by using medical software to ensure data collection,



storage, analysis, and reporting of information. As managers, students will further enhance their knowledge of HIPAA regulations and privacy standards, electronic claims submission, and the maintaining the electronic medical record. Students will also develop advanced computer skills as it pertains to medical billing, appointment scheduling, charting, and records organization and management.

HCM 258 - Public Health Practice Management (2 Semester Hours)

During this course, students will develop knowledge and skill-sets surrounding a comprehensive look at the field of public health and its associated practices and management. Student learning will focus upon the evaluation of communities' health needs through planning and leadership, public health interventions and programs, identifying environmental public health issues, and public health leadership and management.

HCM 259 – Healthcare Management in the Global Environment (2 Semester Hours)

During this course, students will examine and discuss healthcare issues that plague both developing and advanced nations. Student discussion will center on current systems around the world that are or are not in place to protect the global community from disease and preventable illnesses. Students will also gain an understanding of the dependency of human health and health care on the environment.

HS 250 – Global Terrorism and Psychology of Terrorism (2 Semester Hours)

The objective of this course is for the advanced student to develop a greater depth of knowledge and understanding as to the global terrorism and psychology of terrorism. Students will learn about psychological tactics used by terrorist cults and personalities to accomplish their goals. The course will examine well-known terrorist organizations and individuals - Osama bin Laden, militant groups in the Northern Ireland conflict, Hezbollah, and others - who have historically relied upon the psychological effects of terrorism to further their agendas. In addition, students will focus on developing a greater understanding as to the various elements and aspects of International and Domestic Terrorism. Students will explore the cultural and ideological philosophies, as well as the social, economic, political, and religious conditions of select states, groups, and individuals that comprise the phenomena of terrorism. By examining the historical and contemporary aspects of terrorism students develop a working knowledge of the current Global War on Terror and are better prepared to comprehend terrorist motives and ideologies. Student learning will also include such areas as the types of terrorism, conventional and unconventional terrorist tactics, and the media's impact on terrorism including the U.S. Counterterrorism Policies.

HS 251 – Chemical, Biological, and Radiological Hazards (2 Semester Hours)

During this course, students will focus on developing a greater depth of understanding as a non-scientist, to the study of chemical, biological, and radiological science involved in the different forms of weapons of mass destruction. The student will gain a better understanding and knowledge of such topical areas as basic science, treatment, short- and long- term effects, among other issues central to understanding hostile WMD agents.

HS 252 – Explosive Incident Assessment: Methods, Practice, Protocols (2 Semester Hours)

The objective of this course is for the advanced student learning to focus on developing a greater knowledge and depth of understanding with Explosive Ordinance Disposal (EOD). Due to the extremely hazardous nature surrounding the Standard Operating Procedures (SOPs) used by Explosive Ordinance Disposal teams and Hazardous Devices teams; the student will learn to evaluate the methods; practices and protocols used by such teams during emergency responses. The student will gain a greater insight into the vulnerability and risk of specific EOD procedures to terrorists' actions, and the possible countermeasures are examined for their effectiveness. The student will also learn to examine the applications of industry "Best Practice" risk management processes. 92



HS 254 – Disaster Management and Emergency Response (2 Semester Hours)

The objective of this course is for the advanced student learning to focus on developing a greater depth of knowledge and skill in evaluating the emergency response to terrorism processes that include response tasks, toxicology, mass casualty triage, decontamination, and other operational issues. Students will focus on developing a greater depth and skill in addressing the planning, recovery, and response system in place in the United States for natural disasters. In addition, students will develop a greater knowledge and insight to issues of organization, operations, training, and other issues associated with the management of natural disasters.

HS 256 – Psychology of Disaster (2 Semester Hours)

The objective of this course is for the advanced student learning to focus on developing a greater understanding as to the psychological and physiological human response to natural and man-made disasters. Students will examine normal and abnormal psychological reactions, the recovery process and principles of mental health care for victims of mass disasters using clinical research and case histories. The student will examine differences between natural and man-made disasters and factors that mitigate post-traumatic effects, along with the psychological aspects of weapons of mass destruction type disasters

HS 257 – Business Security and Evaluation (2 Semester Hours)

The objective of this course is for the advanced student learning to focus on developing a greater depth of knowledge and skill by examining private security from a business perspective. The course covers and the student will develop knowledge and skills that include security department management and operations, managing emergencies and disasters, security's role in risk management, integration of security into the employer's total environment, armed protective services; retail loss prevention; industrial and institutional security; security surveys and risk analysis; as well as the impact of homeland security on the private security sector. Student learning shall also include threat assessment, risk analysis, training opportunities, technological considerations, vehicle security, and domestic and international travel.

The objective of this course is for the advanced student learning to focus on developing a greater depth of knowledge and skill while examining industry standards, practices, and methods used in determining the adequacy of the security management programs employed. The student will also explore the interplay of management structures, functions and processes, as well as examine various state-of-the-art management techniques and their impact on security operations.

HS 258 – Workplace Violence Prevention and Reaction (2 Semester Hours)

The objective of this course is for the advanced student learning to focus on developing a greater depth of knowledge and understanding of the holistic and systems approach towards preventing and responding to workplace violence. The student will develop the ability to design a simplistic multidisciplinary strategy involving senior management, HR managers, attorneys, employees, security, safety, public relations, and maintenance. Students will learn how to develop effective incident reporting systems, along with tailored plans, policies and procedures using simulations, case studies and an examination of best practices.

HS 259 – Industrial Espionage (2 Semester Hours)

The objective of this course is for the advanced student learning to focus on developing a greater depth of understanding into the role of governments in industrial espionage, methods of industrial espionage such as lasers, video cameras, electronic bugging devices, and binary or digital audio devices, with such countermeasures as non-linear junction detection (NLJD) devices.

HS 260 – Border, Port, and Coastal Security (2 Semester Hours)

The objective of this course is for the advanced student learning to focus on developing a greater understanding as to the federal, state and local organizations involved in border and coastal security, and a broad knowledge of port



security issues associated with homeland security. The course addresses various policy and operational strategies used for contemporary border and coastal access concerns and security. Students will also gain a greater knowledge of immigration and non-U.S. approaches to border and coastal security. Students will develop a greater understanding of several contemporary issues, including; the importance of sea borne trade to the North American and United States economies, the value of mega ports to sea borne trade, the vulnerabilities of ports to disruption and asymmetric attack, critical port security incidents such as the Halifax Explosion, and defensive measures to protect ports from disruption or asymmetric attack. 93

HS 261 – Transportation and Cargo Security Management (2 Semester Hours)

The objective of this course is for the advanced student learning to focus on developing a greater depth of understanding in terms of Homeland Security; it is believed that the greatest threats to our safety are the transportation of weapons of mass destruction and/or terrorists to populated areas of the United States. Students will examine just how the protection of the nation depends on efficient and safe movement of people, goods, information, and financial resources, through the U.S. transportation infrastructure, and interdependent and interconnected system of highways, railways, waterways, pipelines and airports. Students will develop a greater understanding of the basic security practices that can be applied to a wide variety of threats including cargo theft and drug trafficking.

HS263 – Counter Terrorism and Law (2 Semester Hours)

The objective of this course is for the advanced student to focus on developing a broad understanding of the basic structure, roles and missions of the counterterrorism community. During this course, the student will examine to a greater degree, the definition of terrorism by and what motivates individuals to commit acts of terrorism. Students will then examine the political, legal, and policy measures that must be in place to execute counterterrorism measures. In addition student will receive an understanding of what goes into examine the rules of engagement in counterterrorism that affects commanders, policy makers, and the military personnel in command or on the battlefield and finally the module will close with the student examining the role of both the legislature and courts regarding counterterrorism.

HS264 – Counterintelligence and Security (2 Semester Hours)

The objective of this course is for the student to develop the knowledge and understanding on the evolution of the legal, organizational, and ethical aspects of counter intelligence and security over the past 100 years. This course will examine the history and methods of counterintelligence and covert action as practiced by US intelligence agencies—principally the CIA and the FBI—the legal and political environment in which they have been conducted, and the persistent problems surrounding them.

HS265 – Advanced Security Principles: Homeland Security Policies and Leadership (0.5 Semester Hours)

The objective of this course is for the student to study leadership theories, skills, and techniques used in the homeland security and public safety professions. The module focuses on developing professional competencies with an emphasis on excellence in leadership practices, effective cooperation, ethical behavior, critical thinking. Student will learn about their personal leadership style and develop opportunities for growth.

HSI 170 – Introduction to Homeland Security, Law and Ethics, Security Strategies (2 Semester Hours)

During this course, the students are introduced to the historical evolution and formation of the Department of Homeland Security, its role and structure, its relations with other government agencies and private companies, as well as key Homeland Security legislations, policies and strategies. Students will develop the knowledge and understanding of the United States critical infrastructures and the role that Homeland Security Department and other government agencies have in protecting such critical infrastructures. Students will also acquire knowledge and understanding of the constitutional articles and amendments that set forth the legal authority and limitations



of the federal government in protecting the homeland. They will gain understanding of major Homeland Security legislation and executive orders; learn about the international conventions and declarations governing human and prisoner rights; learn to apply constitutional, national, and international legal principles to advocate and/or defend position statements on legal controversies in Homeland Security (e.g., extreme interrogation techniques, due process of law, and adherence to the Geneva Convention; apply ethical decision-making principles to advocate and/or defend position statements on ethical dilemmas in Homeland Security, e.g., interrogation techniques, prisoner rendition, and denial of medical treatment).

HSI 171 – Retail Loss Prevention and Powers to Arrest (2 Semester Hours)

The objective of this course is to introduce the students to the challenging role of a security professional and to identify the position's physical risks and legal liability. This course emphasizes the role of security personnel in loss prevention, and it addresses various types of theft and how it affects the business, communication to prevent theft, what the laws and liabilities are concerning it. This course will also provide insight into the motivations behind shoplifting and theft and provide recommendations for handling such situations. Students will develop the knowledge and understanding of the legal aspects, techniques, liability, and requirements relating to the arrest of an individual. Implications of an arrest for law enforcement officers and their agencies will be explored. In addition, students will investigate escalation and de-escalation techniques in the use of force, as well as general use of restraint techniques and their implications. The applications and implications of enforcement of trespass laws will also be discussed.

HSI 173 – Crime Prevention, and Crime Prevention through Environmental (2 Semester Hours)

Design Principles (CPTED)

During this course, students will develop an understanding of crime prevention while examining a variety of preventive measures such as response techniques to 911 calls, random and directed patrols, reactive versus proactive arrests, community policing and community-based intelligence, public access to crime information, police legitimacy, criminogenic commodities, security for homes and seniors, and security against various crimes including fraud, identity theft, robberies, vandalism, and more. The course will also examine CPTED as a major crime prevention concept. Students will learn architectural and planning terms and definitions, techniques used to analyze the potential for crime, how to identify relationships and conflicts that exist between crime and the environment, and the application of CPTED strategies in neighborhoods, schools, and other sites. Emphasis is placed on documented case studies and specific CPTED applications in commercial, transportation, and public housing settings.

HSI 175 - Communications Training, Report Writing (2 Semester Hours)

During this course, students will develop a knowledge and understanding of internal communications involving Protocols Pursuant to Contact (who to contact and when) and external communications involving Emergency and First Responders, medical personnel, Police, Sheriff, and other enforcement personnel, city services, and government services. Students will be exposed to conflict management strategies, negotiation strategies, dispute handling strategies, and means of controlling boisterous celebrations. Students will also develop the knowledge and understanding as to the importance of proper and timely report writing. Students will learn the basics of investigative report writing and the rules of narrative writing, as well as basics of crime reports, arrest reports, search warrants, and automated report writing.

HSI 176 – The Penal Code, Civil Law, and Employment Preparation (2 Semester Hours)

During this course, students will develop the knowledge and understanding of the various sections contained within the California Penal Code (CPC) and how these sections apply to security training. Students will develop the knowledge and understanding of Civil Law as it pertains to: personal injury claims, family law disputes, and



contract disputes, invasion of privacy, inappropriate use of physical force, false imprisonment, battery and improper surveillance.

In addition, students will develop proficient skill levels in how to seek employment including locating sources of employment; utilize their computer skills using the Microsoft Word program while preparing a resume, writing letters of application; developing interviewing skill-sets for employment; and finally, developing or enhancing their skill-sets in job search techniques and follow up methods / techniques.

HSI 177 – Intelligence Analysis, and 9/11 Commission (2 Semester Hours)

During this course, students will analyze aviation security, political party commentary on foreign policy pertaining to 9/11, intelligence and defense issues related to 9/11, federal and law enforcement issues, United States counterterrorism issues, and inspect the lessons learned leading up to and following the 9/11 attacks. In addition, students will gain an understanding of the historical evolution of the intelligence function in the United States and examine the creation of various intelligence agencies that support intelligence operations at all levels of government. Students will learn processes of creating actionable intelligence from information, the role of intelligence as it relates to Homeland Security operations, and examine the relationships between the United States and foreign intelligence agencies.

HSI 178 – Cyber Security, and Security Technology (2 Semester Hours)

During this course, students will develop the knowledge and understanding of many current security technologies including organizational network systems; security of end-user systems; WEB-based attacks and compromises; wireless security; data integrity, and electronic surveillance. Students will explore the relationship between Cyber Security and Homeland Security, as well as develop basic knowledge and understanding of the vocabulary related to Cyber Security. Students will study the role of computers as a part of critical infrastructure; explore laws and policy affecting Cyber Security; examine the research on Cyber Security; survey Technologies used to investigate and prevent Cyber Security incidents; examine Cyber Terrorism.

HSI 179 – Emergency Management, Recovery, and Security Disaster Medical Operations (2 Semester Hours)

During this Emergency Management segment of the course, the student will develop the knowledge and understanding of the role with local, state, and federal government; identify Emergency Management concepts and Incident Management actions; ability to assess a community using the “All Hazards” Emergency Management approach and develop an Emergency Operations Plan (EOP); able to identify several recovery considerations specific to different types of disasters such as floods, earthquakes, tornados, hurricanes, and terrorist attacks; identify the technological tools utilized for the effective administration of an emergency management program; explain the importance of leadership quality and performance in emergency management, and identify the leadership traits of competent emergency management in government and industry; describe and analyze the concept of integrated emergency management planning and operations in relations to public safety agencies, levels of government, non- governmental organizations, private industry, and public safety.

During this Disaster Recovery segment of the course, the student will develop the knowledge, understanding and ability to distinguish among the disaster recovery roles and responsibilities of local, state, and federal governments and the private sector; able to identify several specific considerations pertinent to business recovery and continuity; able to identify and explain the planning process for disaster recovery; able to identify several recovery considerations specific to different types of disaster, such as floods, earthquakes, tornados, hurricanes, and terrorist attacks.

During this Security Disaster Medical Operations segment of the course, the student will develop the knowledge and understanding of required hardware, software, and best practices for facilitating interagency communications;



interagency cooperation and support during a medical response to a natural or human-made disaster; planning for the delivery and recovery of medical systems by various local, state, and federal agencies.

HSI 180 – Investigations, and Research, Law and Evidence (2 Semester Hours)

During this course, students will develop an understanding of the various investigative and scientific aspects of crime scene investigation, as well as the collection, preservation, identification, and packaging of evidence. Students will develop a knowledge and understanding of the application of both quantitative and qualitative research methods and their utilization in determining security efficiency, efficacy, and feasibility. Applications of observations and informal interviews will be explored. Students will also develop knowledge and understanding of the legal definitions and elements of a crime. Students will gain an understanding of criminal procedures, learn to obtain facts by investigation, and will be introduced to the Evidence Code and applicable rules of evidence.

HSI 181 – Hazardous Materials (Hazmat “HAZOPER” Certification) (2 Semester Hours)

During this course, students will be introduced to the fundamental principles of hazardous materials transport, storage and use. Students will take a federally recognized and approved Hazmat training course, where they will study hazardous materials with respect to chemical reactions, engineering controls, and control techniques during emergency situations. Upon successful completion of the 60-hour training modules and final quiz, students will receive a certificate of completion in Hazardous Waste Operations and Emergency Response (Hazmat “HAZWOPER” Certification) accepted by regulatory agencies.

HSI 182 – Chemical Agents and Weapons of Mass Destruction (WMD), (2 Semester Hours)

Baton and Fire Safety Training, CPR/First Aid, and Firearms Training

During this Chemical Agents and Weapons of Mass Destruction (WMD) segment of the course, the student will develop the knowledge and understanding of Tear Gas use and its effects; Pepper Spray and its effects; Air Borne Chemical Agents and their effects; Water Borne Chemical Agents and their effects. Students will also develop a fundamental understanding of the basic investigative techniques associated with fire, arson, and bombing investigations. They will explore state/federal arson and explosive laws; learn to locate technical information; gain understanding about explosives and its effects; assess physical security requirements for protection from bombings / explosives; learn to identify explosive products. The course covers prevention and deterrence concerning chemical, biological, radiological, nuclear, and explosive (CBRNE) hazards as they relate to Weapons of Mass Destruction (WMD).

During this Baton and Fire Safety Training and CPR/First Aid segment of the course, students will learn about moral and legal aspects of baton usage. Students will examine the fundamentals of baton handling, including stances and grips, target areas, defensive techniques, control techniques, arrest and control techniques. In addition, students will also receive training in CPR and Emergency First Aid for First Responders.

During this Firearms Training segment of the course, the student will develop the knowledge, understanding, and skills pertaining to the moral and legal aspects of firearms use; firearms nomenclature; weapons handling and shooting fundamentals; emergency procedures; range training; acts prohibited by law.

MOM 151 – Anatomy and Physiology and Medical Terminology I (2 Semester Hours)

During this course, students will develop knowledge of the human body (anatomy), its functions (physiology), and disease, which will be presented along with the study of medical terminology for modern healthcare. Students will develop basic understanding as to the functions of the body’s systems with particular emphasis on the Skeletal, Muscular, Integumentary (skin), Nervous, and Circulatory systems and their predominant pathologies. Students will also learn and understand the related terminology to diagnosis and treatments of patients.



MOM 152 – Anatomy and Physiology and Medical Terminology II (2 Semester Hours)

This course will continue to develop student knowledge of the human body (anatomy), its functions (physiology), and disease, which will be presented along with the study of medical terminology for modern healthcare. Students will continue to develop basic understanding as to the functions of the body's systems with particular emphasis on the Digestive, Urinary, Reproductive, Endocrine, Immune, Integumentary, and Sensory systems and their predominant pathologies. Students will also learn and understand the related terminology.

MOM 153 – Business Math / Introduction to Bookkeeping (2 Semester Hours)

During this course, students will review and strengthen their understanding and skill-sets involving many of the basic math functions with an emphasis on practical problem involved in payroll, interest, and percentages. Proficiencies in business mathematical functions and use of the electronic calculator are stressed.

In addition, during this segment of the course, students will be introduced to the basic principles of bookkeeping. Students will develop the knowledge, understanding, and skill sets used in the applications of accounting principles, both theory and practice. Students will develop this knowledge and skill sets by the application of recording and summarizing of financial information through various exercise simulations of company records.

MOM 154 – Bookkeeping Fundamentals I (2 Semester Hours)

During this course, students will continue advancing their knowledge, understanding, and applications of accounting principles. Students will develop this knowledge and skill-sets by the application of recording and summarizing of financial information through various exercise simulations of company records. It is through these practice applications that students will understand and be able to apply a company's assets, liabilities, owner equity, debits and credits, journalizing and posting transactions, financial statements, adjusting procedures, closing procedures, sales journals, and purchase journalizing. Students will also develop the understanding of applications for cash journals, costing merchandise inventory, pricing merchandise, negotiable instruments, and controlling cash.

MOM 156 – Medical Billing Procedures and Insurance Forms (2 Semester Hours)

During this course, students will develop the basic understanding and knowledge required when working with medical records and the preparation of health and accident insurance forms. Private and governmental insurance plans are studied. Students will be trained to prepare insurance forms used by insurance plans and workers' compensation. Standard coding systems are studied. Legal aspects of insurance claims are emphasized as well. Students will also build a knowledge of medical insurance billing for hospitals, doctors' offices and medical facilities. The importance of the insurance billing staff in customer relations and quality patient care will be examined and how to deal effectively with patients and patient complaints. Effective collection techniques will also be addressed. Lectures will cover Medicare and Medicare CPT Codes and in-depth review of ICD-9 codes.

MOM 159 – Computerized Billing II (2 Semester Hours)

During this course, students will continue hands-on skills development, utilizing the microcomputer for claim processing and medical office management. Students will focus on posting charges; input information about a patient onto the claim form; and processing healthcare claims. These skill tasks include the practice of completing insurance claim forms and generating financial statements using a commonly used medical office software program.

MOM 160 – Medical Office Procedures / Medical Law and Ethics / Medical Records Filing (2 Semester Hours)

This course serves as an introduction to medical secretarial duties and medical office procedures. Students will discuss basic telephone procedures and etiquette, patient reception and scheduling techniques. Students will also develop the basic techniques used to handle medical records, process mail, conduct inventory control, and handle



human relation issues within the medical office setting. Students will also gain a greater understanding of the importance of accuracy, medical ethics and the legal aspects associated with medical records.

MOM 161 – Infection Control / Asepsis (2 Semester Hours)

Upon completion of this course, the student will have gained knowledge and skills regarding laboratory safety procedures, OSHA (Occupational Safety and Health Administration) regulations, universal precautions and PPE (Personal Protective Equipment), proper hand washing techniques, CLIA (Clinical Laboratory Improvement Act) regulations, and safety in the medical office. In this module, the student will develop the knowledge and skills in identifying and documenting transmission of communicable diseases, incubation time, and symptoms. The student will also learn the body's defensive mechanisms and the infection cycle, sanitation, disinfection, and sterilization, types of sterilization (chemical and autoclaving), and decipher between direct and indirect means of transmission.

MOM 162 – Patient Preparation and Care / CPR / First Aid (2 Semester Hours)

During this course, students will develop knowledge pertaining to cardinal signs and recognize emergencies, perform first aid and CPR, prepare and maintain the examination and treatment area, interview and take patient history, and prepare patients for procedures and specialty examinations. Students will also complete CPR and first aid training.

MOM 163 – Computerized Billing I, and Employment Preparation (2 Semester Hours)

During this course, student will develop the knowledge and skill-sets that deal with common business procedures performed in a medical facility. Students will develop the knowledge of and application to various electronic claims, professional fees, credit arrangements, submission, collections, and data entry. Student learning will focus on the practical application of collection procedures, patient billing, and data entry. Students will use the computer to file a simulated insurance claim with major carriers. Students will practice finding information about carrier requirements for filing claims. In addition, students will develop the skill-sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). Students will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews. In addition, students will acquire important skills involving employment search techniques, as well as tracking methods commonly used during successful job search.

P 150 – Introduction to Paralegal and Legal Research and Writing (2 Semester Hours)

The objective of this course is for the student to be introduced to the Paralegal profession as well as the basics of legal research and writing. Students will develop an understanding of the roles and duties of Paralegals. The student will also learn the rules of legal writing, construction of letters, researching various sources of law, brief cases and understand motions.

P 151 – Civil Procedure, and Litigation (2 Semester Hours)

Civil Procedure

The objective of this course is for the student to develop skills and knowledge involving the practical aspects of drafting simple and complex motions, oppositions to motions, and the procedural rules governing law and motion practice. The student will learn about pre-trial conference statements and settlement documents relating to the pre-trial stage of litigation.

Civil Litigation

The objective of this course is for the student to develop skills and knowledge as the student learns each step of pre-trial preparation and trial. The student will participate in a hypothetical law suit, drafting documents, completing interviews, counseling, and preparation of pleadings, motions, all the way through the settlement process, pre-trial, trial, and post-trial procedures.



P 152 – Law Office Procedures, Immigration (2 Semester Hours)

Law Office Procedures

Students will learn in this course, the general office procedures followed in a law office and the student will learn the rules governing those who work in the legal profession. The student will learn: why and how legal professionals are regulated; some of the important ethical rules governing the conduct of attorneys; how law firms may be organized and managed; some of the typical policies and procedures governing law office employment; the importance of an efficient filing system in a legal practice and some typical filing procedures; how clients are billed for legal services; and, how law-office culture and politics may affect the working environment.

Immigration

The objective of this course is for the student to develop fundamental skills and knowledge that represents the construction and application of current Immigration Laws. Students will learn about the nature and origin of the U.S. Constitution and the development of laws. The student will become acquainted with the Branches of Government and how laws are made; including the power of government to regulate Immigration; the Immigration and Naturalization Act (INA), the Immigration Reform and Control Act of 1986 (IRCA), and the Immigration Act of 1990 as the principle employer-related immigration laws.

P 153 – Torts, and Constitutional Law (2 Semester Hours)

Torts

The objective of this course is to provide a basic understanding of tort law and workers compensation law on the following topics: Basic categories of tort law, intentional torts, negligence, strict liability and products liability, causes of action and defenses under tort law, damages as well as basic fundamentals of workers compensation law.

Constitutional Law

Students will learn about the nature and origin of the U.S. Constitution and the development of laws. The student will become acquainted with the Branches of Government and how laws are made. Further, students will learn how the Constitution applies to State Law and translates to citizen's rights.

P 154 - Property Law, and Administrative Law (2 Semester Hours)

Property Law

The objective of this course is for the student to develop skills, understanding, and a working knowledge of community and separate property laws. The student will learn the basic concepts in the law of real property, including parties to a real estate transaction, the sales agreement, financing techniques, deeds and indentures, real property descriptions, the closing and settlement process, and post-settlement activities as it relates to their role as a paralegal.

Administrative Law

The objective of this course is for the student to develop skills and knowledge surrounding legal concepts and their applications to real world situations. Students will learn to decipher actual law and materials. The student will be exposed to various documents, research sources, and other materials involved with performing the responsibilities of a paralegal.

P 155 – Legal Research and Writing for the Paralegal II (2 Semester Hours)

The objective of this course is for the student to develop skills and knowledge as it relates to functions of a paralegal in legal research. The student will learn through practical application projects, the function of legal



research in the legal system and the nature of relative legal writing. The student will develop a better understanding of the functions of a paralegal in the drafting of legal documents and correspondence required in normal case management. Students will learn how to research through the U.S. legal system, law publishing's, law books, and law libraries as well as internet and electronic research. Students will learn the principal sources of the law: cases, statutes, constitutions, court rules, administrative regulations, and miscellaneous publications used in legal research. The course culminates as the student will be able to demonstrate how to develop research strategies and refine writing skills.

P 156 – Employment Law, and Evidence (2 Semester Hours)

Employment Law

The objective of this course is for the student to develop a basic understanding, knowledge, and skills relating to basic labor laws and how they effect a business and office environment. The student will further learn the differences between labor law and employment law. The student will develop a basic understanding of employment law including discrimination and wrongful termination as it relates to the role of a paralegal.

Evidence

The objective of this course is for the student to develop skills and knowledge surrounding the legal process regarding the rules of evidence. The student will develop an understanding of the source of evidence available for a trial, the importance of gathering evidence prior to trial, the significance of gathering information at a crime scene along with subsequent investigation of a crime and their applications.

P 157 – Criminal Law, and Employment Prep (2 Semester Hours)

Criminal Law

The objective of this course is for the student to develop skills and knowledge surrounding the legal definitions and elements of a crime and provides the student with an understanding of criminal procedures from arrest through pre-trial, trial, and sentencing. Student will learn how to obtain facts by investigation to convict or defend an alleged criminal. In addition, the student will be able to utilize the California Penal Code with efficiency, be introduced to the Evidence Code and applicable practice guide, and how and why the criminal litigation procedures differ from civil litigation procedures.

Employment Preparation

During this course, students will develop the skill sets in order to properly and appropriately create their resume, cover letter, and letter of reference(s). The student will also gain insight as to appropriate attire to be worn at an interview, and develop interviewing skills by participation in mock interviews. Students will also gain insight and important skills involving employment search techniques and tracking methods commonly used during successful job hunting.

P 158 – Wills, Estate Administration, Bankruptcy (2 Semester Hours)

Wills, Trusts and Estate Administration

The objective of this course is for the student to develop skills and knowledge involved with Wills, Trusts and the Administration of the Estate. The student will form an understanding of the functions of a paralegal in the creation and administration of wills and trusts, in particular, the rules of probate and trust administration generally, and specifically in California. Through practice and exercises, the student will demonstrate skills in completing forms, checklists, and the actual drafts of wills and trusts.

Bankruptcy Law



This course will provide the student with basic skills and a better understanding in the activities conducted by the paralegal in a bankruptcy practice to include petitions, motion practice in bankruptcy, the role and powers of the bankruptcy trustee, reorganization cases, and the analysis and preparation of Statements and Schedules. The student will develop a basic understanding of the bankruptcy theory and practice based on the United States Bankruptcy Code.

P 159 - Contract Law, and Business Law (2 Semester Hours)

Contracts

The objective of this course is for the student to develop a basic understanding, knowledge, and skills relating to: elements of a valid Contract; elements of a valid lease agreement; enforcement of sales contracts; and, the Common Law of Contracts as well as how it relates to the role of the paralegal.

Business Law

The objective of this course is for the student to develop a basic understanding, knowledge, and skills relating to Business Law. The student will learn the roles and importance of Business Law and Business Relations; Common Failures of Business Organization; and, Business Organization Risks and Liabilities

P 160 - Family Law (2 Semester Hours)

During this course, the student will develop knowledge and skills in a wide range of subjects involving Family Law. This will range from the practical aspects of dissolution and custody procedures to spousal and child support. The student will learn how to calculate support and collection methods of arrearages. Students will develop an understanding of generating necessary forms and pleadings as it applies to family law.

SCPS119 - Introduction to Computers, Microsoft Word (2 Semester Hours)

This course serves as an introduction to PC and Microsoft Word. Students will learn to distinguish between hardware/software and different types of computer programs. They will learn to open, copy, move, rename, delete and undelete files, in addition to using word processing features and general navigation within the Windows Operating System. Students will also gain proficiency in using internet browsers, search and email. Students will further be developing their knowledge, skill set, and confidence in using Microsoft Word. Students will be asked to demonstrate proficiency through exercises that include Getting Started with Word, tools, editing skills, and formatting. Students will be asked to create documents in Word using a variety of editing and formatting tools and skills learned in the course.

SCPS 170 – Introduction to Homeland Security (2 Semester Hours)

Students are introduced to the historical evolution and formation of the Department of Homeland Security, examining its relations with other government agencies and private companies, as well as key legislations, policies, and strategies. Students will develop a knowledge and understanding of critical United States infrastructures, and the role of the Department of Homeland Security and other government agencies in protecting them. Students will also acquire a knowledge of the constitutional articles and amendments that set forth the legal authority and limitations of the federal government in protecting the homeland.

They will gain an understanding of major Homeland Security legislation and executive orders, and learn about the international conventions and declarations governing human and prisoner rights. Students will apply constitutional, national, and international legal principles to advocate and/or oppose position statements on legal controversies in Homeland Security (e.g., extreme interrogation techniques), due process of law, and adherence to the Geneva Convention. They will also apply ethical decision-making principles to advocate and/or oppose position statements on ethical dilemmas in Homeland Security (e.g., interrogation techniques, prisoner rendition, and denial of medical treatment).



SCPS 171 – Loss Prevention, and Powers to Arrest (2 Semester Hours)

The objective of this course is to introduce the students to the challenging role of a security professional and to identify the position's physical risks and legal liability. This course emphasizes the role of security personnel in loss prevention, and it addresses various types of theft and how it affects the business, communication to prevent theft, what the laws and liabilities are concerning it. This course will also provide insight into the motivations behind shoplifting and theft and provide recommendations for handling such situations. Students will develop the knowledge and understanding of the legal aspects, techniques, liability, and requirements relating to the arrest of an individual. Implications of an arrest for the subject, the guard, and a company will be explored. In addition, students will investigate escalation and de-escalation techniques in the use of force, as well as general use of restraint techniques and their implications. The applications and implications of enforcement of trespass laws will also be discussed.

SCPS 173 - Crime Prevention/ Crime Prevention through Environmental (2 Semester Hours)

During this course, students will develop an understanding of crime prevention while examining a variety of preventive measures such as response techniques to 911 calls, random and directed patrols, reactive versus proactive arrests, community policing and community-based intelligence, public access to crime information, police legitimacy, Criminogenic commodities, security for homes and seniors, and security against various crimes including fraud, identity theft, robberies, vandalism, and more. The course will also examine CPTED as a major crime prevention concept. Students will learn architectural and planning terms and definitions, techniques used to analyze the potential for crime, how to identify relationships and conflicts that exist between crime and the environment, and the application of CPTED strategies in neighborhoods, schools, and other sites. Emphasis is placed on documented case studies and specific CPTED applications in commercial, transportation, and public housing settings.

SCPS 175 – Communications Training, Report Writing (2 Semester Hours)

During this course, students will develop the knowledge and understanding regarding internal communications involving Protocols Pursuant to Contact (Who to Contact and When) and external communications involving Emergency and First Responders, medical personnel, Police, Sheriff, and other enforcement personnel, city services, and government services> Students will be exposed to conflict management strategies, negotiation strategies, dispute handling strategies, and means of controlling boisterous celebrations. Students will also develop the knowledge and understanding as to the importance of proper and timely report writing. Students will learn the basics of investigative report writing,

SCPS 176 - The Penal Code, Civil Law, and Employment Preparation (2 Semester Hours)

During this course, students will develop the knowledge and understanding of the various sections contained within the California Penal Code (CPC) and how these sections apply to security training. Students will develop the knowledge and understanding of Civil Law as it pertains to: personal injury claims, family law disputes, contract disputes, invasion of privacy, inappropriate use of physical force, false imprisonment, battery and improper surveillance.

In addition, students will develop proficient skill levels in how to seek employment including locating sources of employment; utilize their computer skills using the Microsoft Word program while preparing a resume, writing letters of application; developing interviewing skill-sets for employment; and finally, developing or enhancing their skill-sets in job search techniques and follow up methods / techniques.

SCPS 181 – Hazardous Materials (Hazmat “HAZOPER” Certification) (2 Semester Hours)

During this course, students will develop fundamental understanding of being exposed to problems associated with hazardous materials transportation, storage, and use of clandestinely produced chemical, biological, and



radiological materials. Students will study hazardous materials with respect to chemical reactions, engineering controls, and control techniques during emergency situations. Students in this module will earn certification in Hazardous Waste Operations and Emergency Response (Hazmat “HAZWOPER” Certification). Knowing how to deal with Hazardous materials and proper disposal is imperative as a First Responder and responder may find the possibilities of being exposed to any of three (3) different types of hazards or safety conditions: Bio-hazards, Chemical hazards, or Physical hazards.

SCPS 182 – Chemical Agents Weapons of Mass Destruction (WMD), (2 Semester Hours)

Chemical Agents and Weapons of Mass Destruction (WMD)

During this segment of the module, the student will develop the knowledge and understanding of Tear Gas use and its effects; Pepper Spray and its effects; Air Borne Chemical Agents and their effects; Water Borne Chemical Agents and their effects. Students will also develop a fundamental understanding of the basic investigative techniques associated with fire, arson, and bombing investigations. They will explore state/federal arson and explosive laws; learn to locate technical information; gain understanding about explosives and its effects; assess physical security requirements for protection from bombings / explosives; learn to identify explosive products. The course covers prevention and deterrence concerning chemical, biological, radiological, nuclear, and explosive (CBRNE) hazards as they relate to Weapons of Mass Destruction (WMD).

Baton and Fire Safety Training and CPR/First Aid

During this segment of the module, students will learn about moral and legal aspects of baton usage. Students will examine the fundamentals of baton handling, including stances and grips, target areas, defensive techniques, control techniques, arrest and control techniques. In addition, students will also receive training in CPR and Emergency First Aid for First Responders.

Firearms Training

During this segment of the module, the student will develop the knowledge, understanding, and skills pertaining to the moral and legal aspects of firearms use; firearms nomenclature; weapons handling and shooting fundamentals; emergency procedures; range training; acts prohibited by law.

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